

A: ACCOMMODATION DETAILS			
Scheme Name:			
Audited by:		Date of Audit::	

ELEMENT	SCORE					COMMENTS
	1	2	3	4	5	

SCORE RATING: 1 = Very Poor (**PRIORITY ACTION NEEDED**) 2 = Poor (**ACTION NEEDED**) 3 = Satisfactory 4 = Good 5 = Very Good

A: INTERNAL FABRIC OF THE BUILDINGS - HALL, STAIRS & PASSAGEWAYS

Adequate space - no obstructions / Fire Doors blocked						
Floors & carpets in good repair						
State of decor / need for re-decoration						
Electrical sockets						
Light switches & lighting units						
Window frames & glass						
Smoke detectors functioning satisfactorily (TEST)						
Intruder alarm detectors functioning satisfactorily (TEST)						
CCTV cameras functioning satisfactorily (TEST)						
Fire Alarm test panels functioning satisfactorily (TEST)						
Emergency lighting functioning satisfactorily (TEST)						

B: INTERNAL FABRIC OF THE BUILDINGS - COMMUNAL / GUEST / VISITOR ROOMS

Adequate space - no obstructions / Fire Doors blocked						
Floors & carpets in good repair						
State of decor / need for re-decoration						
Electrical sockets						
Light switches & lighting units						
Window frames & glass						
Smoke detectors functioning satisfactorily (TEST)						
Intruder alarm detectors functioning satisfactorily (TEST)						

Signature: _____

Date: _____