



Scout County of Avon
Annual Property Checklist



Issue	Rel	OK	Comment
Outside			
1			Fragile roof
2			Asbestos roof / gutters / pipes
3			Blocked drainpipes / gutters
4			Footpaths slippery or uneven
5			Sewer and waste pipes blocked
6			Broken manhole covers
7			Walls in good repair
8			Fencing in good repair
9			Gates and locks operative
10			Security lighting operative
11			Windows in good repair
12			Window shutters / grills
13			Condition of grounds
Services			
14			Gas pipes free from leaks
15			Gas pipes adequately protected
16			Water pipes protected and lagged
17			Oil tanks / pipes free from leaks
18			Overhead electricity cables adequately supported
19			Electrical system maintained
20			Electrical equipment tested
21			No damaged trailing leads / extensions / adapters
22			Hand held electrical tools
23			Hot water / central heating boiler maintained
Fire			
24			Adequate fire exits

25	Fire exits obstructed internally			
26	Fire exits obstructed externally			
27	Adequate No./type fire extinguishers			
28	Fire extinguishers maintained			
29	Combustible materials			
30	LPG room heaters maintained			
31	Fire/smoke/CO alarms			
	Internal			
32	Asbestos present			
33	Internal window sills at head height			
34	Inappropriately stacked chairs & tables			
35	Other protrusions into the main room			
36	Floor coverings loose or other trip hazards			
37	Unguarded heaters			
38	Internal doors			
39	Light fittings			
40	Housekeeping			
	Storeroom			
41	Paints, wood preservative, meths. etc.			
42	Storage of LPG, petrol etc.			
43	Cooking equipment clean			
44	Tents, pegs, canvas dry & aired			
45	Access to equipment safe			
46	Ladders in good repair			
47	Equipment requiring certification up to date			
	Kitchens			
48	All drinking supplies off pressure main			
49	All non drinking water marked			
50	Hot water set to correct temperature			
51	Tiles not cracked			
52	All surfaces clean, free from cracks			
53	Floor covering appropriate & clean			
54	Cupboards clean			
55	Fridges working, seals in good condition			
56	Appliances clean			
57	Knives stored appropriately			

Washrooms/toilets			
58	Shower heads sanitised		
59	W/c & basins free from cracks and clean		
60	Cleaning materials stored in safe place		
61	Floor clean & dry		
62	Ladies waste arrangements		
63	Hand dryers		
Insurance			
64	Fire		
65	Building – other risks		
66	Contents of building		
67	Equipment away from building		
68	Minibus		
69	Special activities		
Other Arrangements			
70	Smoking		
71	Handling chemicals		
72	Moving furniture / equipment		
73	Defect system		
74	Incident reporting		
75	First Aid		
76	Fire procedures		
77	Minibus use		

Checks carried out by _____

Date of checks _____
