

DAILY BUILDING MAINTENANCE RECORD

MONTH:

YEAR:

3/2 Access Control Doors – Daily check must ensure that:

- a) Doors are free from obstruction
- b) There are no unauthorized locking devices fitted to the door
- c) All door hardware is secure

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

Day	Comments	Name	Signature
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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