EXAMPLE DAILY MAINTENANCE CHECKLIST

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Week Commencing:	Inspection Carried Out By
Trees continuing.	

		Defect	Action	Initia
MONDAY	All fire exits checked clear/panic and exit doors operational	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		actor neces
	All emergency exits signs and emergency lights operational			
	Common areas and corridors checked			
	Tenants displays safe			
	Casual Leasing displays safe			
	Vacant Trestle Tables and displays			
	Centre Lighting (mall-c/parks-signage)			
	Entry Mats			
	Damaged floor tiles etc			
	Toilet - defects etc			
	Graffiti - Paint (external, internal)			
	Fire service (smoke detectors - fire pump - etc)			
	Water leaks (roof - drains etc)			
	Compactor/loading docks			
	Trolley bays			
	Carparks safe			
TUESDAY	All fire exits checked clear/panic and exit doors operational			
	All emergency exits signs and emergency lights operational			
	Common areas and corridors checked			
	Tenants displays safe			
	Casual Leasing displays safe			
	Vacant Trestle Tables and displays			
	Centre Lighting (mall-c/parks-signage)			
	Entry Mats			
	Damaged floor tiles etc			
	Toilet - defects etc			
	Grafitti - Paint (external, internal)			
	Fire service (smoke detectors - fire pump - etc)	S 47		
	Water leaks (roof - drains etc)			
	Compactor/loading docks	5-		
	Trolley bays			
	Carparks safe			
WEDNESDAY	All fire exits checked clear/panic and exit doors operational		i i i	

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D Kirk

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