

# Buildings maintenance inspection checklist (3 monthly)

This checklist has been developed to assist park operators with identifying and addressing buildings including cabins maintenance requirements, this checklist is a generic guide and does not cover all possible hazards, risks and compliance requirements.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Completed by: \_\_\_\_\_

Building reference or no: \_\_\_\_\_

**Instructions:** Tick the checklist items as you complete them, NA items not relevant, note down any actions issues (report all safety / maintenance issues).

Inspection and task checklist:	Inspection results (Yes, No or NA)	Comments / issues / actions:
<b>External cladding, frame and footings:</b>		
Cladding is in good condition and free from damage and deterioration (corrosion or timber rot).	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Frame is in good condition and free from damage and deterioration (corrosion or timber rot).	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Footings are in good condition and free from damage and deterioration (corrosion or timber rot).	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Cabins are appropriately anchored to the ground with footings or chains.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
<b>Roof and gutters:</b>		
Roof is in good condition and free from damage and deterioration (corrosion).	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Roof screws are appropriately fixed, intact and free from damage and deterioration (corrosion).	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Gutters are appropriately fixed and free from damage and deterioration (corrosion).	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Roof and gutters are free from leaves, debris, overgrowth and other build up.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	

SAMPLE - INTENTIONALLY FADED

Inspection and task checklist:	Inspection results (Yes, No or NA)	Comments / issues / actions:
<b>Stairs, ramps, decks and railings:</b>		
Stairs are in good condition, secure and free from damage and deterioration (corrosion or timber rot).	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Stairs have anti-slip provisions installed which is in good condition and in-tact.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Decks are in good condition, secure and free from lifted screws / nails, damage and deterioration (corrosion or timber rot).	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Handrails / balustrades are in good condition, secure with no hazardous openings where a child could fall and free from damage and deterioration (corrosion or timber rot).	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
<b>Internal walls, ceiling and floor:</b>		
Internal walls are in good condition and free from damage and deterioration.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Internal ceilings are in good condition and free from damage, water damage and deterioration.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Floor areas are in good condition, secure and free from lifted screws / nails, damage and deterioration.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
<b>Tap fixtures and plumbing:</b>	SAMPLE - INTENTIONALLY FADED	
Tap fixtures in all areas are free from damage, leaks, deterioration and in working order.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Shower fixtures in are free from damage, leaks, deterioration and in working order.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Flexi hoses are free from damage, corrosion, bulges, leaks and less than 5 years old.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Seals and grout work is intact and free from deterioration including mould.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Toilets are operating correctly and in working order.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	

Inspection and task checklist:	Inspection results (Yes, No or NA)	Comments / issues / actions:
<b>Appliances and electrical:</b>		
Electrical equipment including leads is free from damage and in working order.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Electrical equipment is tested and tagged by a competent person at set intervals.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Electrical equipment is RCD protected.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Air conditioning filters are clean and free from dust build up.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Bathroom exhaust fans are clean and free from dust build up.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Kitchen hood grease filters are clean and free from grease build up.	<p style="text-align: center;">SAMPLE - INTENTIONALLY FADED</p> Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
<b>Bunk beds:</b>		
Bunk beds are in good condition, secure and guard rails installed.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Access fixtures including hand holds are in good condition and free from damage.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
The top of the guardrail is at least 160mm above the top of the mattress.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Tripper bunks are removed from service / not permitted to be used.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Bunk beds are free from sharp points, protrusions and dangerous gaps.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Signage is installed on top bunks warning that children less than 9 years should not use upper bunk.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	

Inspection and task checklist:	Inspection results (Yes, No or NA)	Comments / issues / actions:
Furniture:		
Furniture is in good condition and free from damage.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Furniture is stable and free from sharp points and protrusions.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Child safety devices / clips are fitted to all blind cords / chains.	Yes <input type="checkbox"/> No <input type="checkbox"/> Na <input type="checkbox"/>	
Additional comments:		