FAULTFIXERS

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Task	Assigned to	Frequency	Week 1	2	3	4	5	1	2	3	4	5	Log
Fire safety	**Initials**												Daily
Fire alarm testing [all buildings]	GW	M											Weekly
Fire evacuation drill	GW	3M											Monthly
Inspect fire safety doors and exits	GW	D											3 Monthly
Check for any fire door & exit damage	GW	W											6 Monthly
Check routes are safe	GW	W											Yearly
Check all fire extinguishers are clearly labelled	GW	W											
Check all fire extinguishers are not showing any damage	GW	W											
Fire safety strategy meeting [internal]	MJ	6M											
Fire safety risk assessment	MJ	Y											
Legionella prevention													
Hot water storage cylinders (calorifiers) should store water at 60°C or higher	KY	M											
Sentinel taps hot water should be 50°C or higher	KY	6M											
Sentinel taps cold water should be 20°C or below	KY	6M											
Clean shower heads	LO	M											
Lighting													
Check & test all emergency lighting	GW	M											
Check lighting in stairwells	GW	W											
Check entrances and exits are well lit	GW	W											
Electricals													
Inspect electrical outlets for potential hazards and damage	KY	W											
Check wires for potential trip hazards	KY	D											
HVAC													
Check for any leaks	RS	6M											
Check and clean filters	RS	6M											
Clean outside and immediate surroundings of A/C units	RS	M											
Check airflow	RS	6M											

YOUR LOGO HERE

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	Initials												Daily
													Weekly
													Monthly
													3 Monthly
													6 Monthly
													Yearly