

MONTH

SITE MANAGER'S CHECK LIST	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
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DAILY

Cleaners Log																																					
Check Job Book in Reception																																					
Clear Reception Area																																					
Emergency Lights																																					
Grounds - check and clear hazards and rubbish																																					
Check Toilets																																					
Replenish paper towels in all areas																																					
Fire Panel																																					
Check all Fire doors working correctly																																					
Alarm panel																																					
Fire escape doors - ensure locked																																					
Stairwells/corridors clear of rubbish/equipment																																					

WEEKLY

Maintenance Log																																					
Smoke Alarms																																					
Fire Extinguishers in communal areas																																					
Check Water Level on Boilers																																					
Check Bin Area																																					
Check Cleaning supplies																																					
Check weekly fire alarm testing complete																																					

MONTHLY

Cleaning inspection																																					
Clear out of date items from fridges																																					
Visual Inspection of wiring																																					

AS AND WHEN REQUIRED

Complete contractor call out book																																					
Clear out of date items from fridges																																					

Comments:	Signed:	Date:
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