# **EXAMPLE DAILY MAINTENANCE CHECKLIST**

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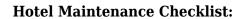
Week Commencing:	Inspection Carried Out By

		Defect	Action	Initia
MONDAY	All fire exits checked clear/panic and exit doors operational			0.00000
	All emergency exits signs and emergency lights operational			
	Common areas and corridors checked	9 9	34 %	
	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			
	Trolley bays			
	Carparks sale			
TUESDAY	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		7	
	Vacant Trestle Tables and displays	8		
	Centre Lighting (mall-c/parks-signage)			
	Entry Mats			
	Damaged floor tiles etc			
	Toilet - defects etc			
	Grafitti - Paint (external, internal)			
	Fire service (smoke detectors - fire pump - etc)	S. H.	-3	
	Water leaks (roof - drains etc)			
	Compactor/loading docks			
	Trolley bays			
	Carparks safe			
WEDNESDAY	All fire exits checked clear/panic and exit doors operational			

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# **Hotel Maintenance Checklist**

**Yi-Tong Ma** 



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