

## 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

15/2 Means of Escape – Daily check must ensure that:

- a) Exit doors are free from obstruction
- b) Doors on escape routes are easy to open
- c) Keys are not required to open designated exit doors
- d) No storage of combustibles is permitted in exitways
- e) Check handrails on stairs (where applicable)
- f) No tripping hazards on escape routes

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