

## COVID SAFE BUILDING CHECKLIST Month July 2020

TASK	6/7			
Check all doors and windows are closed/locked	Daily			
Check main gates are locked	Daily			
Turn off any unnecessary sources of electrical usage	Daily			
Heating:	OFF			
Replenish soap	3 Times Weekly			
Replenish toilet rolls	3 Times Weekly			
Check if toilets are clean	3 Times Weekly			
Empty bins	3 Times Weekly			
Run all taps for at least 2 minutes	Weekly			
Flush toilets	Weekly			
Test Fire Alarm	Weekly			
Check fire exits are clear	Daily			
Check fire extinguishers	Weekly			
Check answer phone	Daily			
Check post	Daily			
Make alternative arrangements for any deliveries or maintenance scheduled	On-going			
Monthly meter readings				
- Gas	WIFI			
- Electricity	WIFI			
Check for any water ingress	Daily			
Check for vandalism	Daily			
Check for any external breakages/doors/windows	Daily			