

## PATROL CHECKS

VENUE: \_\_\_\_\_

WEEK COMMENCING: \_\_\_\_\_

		M	T	W	T	F	S	S
1	FIRE EQUIPMENT IS IN PLACE AND CLEAR AND UNENCUMBERED							
2	FIRE EQUIPMENT IS IN DATE AND UNTAMPERED WITH							
3	FIRE DOORS ARE CLOSED AND NOT WEDGED OPEN <b>NIGHTS AND WEEKENDS</b>							
4	FIRE ESCAPES ARE NOT OBSTRUCTED AND ARE COMPLETELY CLEAR							
5	ALL BREAK GLASS PANELS ARE IN FIT CONDITION							
6	EXIT SIGNS ARE IN PLACE AND LIGHTING IS SUFFICIENT							
7	CHECK FOR BARE ELECTRICAL POINTS OR WIRES							
8	CHECK NO ACCUMULATED RUBBISH							
9	FIRST AID BOX IN PLACE							
10	ALL BULBS IN EMERGENCY LIGHTS ARE WORKING							
11	CALL POINTS CLEAR AND UNOBSTRUCTED							
12	CHECK ROOF FIRE EXT, AND LIFT ROOM DOOR							
13	4TH FLOOR WATER TANK FOR TOILETS THERE IS A VALVE TO TURN OFF BEHIND BLACK PIPES							
14	4TH FLOOR CHECK MIMAS OFFICE SUPERVISE CLEANING							
15	3RD FLOOR TO BE MARKETING LIBRARY SUPERVISE CLEANING, TO BE LOCKED NEXT TO KITCHENETTE							
16	3RD FLOOR LEGAL COUNSEL ( CHERYL ) BE LOCKED & SUPERVISE CLEANING							
17	3RD FLOOR TIM SHALA OFFICE TO BE CLEANED WHEN NOTIFIED OTHERWISE IT SHOULD BE LOCKED							
18	2ND FLOOR HR OFFICE KAREN LOMBARDO CHECK AFTER CLEANERS TO MAKE SURE ALL IS IN ORDER							
19	2ND FLOOR CYRIL'S OFFICE TO BE SUPERVISED WHILE CLEANING							
20	1ST FLOOR ALEXI HEAD OF FINANCE CHECK CLEANER WORK ONCE COMPLETE							
21	GROUND FLOOR PA OFFICE AND DESKS TO BE CHECKED ONCE CLEANERS ARE COMPLETE							
22	GROUND FLOOR CEO OFFICE TO BE CHECKED ONCE CLEANERS ARE COMPLETE							
23	ALL WINDOWS AND BLINDS SHOULD BE CLOSED ON A <b>NIGHTS AND WEEKENDS</b>							
24	REPORT ANY FAULTS ON DB PANELS, IF A CIRCUIT HAS A RED LIGHT PLEASE EMAIL OPERATIONS							

		M	T	W	T	F	S	S
25	BASEMENT IT OFFICE CHECK WINDOWS IN OFFICE AND IT STORE ROOM							
26	RISER CUPBOARD NEAR BASEMENT KITCHEN, CHECK FUSE BOX							
27	<b>CHECK</b> IT SERVER ROOM IS LOCKED							
28	<b>CHECK</b> BOTH GARAGES FOR ENOUGH ROOM TO PARK CARS							
29	<b>CHECK</b> GARAGE WATER MAINS METER AND GAS METER FOR VISIBLE LEAKS AND GAS ODOUR							
30	<b>CHECK</b> GARAGE DOORS ARE CLOSED , CLOSE MANUALLY IF NEEDED							
31	<b>CHECK</b> TWO AIRCON UNITS ARE SWITCHED ON OUT SIDE GARAGE DOOR							
32	<b>CHECK</b> MAINS WATER STORAGE TANK AND ROOF SUPPLY FOR VARIOUS FLOORS							
33	<b>CHECK</b> MAINS ELECTRICAL SUPPLY							
34	<b>CHECK</b> BOILER ROOM							
35	<b>CHECK</b> HEATING PUMP ROOM							
36	<b>CHECK</b> GAS							
37	<b>CHECK</b> FUSE BOX OPPOSITE WATER TANK							
38	<b>CHECK</b> NO VEHICLES ARE BLOCKING ACCESS TO GARAGES							