

FACILITY INSPECTION CHECKLIST



Committee of Management							
Year – 2019 / 2020 (select Quarter)	Quarter 1 (Jul – Sep)		Quarter 2 (Oct – Dec)		Quarter 3 (Jan – Mar)		Quarter 4 (Apr – Jun)
Date of Inspection							
Contact Person (1)	Name				Phone		
Contact Person (2)	Name				Phone		

ITEM ID	ITEM DESCRIPTION	ITEM ID	ITEM DESCRIPTION
1.0	Site Conditions	2.0	Building Elements (continued)
1.1	Internal Roads and Carparks	2.13	Windows and Glass
1.2	Walking Tracks		Fly Screens
1.3	Ground Level Drainage		Curtains and Blinds
1.4	Fences and Gates	2.14	Testing and Tagging
1.5	Trees	2.15	Keys and Locks
1.6	Signage	2.16	Security system
1.7	Playgrounds	2.17	Vandalism
1.8	Shade Sails	2.18	Pest Control
1.9	Flag Poles	3.0	Services
2.0	Building Elements	3.1	Septic
2.1	Structural Stability	4.0	Emergency Equipment
2.2	Building alterations	4.1	Exit Doors
2.3	Roof		Signs
	Eaves		Emergency lighting
	Guttering and downpipes		Fire Services
2.4	Painting		Emergency Power and Lighting
2.5	Plumbing and fixtures	4.2	Evacuation Plan
2.6	Building Lighting (Internal and External)	5.0	Health and Amenities
	Security Lighting	5.1	Kitchen
2.7	Electrical Fittings	5.2	Food handling and storage areas
	Light Switches	5.3	Hygiene
	Power points	5.4	Toilet
2.8	Electrical Panel	6.0	Playing Arena Surface Conditions
	Switchboards	6.1	Grassed Areas
	Wiring	6.2	Netball Courts
2.9	Hot Water System	6.3	Tennis Courts
2.10	Air Conditioning	6.4	Sprinklers and Irrigation System
	Heating	6.5	Playing Surface Lighting
2.11	Floor surfaces and coverings	6.6	Fixed Goal Posts & Goal Padding
2.12	Walls (Internal and External)	7.0	Fire and Arson Risks
	Ceiling (Internal)	7.1	External combustible material accessible (eg Gas cylinders, chemicals & fuel, bins, mulch, debri etc)
	Doors (Internal and External, including cupboard doors and door fittings)		
	Skylights	7.2	Internal Combustible material (eg Gas cylinders, chemicals & fuel etc).

Hazard Identification No. 1	Item ID	
Exact Location (eg. Guttering on east side of Football Clubrooms)		
Hazard Description		

Hazard Identification No. 2	Item ID	
Exact Location		
Hazard Description		

Hazard Identification No. 3	Item ID	
Exact Location		
Hazard Description		

Hazard Identification No. 4	Item ID	
Exact Location		
Hazard Description		

Hazard Identification No. 5	Item ID	
Exact Location		
Hazard Description		