

Fortnightly Accommodation Inspection

Date

Week no

Occupants Present:

Yes / No

	Unit						Comments
	1	2	3	4	5	6	
Smoke alarms checked							
CO alarms checked							
Fire Exits Accessible							
Fire Blankets present							
Damage / Maintenance issues?							
General hygiene internal							
General tidiness external*							

*Items should not be stored under caravans.

Actions:**Inspection carried out by:**

Monthly Accommodation Inspection

Date

Month

Occupants Present:

Yes / No

	Unit						Comments
	1	2	3	4	5	6	
All equipment PAT tested							
No overloaded sockets							
Hygiene and cleanliness (inc. mould)							
Information notices displayed							
Units vents are not blocked							
Toilet Flush Mechanism							
Taps all operational							

Actions**Inspection carried out by:**

Title: Accommodation Checks

Document no: H&S 003.1
Issue No: 5

Document Control

Owner (name / job title):	William Pitts
Approved By (name / job title):	Richard Diplock/Rijk Leerdam
Revision Due Date	19/01/2022

Date	Current Issue Number	Description of Changes
29 May 2018	1	First Issue
29 May 2019	2	Remove Footer and annual review
28 th February 2020	3	Changed document number previously EWM 003.1
20/08/2020	4	Change frequency of weekly check to fortnightly
19 th January 2021	5	Changed in effect of company name change