**Buildings and Grounds Maintenance Checklist**

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| **Electrical appliances** | **Yes** | **No** | **Notes** |
| **Have all electrical installations been inspected by a certified contractor?** * Guidance produced by the British Standards Institute (BS7671) recommends that formal inspections take place and an Electrical Installation Condition Report be produced at least every 5 years.

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| **Is all electrical equipment checked and tested regularly?** * You have a legal responsibility to ensure that your electrical equipment is maintained in order to prevent danger.
* The Health and Safety Executive provide more [guidance](https://www.hse.gov.uk/pubns/priced/hsg107.pdf) on frequency of testing.
* The Institution of Engineering and Technology produces regular codes of practice for In-service Inspection and Testing of Electrical Equipment. See: <https://electrical.theiet.org/guidance-codes-of-practice/publications-by-category/building-management-and-maintenance/>
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| **Asbestos** | **Yes** | **No** | **Notes** |
| **Are there are Asbestos Containing Materials (ACMs) in your building?** If there is suspected Asbestos in the building, you have a legal duty to manage this. For more information see [<https://www.hse.gov.uk/asbestos/duty/index.htm>.](https://www.hse.gov.uk/asbestos/duty/index.htm) The Health and Safety Executive recommends following the following steps:* Find - You must check if materials containing asbestos are present or are liable to be present
* Condition - You must check what condition the material is in
* Presume - You must assume the material contains asbestos unless you have strong evidence that it does not
* Identify - If you are planning to have maintenance or refurbishment of the building carried out or the material is in poor condition, you may wish to arrange for the material to be sampled and identified by a specialist
* Record - Record the location and condition of the material on a plan or drawing
* Assess – Judge whether the material is likely to be disturbed, on basis of location and condition. (If there is Asbestos in the building you should have this inspected every 6-12 months)
* Plan - Prepare and implement a plan to manage these risks
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| **Legionella**  | **Yes** | **No** | **Notes** |
| **Have you assessed and managed any health risks posed by Legionella?** * You have a responsibility to assess and manage any health risks posed Legionella as part of your overall health and safety responsibilities. Detailed guidance on Legionella is available from the Health and Safety Executive – [Legionella, what you must do.](https://www.hse.gov.uk/legionnaires/what-you-must-do.htm)
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| **Water Temperature** | **Yes** | **No** | **Notes** |
| **Is the water in hand washing facilities tested every week to ensure it is at suitable temperature for those with access to it?** * Temperatures over 44 degrees can create a scalding risk.

**Is any risk of scalding clearly signposted?** * For more information on monitoring safe water temperatures, see Health and Safety Executive [guidance on scalding](https://www.hse.gov.uk/healthservices/scalding-burning.htm)
* We recommend that you keep an ongoing record of tested water temperatures as part of your health and safety arrangements.
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| **Hazardous Materials** | **Yes** | **No** | **Notes** |
| **Are flammable substances or waste stored safely?****Are containers containing flammable substances checked regularly for damage?****Are containers containing flammable substances clearly labelled?*** The Health and Safety Executive provide [detailed guidance](https://www.hse.gov.uk/coshh/basics/index.htm) on how to store Hazardous Materials correctly
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| **Gas and Heating** | **Yes** | **No** | **Notes** |
| **Are all gas appliances (including the boiler) checked annually by a certified Gas Safe Engineer?*** [The Gas Safety (Installation and Use) Regulations 1998 (GSIUR)](https://www.hse.gov.uk/pubns/priced/l56.pdf) require that ‘employers ensure any gas appliance, installation pipework or flue installed at any place of work under their control is maintained in a safe condition to prevent risk of injury to any person.’
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| **Are there sufficient thermometers appropriately placed in the building to monitor room temperature?** |  |  |  |
| **In case of** **high temperatures, is there sufficient air conditioning or cooling devices such as electrical fans available to cool the room?** |  |  |  |
| **In case of low temperatures, is there effective central heating or heating devices such as electric radiators available for use?** |  |  |  |
| **For buildings not in regular use during winter months, is there an arrangement to prevent damp and mould forming? (E.g., regular heating of the building, opening windows regularly)** |  |  |  |

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| **Lighting** | **Yes** | **No** | **Notes** |
| **Is there suitable lighting for the type of activities for the activities you are doing?** * See Health and Standards Executive [guidance on lighting at work](https://www.hse.gov.uk/pubns/priced/hsg38.pdf) for how to assess whether lighting is sufficient.
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| **Are bulbs and wiring functioning and undamaged?**  |  |  |  |
| **Are lights and lamps cleaned from dust monthly?** |  |  |  |
| **Is lighting surrounding the building sufficient in entering and leaving the premises safely?**  |  |  |  |
| **Are bulbs and lamps checked and replaced where necessary?** |  |  |  |

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| **Cleaning** | **Yes** | **No** | **Notes** |
| **Are good hygiene practices promoted in the building through appropriate signage? (Regular handwashing etc)**  |  |  |  |
| **Are floors and carpets deep cleaned, vacuumed and maintained?** |  |  |  |
| **Is there a weekly cleaning and hoovering of floors and surfaces?**  |  |  |  |
| **Is there a routine schedule for deep cleaning surfaces that is kept to and recorded?** |  |  |  |
| **Is food storage checked for hygiene and expired supplies removed?** |  |  |  |
| **Is refuse and rubbish removed and collected (including recycling)?** |  |  |  |
| **Are female hygiene bins emptied regularly and waste disposed of correctly?** * If you have any female visitors/volunteers/employees, you are legally required to provide sufficient female hygiene disposal units and manage waste to point of disposal. For more information on managing hygiene waste, see: <https://www.hse.gov.uk/waste/faqs.htm>
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| **Roof, walls and flooring** | **Yes** | **No** | **Notes** |
| **Flooring** - Are entranceways and exits maintained with minimised risk of trips and falls?  |  |  |  |
| **Flooring** - Are there any cables and wires in the way causing risk of tripping or falling? |  |  |  |
| **Flooring** - Is the condition of the flooring good? Are there any uneven materials or flooring sticking out? |  |  |  |
| **Roof** - Is the roof inspected annually for damage, rust, gaps and missing mortar by a tradesperson?  |  |  |  |
| **Roof** - Do you have routine informal roof checks in place twice a year (conducted by staff)?  |  |  |  |
| **Walls** – Where necessary, have you spot painted and re-painted walls? |  |  |  |
| **Walls** - Can you see any signs of damp? (This could be from a range of issues such as rising damp, clogged gutters, etc.,) |  |  |  |
| **Walls** - Are there any significant cracks that need to be checked by a professional contractor? |  |  |  |
| **Windows -** Are windows clean? |  |  |  |

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| **Grounds Maintenance** | **Yes** | **No**  | **Notes** |
| **Have you taken appropriate pest control measures and checks?** * Guidance on pest control is available from the [British Pest Control Association](https://bpca.org.uk/pest-advice/a-z-of-pests) and the [gov.uk website](https://www.gov.uk/pest-control-on-your-property).
* Please note that the use of Glue Traps is now an offence (see [Glue Traps (Offences) Act 2022](https://www.legislation.gov.uk/ukpga/2022/26))
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| **Has a risk assessment been done to identify any potentially hazardous trees on the premises?**  |  |  |  |
| **Are fences and gates secure and in good repair?** |  |  |  |
| **Are gutters, pipes and downspouts checked monthly for cracks, blockages and damage and cleared by someone certified to work at height?** |  |  |  |
| **Are manholes in good condition and unobstructed?** |  |  |  |
| **Is the removal of weeds and overgrowth scheduled as needed?** |  |  |  |
| **Are front areas and yards regularly jet washed?** |  |  |  |
| **Is regular litter picking scheduled as needed?** |  |  |  |

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| **Ventilation** | **Yes** | **No** | **Notes** |
| Is the installation room clear from obstructions and clutter?  |  |  |  |
| Have air filters been cleaned and are working properly? |  |  |  |
| Is there sufficient ventilation in the building/rooms to allow for air flow of fresh or purified air? * See [Health and Safety Executive guidance on Ventilation](https://www.hse.gov.uk/pubns/priced/l24.pdf)
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