### SITE MANAGER’S CHECK LIST

#### DAILY
- Cleaners Log
- Check Job Book in Reception
- Clear Reception Area
- Emergency Lights
- Grounds - check and clear hazards and rubbish
- Check Toilets
- Replenish paper towels in all areas
- Fire Panel
- Check all Fire doors working correctly
- Alarm panel
- Fire escape doors - ensure locked
- Stairwells/corridors clear of rubbish/equipment

#### WEEKLY
- Maintenance Log
- Smoke Alarms
- Fire Extinguishers in communal areas
- Check Water Level on Boilers
- Check Bin Area
- Check Cleaning supplies
- Check weekly fire alarm testing complete

#### MONTHLY
- Cleaning inspection
- Clear out of date items from fridges
- Visual Inspection of wiring

#### AS AND WHEN REQUIRED
- Complete contractor call out book
- Clear out of date items from fridges

### Comments:

Signed:  
Date:  

School Site Manager & Reception Area Daily Checklist 2012