

Annual Building Inspection and Management Report

Name of Facility _____
Report Completed By _____
Contact No. _____
Date _____

1. Electrical Plumbing and Gas

- | | | | | |
|-----|--|------------------------------|-----------------------------|------------------------------|
| 1.1 | Are there any exposed electrical wires? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.2 | Have the electrical circuits tripped during normal activities in the last twelve months? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.3 | Are gas pipes and gas appliances working and in good condition? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.4 | Are gas cylinders contained with a cage? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.5 | Are there any plumbing leaks? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.6 | Do any of the taps leak? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.7 | Are there any broken basins, sinks or toilet bowls? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.8 | Is there any evidence of leaking gutters, roofs and downpipes? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 1.9 | Does the septic tank require pumping out? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

2. Building Interior

- | | | | | |
|-----|---|------------------------------|-----------------------------|------------------------------|
| 2.1 | Can you see any signs of rot in internal timber beams, windows, walls or floor? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2.2 | Are internal walls intact and in good condition? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2.3 | Is any glazing cracked or broken? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

3. Emergency Equipment

- | | | | | |
|-----|---|------------------------------|-----------------------------|------------------------------|
| 3.1 | Is an emergency evacuation plan displayed inside the building? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3.2 | Is the fire fighting equipment (fire blankets, fire extinguishers, fire hydrants, hose reels) accessible? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3.3 | Does all fire fighting equipment have current inspection tags? (Expiry date must be in the future) | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3.4 | Is the first aid box accessible and stocked? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

4. Building Security

- | | | | | |
|-----|---|------------------------------|-----------------------------|------------------------------|
| 4.1 | If an alarm or security system is fitted, does the system work? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4.2 | Is equipment stored inside the building visible from the outside? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4.3 | Do all fitted locks (doors / windows) work properly? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4.4 | Is there a procedure that ensures doors and windows are secured after the facility is used? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

5. Waste Management

- | | | | | |
|-----|--|------------------------------|-----------------------------|------------------------------|
| 5.1 | If bins are provided in the toilets, is there a procedure that ensures they are emptied regularly? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
|-----|--|------------------------------|-----------------------------|------------------------------|

6. User Safety

- | | | | | |
|-------|---|------------------------------|-----------------------------|------------------------------|
| 6.1 | Are there clearly marked routes for pedestrian access? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6.2 | Are pedestrian routes separated from vehicle routes? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6.3 | Is there a procedure in place to ensure aisles and access are clear of obstruction? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6.4 | Do steps and ramps have hand rails? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6.5 | Are there areas where users might fall more than two metres? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6.5.1 | Is there a rail protecting users from falling in these areas? | <input type="checkbox"/> N/A | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

7.Fire Protection

- 7.1 Are dangerous goods stored inside any buildings on the site? N/A No Yes
- 7.2 Are buildings clear of overhanging vegetation, overgrown shrubs and uncut grass? N/A No Yes
- 7.3 If rubbish bins are kept outside, are they clear of the building eaves? N/A No Yes

The following pages outline the additional information Council requires where there are ticked boxes in the far right hand column on pages 1 and 2.

1. Electrical Plumbing and Gas

- 1.1 Provide a description of the problem and proposed rectification works including timeframe.
- 1.2 Provide details of occasions when the circuits have tripped, reasons identified for the problem and proposed rectification works including timeframe.
- 1.3 Provide a description of the problem and proposed rectifications works including timeframe.
- 1.4 Council recommends that where gas bottles are stored outside the bottles are placed inside cages to minimise fire and vandalism risk. If gas bottles are not stored in cages, provide details of safety measures that are in place.
- 1.5 Provide a description of the problem and proposed rectifications works including timeframe.
- 1.6 Provide a description of the problem and proposed rectifications works including timeframe.
- 1.7 Provide a description of the problem and proposed rectifications works including timeframe.
- 1.8 Provide a description of the problem and proposed rectifications works including timeframe.
- 1.9 Advise when septic tank will be pumped out.

2. Building Interior

- 2.1 Provide a description of the problem and proposed rectifications works including timeframe.
- 2.2 Provide a description of the problem and proposed rectifications works including timeframe.
- 2.3 Provide a description of the problem and proposed rectifications works including timeframe.

3. Emergency Equipment

- 3.1 Council recommends that an emergency evacuation plan be displayed in all Council owned buildings. If you need help creating a plan, contact Council's Risk Management Officer.
- 3.2 Provide a description of the problem and proposed rectifications works including timeframe.
- 3.3 Provide a description of the problem and proposed rectifications works including timeframe.
- 3.4 Provide a description of the problem and proposed rectifications works including timeframe.

4. Building Security

- 4.1 Provide a description of the problem and proposed rectifications works including timeframe.
- 4.2 Provide a description of the problem and proposed rectifications works including timeframe.
- 4.3 Provide a description of the problem and proposed rectifications works including timeframe.
- 4.4 Develop a process for checking the building is secured after use.

5. Waste Management

- 5.1 Develop a process for ensuring bins in toilets are emptied regularly.

6. User Safety

- 6.1 Provide a description of the problem and proposed rectification works including timeframe.
- 6.2 Provide details of occasions when the circuits have tripped, reasons identified for the problem and proposed rectification works including timeframe.
- 6.3 Provide a description of the problem and proposed process for ensuring aisles and access is clear of obstructions.
- 6.4 Not all steps and ramps require hand rails. If there are steps and ramps without hand rails, contact Council's Municipal Building Surveyor who will clarify whether hand rails are required.
- 6.5 If there are drops that are not protected by rails, contact Council's Engineer who will clarify whether a rail is required.

7. Fire Protection

- 7.1 Provide details of the dangerous goods stored, including confirmation that storage complies with the Dangerous Goods Act.
- 7.2 Provide a description of the problem and proposed rectifications works including timeframe.
- 7.3 Council requires that bins are not stored under eaves as this is a fire risk if bins are set alight.

Please return the form to:

Greater Hume Shire Council
PO Box 99
HOLBROOK NSW 2644