|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. 1 | Floor surfaces even and in good condition. No wear, crack or holes. |  |  |  |  |
|  | Floor coverings even and securely fixed. No loose edges. No tears. |  |  |  |  |
|  | Stairways adequately lit and free from obstruction. |  |  |  |  |
|  | Stair carpets/coverings and edge strips secure and unworn. |  |  |  |  |
|  | Stairways have securely fixed handrails. |  |  |  |  |
|  | Corridors, thoroughfares and areas around workstations clear. No trailing cables. No items stored on floor. |  |  |  |  |
|  | Internal doors in good condition, free from obstruction and easily open and closed. |  |  |  |  |
|  | Glazed panels in doors not covered. |  |  |  |  |
|  | Overhead lighting in good working order and providing suitable light for task(s) undertaken. |  |  |  |  |
|  | Windows open and close easily. No need to climb or stand on desks. |  |  |  |  |
|  | Windows are suitable and not draughty. |  |  |  |  |
|  | Blinds fitted securely and easily adjustable. |  |  |  |  |
|  | Electrical equipment working and passed a Portable Appliance Test in the last 12 months. |  |  |  |  |
|  | Sockets in good condition and not overloaded? No daisy-chaining of extensions. |  |  |  |  |
|  | Fire extinguishers fixed to wall at correct points, clearly visible, tags in place. Serviced in the last 12 months. |  |  |  |  |
|  | Fire Action Notices in place with up-to-date, relevant information. |  |  |  |  |
|  | All emergency signs in place and clearly visible. |  |  |  |  |
|  | General housekeeping good. Desks and work areas tidy and free of rubbish. |  |  |  |  |
|  | Area cleaned according to Service Level Agreement. |  |  |  |  |
|  | There is enough space for employees to work safely. |  |  |  |  |
|  | Furniture is in good repair. |  |  |  |  |
|  | Storage facilities used effectively. Objects, files and equipment readily accessible and not likely to fall. |  |  |  |  |
|  | All Ceiling tiles in place. No signs of dampness or mould. |  |  |  |  |
|  | No evidence of leaks, mould or dampness on walls. |  |  |  |  |
|  | Toilets clean and in good working order. |  |  |  |  |
|  | Sinks and taps clean and in good working order. |  |  |  |  |
|  | Harmful substances in the correct containers and clearly labelled with correct hazard warnings. |  |  |  |  |
|  | Temperature appropriate for the work activities. |  |  |  |  |
|  | Noise levels reasonable. You can talk to someone up to 2 metres away without raising your voice. |  |  |  |  |
|  | First Aid equipment and facilities readily available and in good order? First aid materials in date. |  |  |  |  |
|  | Any Asbestos Containing Materials marked and in good condition (see Asbestos Management Plan). |  |  |  |  |
|  | External doors in good condition, free from obstruction and easily open and closed. |  |  |  |  |
|  | External building fabric in good state of repair based on a visual inspection (include any external structures or outbuildings). |  |  |  |  |
|  | Flat roofs free from debris, litter and plant material. |  |  |  |  |
|  | All signage in place, in good condition an easy to read. |  |  |  |  |
|  | Vehicle and pedestrian routes separate and clearly marked. Routes are kept clear. |  |  |  |  |
|  | Ground free from jagged or protruding surfaces or objects. |  |  |  |  |
|  | Fire hydrants accessible and free from debris or flooding. |  |  |  |  |
|  | Car park and vehicle routes free from potholes. |  |  |  |  |
|  | External waste storage facilities adequate. Waste in correct bins. No rogue litter on site. |  |  |  |  |
|  | Play equipment stable and free from sharp or jagged edges or protrusions. |  |  |  |  |

**Any faults should be reported immediately to** [**property.repairs@falkirk.gov.uk**](mailto:property.repairs@falkirk.gov.uk) **and recorded on the Premises Repair Log Sheet (9o).**