

Daily Maintenance Records

Building Name:	Month:
	Year:

Day of Month	3/1 Daily Required Yes/No			3/2 Daily Required Yes/No			15/2 Daily Required		
	Pass ✓	Fail x	Signed	Pass ✓	Fail x	Signed	Pass ✓	Fail x	Signed
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31									

Record any faults and/or maintenance completed

Notes: Daily inspections are not required when the building is not in use.

Final exits should be inspected to ensure they are not locked, barred, or blocked. All doors must be unlocked prior to opening. Door locking devices must be clearly visible and easily operated without the use of a key.