

EXAMPLE DAILY MAINTENANCE CHECKLIST

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Week Commencing: _____

Inspection Carried Out By _____

		Defect	Action	Initial
MONDAY	All fire exits checked clear/panic and exit doors operational			
	All emergency exits signs and emergency lights operational			
	Common areas and corridors checked			
	Tenants displays safe			
	Casual Leasing displays safe			
	Vacant Trestle Tables and displays			
	Centre Lighting (mall-c/parks-signage)			
	Entry Mats			
	Damaged floor tiles etc			
	Toilet - defects etc			
	Graffiti - Paint (external, internal)			
	Fire service (smoke detectors - fire pump - etc)			
	Water leaks (roof - drains etc)			
	Compactor/loading docks			
TUESDAY	Trolley bays			
	Carparks safe			
	All fire exits checked clear/panic and exit doors operational			
	All emergency exits signs and emergency lights operational			
	Common areas and corridors checked			
	Tenants displays safe			
	Casual Leasing displays safe			
	Vacant Trestle Tables and displays			
	Centre Lighting (mall-c/parks-signage)			
	Entry Mats			
	Damaged floor tiles etc			
	Toilet - defects etc			
	Graffiti - Paint (external, internal)			
	Fire service (smoke detectors - fire pump - etc)			
	Water leaks (roof - drains etc)			
WEDNESDAY	Compactor/loading docks			
	Trolley bays			
	Carparks safe			
	All fire exits checked clear/panic and exit doors operational			

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Mechanical Preventive Maintenance Checklist

Katrin Zwirglmaier

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