

## EXAMPLE HOUSEKEEPING CHECKLIST REPORT

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DESCRIPTION	CONDITION			COMMENTS
	Very Good	Good	Attention Needed	
<b>External</b>				
Road Surface		X		
Kerbs/Gutters/Speed Bumps			X	Concrete diamonds in carpark need to be removed
Line Marking	X			Lines repainted 10/9/2000
Signage	X			New signs replaced 5/9/2000
Lights		X		
Drains		X		
Landscaping			X	Needs urgent replacement
Safety Aspects		X		3 monthly audit done in September
General Tidiness		X		
Weed Growth		X		
Gardens			X	Need up grading
Fences		X		
Garbage Bins		X		
Sealing		X		
Roof Sheeting		X		
Box Gutters		X		
Graffiti		X		
Walls			X	Need painting
Paint Work			X	Exterior of building needs painting
Main Entrances			X	Need painting
Awning Lights		X		
Emergency Lighting		X		
Fire Doors		X		
Fire Hose Reels		X		
Fire Hydrants				
Door Locks		X		
<b>SERVICE CORRIDORS</b>				
Rubbish	X			
Lights		X		
Floors	X			Floor resurfaced in October 2000
Walls		X		Painted in October 2000
Ceilings			X	Need painting
Emergency Lighting		X		
Fire Doors		X		
Door Locks		X		
<b>PUBLIC TOILETS</b>				
Floors	X			
Walls			X	Requires painting
Doors			X	Requires painting
Ceilings			X	Requires painting
Exhaust Registers		X		
Lighting			X	Needs up grading