

# Victory Hall Monthly Inspection List

Version 1.3 26th March 2018

These checks are designed to keep the village hall safe and in a good state of repair. The rear can only be accessed when the pub is open. Thanks for spending your time on this- Village Hall Committee

		Condition		Notes of any issues
		Not OK	Ok	
<b>1. Exterior Checks</b>				
Car Park Area	General Cleanliness			
<i>Doesn't belong to hall but safety is still a concern.</i>	Damage			
	Loose Cobbles			
	Obstacles			
Frontage	Visual inspection of windows and window frames			
	Visual inspection of front for damage or damp			
	Visual inspection of roof for tile damage			
	Visual inspection of gutters			
	Are fire exits clear of obstruction, signage clear			
	Test outside lights working (needs to be dark!)			
	Rear, through Ladies Loos	Drains in back yard not blocked		
	Doors and roof look OK			
<b>2. Interior Checks</b>				
Ground Floor	Ladies Loos general state, flush, taps working			
	Gents Loos general state, flush, taps working			
	Lighting all works ( <i>emergency lighting tested seperately</i> )			
	All doors work without issue			
	First Aid Kit (ladies loo - check replacement dates)			
	Check ground floor rooms and doors			
<b>3. Stairs &amp; Steps</b>				
Main Stair Case & Stage3	Handrail secure and splinter free?			
	All edge strips in place on steps?			
	Any exposed nails or trip hazards on stairs?			
<b>4. First Floor</b>				
Main hall	Floor clean and free of damage			
	All doors on first floor working OK?			
	Lighting ( <i>emergency lighting tested seperately</i> )			
	Rear windows all intact?			
	Curtain rails, curtains, hooks intact, not coming off?			
	Handrail to stage secure			
	Stage and room rear of stage OK, window OK?			
	Rear gutter looks OK through windows?			

	Cleaning List Presence (back room)			
Kitchen	First Aid Kit (kitchen- check replacement dates)			
	Sink, taps working and draining			
	Hot water works, switch on wall, SWITCH OFF AFTER			
	Microwave working, SWITCH OFF AFTER			
	Water boiler, put water in to cover element and test it switches on, SWITCH OFF AND EMPTY AFTER			
	Oven working, SWITCH OFF AFTER			
	Fire seals to all doors in good condition?			
	Visual check of electrical cables to boiler, microwave in good condition, not frayed or wires exposed?			

**5. Rear of Hall**

<i>Important - ask at Kings Arms for access before going to rear of hall.</i>	Visual inspection of rear for damage or damp			
	Check fire escape for any damage			
	Visual inspection of roof for tile damage			
	Visual inspection of gutters			

**Any other notes, including comments on carrying out the inspection**

<b>SIGNATURE</b>	
<b>DATE</b>	