



Residential Space Inspection Report Form

This form is to be used in the following spaces:

Student Halls of Residence, Campus Lodges, Staff Housing

Date	
Campus	
Inspection Location – Residential Hall Bldg.	

Inspection Team Members:

<i>Name of student residential assistant</i>	
<i>Name of Residential Officer</i>	
<i>Name of OHS Inspection officer</i>	
<i>Name of P&F Halls Maintenance Team Representative</i>	
<i>Name of P&F Engineering Services Technician</i>	
<i>Name of Building Cleaner</i>	

Instructions:

- Boxes in Inspection forms are to be marked (√) as items are sighted or with a cross (x) if not present. Otherwise NA indicates the item is **not applicable** to this area. Any items marked with a cross (x) requires a corrective action.
- Any corrective action which cannot be immediately resolved are to be entered into the Injury/ Hazard report form at the completion of the inspection to assess the risks and determine appropriate controls, responsibilities and timeframes.

You will need

- Building Floor Plan for this workplace including fire protection drawings
- Digital Camera
- Hardboard , Pen and writing materials

A	Residential Assistant / Officer to Inspect & fill	√	x	NA	COMMENTS
	OHS Information				
	Are health, safety and emergency information for this area clearly posted?				
	How many occupants occupy this floor / building				
	Floors, Aisles, Stairs and Landings				
	Do floors have even walking surfaces				
	Do stairs and landings have handrails and antislip surfaces				
	Housekeeping – Corridors & Rooms				
	Is areas neat and tidy				
	Is there a cleaning schedule and cleaner for this building				
	Emergency Procedures				
	Are Campus emergency numbers clearly displayed				
	Are emergency evacuation instructions easy to understand and clearly displayed?				
	Doors & Exits				
	Is Entrance doors easily opened ,are there door holders				
	Is there emergency lights present in corridors and exit doors, is it working?				
	Are exit signs/stickers in place and illuminated?				
	Are exit doors marked and clearly visible?				
	Are exit corridors & Stairways clear of obstruction?				
	First Aid				<i>State location below</i>
	Is First Aid kit located in this area				
	Is the First Aid Kit well stocked?				
	Who is the registered first aider for this Kit				
	Is there First Aid Emergency Procedure placed at this area, is names and contact numbers of first aid officers? Are the signs clearly displayed?				
	Waste Care				
	Is Recycle Waste collection Signage & Instructions displayed				
	Is Recycle Waste Bins available in this area				
	Is Building Cleaner name and details displayed in this area				
	Staff Kitchen& Rest Area & Storage				
	Is there a Kitchen for this building / floor				
	Has this area received Pest Kill treatment				
	Is Food preparation & storage facilities present				
	Is there refrigerator present? is it working ?				
	Is cooking stoves working well ?				
	Are all electrical items in kitchen safe				
	Storage – Rooms				
	Is personal items stored safely and separately from work area				
	Is there designated storage spaces in this areas				

B	<u>Halls P&F Maintenance Team to Inspect & Fill</u>	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	NA	Comments Use back of this page if you need more space to write.
SPACE AREA					
How many rooms are present in this floor ?					
What is the occupied floor space area of this work space?					
ELECTRICAL					
Are electrical sockets and switches working & safe					
Are sockets overloaded with adaptors & power boards					
Are there exposed or damaged electrical wires in this area					
Is main electrical switchboard locked and has Danger signs					
Are there loose ,unsafe electrical wires present in this area					
Is there Back Up Power Generation for this work area					
Is Electrical Hot water urns insulated well against water					
LIGHT / ILLUMINATION					
Do all Lights and light switches work and are safe					
Are there dark areas in this area that need extra light					
VENTILATION					
How many ceiling fans / air conditioners is present					
What is the last service date for air conditioners present					
Is there enough windows to allow natural ventilation					
Is this floor exposed to wind and rain					
Is excessive heat a problem in this area					
WATER & SANITATION					
Is there signage for males and females toilets /baths					
Are there adequate water taps & sinks for area					
Are Toilets adequate for the number of residents in this area					
Are toilets functioning well and hygienic ,are floors dry					
Is there emergency water storage & supplies for this area					
Is sanitary napkin bins available in Female toilets					
Are toilet Paper and Hand Sanitiser suitably supplied here					
Is there stains on walls , urinals and toilet cistern bowls					
Are all toilet doors lockable to ensure privacy					
STRUCTURAL					
Is walls , ceilings ,stairways and floors structurally intact					
Is walls ,doors, windows aesthetically painted and clean					
Is windows ,cabinet and door hinges working & closing well					
Is room furniture in a safe state					
Is kitchen cabinets and tables clean and safe					
Is walls for kitchens clean					

C	BUILDING FIRE WARDEN OR PROPERTY & FACILITIES Engineering Services Technician to Inspect & Fill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NA	Comments Use back of this page if you need more space to write.
		Yes	<input checked="" type="checkbox"/>		
	Fire Extinguishers				
	How many Dry Powder extinguishers are present ?				
	How many carbon di oxide extinguishers are present?				
	Do all these fire extinguishers have emblazon located in visible locations close to them?				
	Have all these fire extinguishers been serviced in the past 6 months – check service tags				
	Are any of these fire extinguishers missing from their locations				
	Fire Hose Reels				
	How many fire hose reels are located in this area				
	Have all these fire hose reels been serviced in the past 6 months – check service tags				
	Do any of these fire hose reels have missing parts eg. nozzles, hoses or covers				
	Are any of these fire hose reels missing from their locations				
	Fire Blankets				
	How many fire blankets are located in kitchens				
	Have all these fire blankets been serviced in the past 6 months – check service tags				
	Fire Hydrants – Outside Building				
	What is the closest fire hydrant to this building				
	Have all these fire hydrants been serviced in the past 6 months – check service tags				
	Water Sprinkler Systems				
	Does this Building have water sprinkler systems				
	Have these water sprinkler systems been serviced in the past 6 months – check service tags				
	Manual Call Points to activate Fire Alarms				
	How many manual call points are located in this area				
	Do all these manual call points have their transparency covers with them				
	Is there any manual call points that are damaged or not working				
	FIRE INDICATOR PANEL (FIP)				
	Where is the fire indicator panel for this area located				
	What is the functional status of the FIP				
	FIRE ALARMS & SOUNDERS				
	Where is the fire alarms/ Sounders for this residence located				
	Is this fire alarm audible to everyone in this area				