

Checklist for Weekly Building Inspections

This checklist is intended to provide general information to assist your organisation in managing and reviewing your risks and guide you through some simple steps to reduce the risk of becoming a victim of arson or malicious damage to unoccupied premises. We recommend that you review this checklist and take action appropriate to your situation.

This is not an exhaustive list. A 'Blank' response to any question indicates that further planning and investigation is required to effectively manage risk.

Organisation	
Date	
Address	
Inspector	

PERIMETER INSPECTIONS AND ISSUES						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Are there <ul style="list-style-type: none"> • Holes in fences. • damaged or broken fencing. • damaged locks, fallen tree branches. • Unattended vehicles. 						

* Not Applicable

PERIMETER INSPECTIONS AND ISSUES (Continued)

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Is there any other signs of unusual activity?						

EXTERIOR WALK AROUND OF BUILDINGS CHECKING FOR

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Is there any dumped waste around the venue?						
Do you have waste bins on a regular basis and are stored away from the building?						
Are all Security lights are working?						
Are there signs of squatting or trespassing to any facilities including outbuildings, sheds and garages.						

* Not Applicable

EXTERIOR WALK AROUND OF BUILDINGS CHECKING FOR (Continued)						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Is there graffiti on any facilities fences or building walls?						
If yes to above, have you arranged for cleaning or repairs?						
Is these signs of water leakage from gutters and drains.						
Is these signs of blockages to storm water drains?						
Do the gutters to any facilities need cleaning?						
INTERIOR WALK-THROUGH CHECKING FOR						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Are any doors, locks and windows showing signs of being tampered with or damage?						
Is there any signs of unlawful entry?						

* Not Applicable

INTERIOR WALK-THROUGH CHECKING FOR (Continued)

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Are the security alarm system for all facilities in working order and remains active?						
Do you have security cameras and are they fully functioning and recording images.						
Do you have an issue with vermin or other "animals"?						
If yes, have you called a pest control organisation?						
Is there any signs of water damage or access through ceilings, walls or drains or sewers?						
List missing Items (refer to previous condition reports if needed).						

* Not Applicable

PROVIDE DETAILS OF ANY IDENTIFIABLE PROBLEMS

If you would like to speak to someone about protecting your buildings or premises email us at info@ansvarrisk.com.au

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