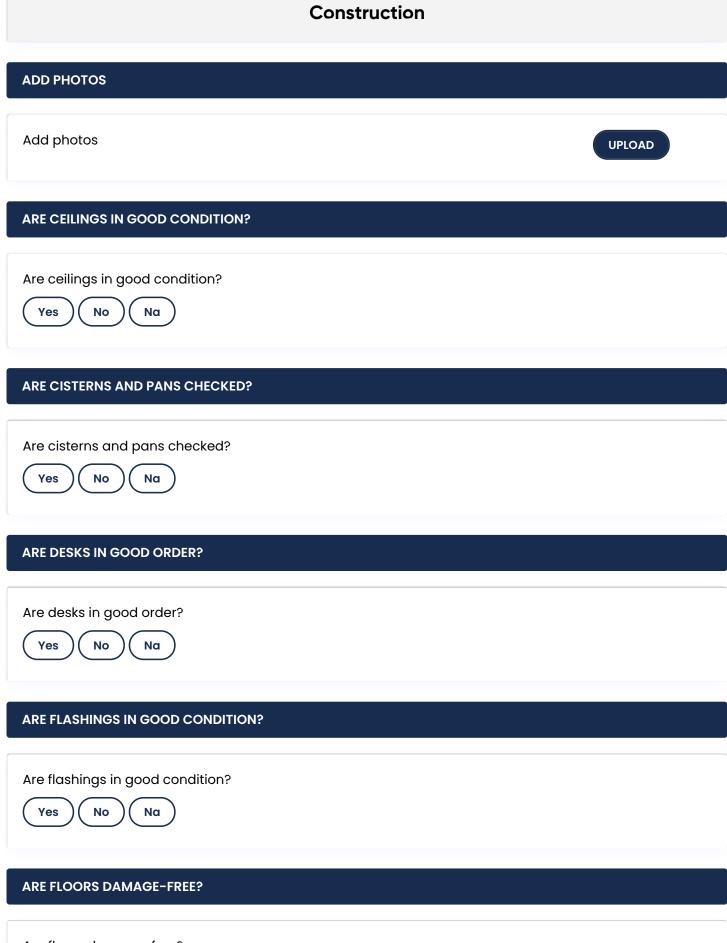
Asset Return Report Checklist



Are floors damage-free?



ARE INTERNAL WALLS IN GOOD CONDITION?

Are internal walls in good condition?



ARE LIGHTS AND DIFFUSERS IN GOOD CONDITION?

Are lights and diffusers in good condition?

Yes No Na

ARE LUNCH TABLES IN GOOD CONDITION?

Are lunch tables in good condition?

Yes No Να

ARE MIRRORS IN GOOD CONDITION?





ARE OFFICE CHAIRS IN GOOD CONDITION?

Are office chairs in good condition?

No

Yes

ARE PLASTIC STACK CHAIRS AVAILABLE?

Na

Are plastic stack chairs available?



ARE SCREENS AND WINDOWS FREE FROM DAMAGE?

Are screens and windows free from damage?



ARE SKIDS IN GOOD CONDITION?

Are skids in good condition?



ARE STICKERS AND SIGNAGE IN PLACE?

Are stickers and signage in place?

(Yes) (No) (Na

ARE TAPS WORKING WELL?

Are taps working well?



ARE VISITOR CHAIRS IN GOOD CONDITION?

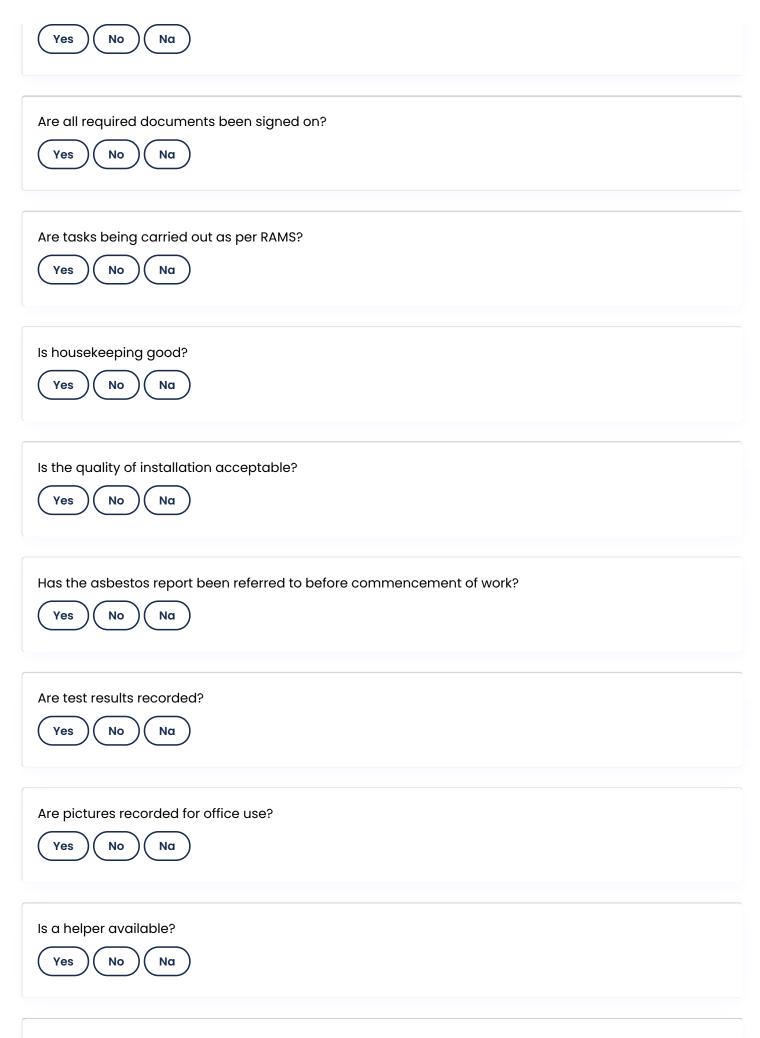
Are visitor chairs in good condition?



DATE	
Date	DATE
2017-01-01	

DIARY
Diary
GENERAL
Is relevant paperwork available? Yes No Na
Is correct material available? Yes No Na
Is the job information available by the supervisor?
Is the material of optimum quality?
Are correct tools and equipment available?
Is site-specific PPE being used?

Is there a sufficient time frame allotted to tasks?



Is the worker able to carry out required tasks?

IS ELECTRICAL POE CHECKED?



IS DB BOARD TESTED?



IS DB BOARD TAGGED?

Να

No

Yes

Is the helper aware of safety standards?	
Is general development acceptable?	
Is housekeeping good? Yes No Na	
Is behavior on-site acceptable?	
Signature	SIGNATURE

Is electrical POE checked?



IS ELECTRICAL POE SAFE?

Is electrical POE safe?



IS THE AIR CONDITIONER WORKING WELL?

Is the air conditioner working well?



IS THE DOOR KEY IN GOOD CONDITION?

Is the door key in good condition?

Yes No Na

IS THE FILING CABINET IN GOOD ORDER?

Is the filing cabinet in good order?



IS THE FIXED HAND BASIN IN GOOD CONDITION?

Is the fixed hand basin in good condition?



IS THE FRIDGE WORKING?

Is the fridge working?



IS THE HAND TOWEL DISPENSER WORKING WELL?

Is the hand towel dispenser working well?



IS THE HOT WATER SYSTEM CHECKED?

Is the hot water system checked?

(Yes) (No) (Na)

IS THE KITCHENETTE IN GOOD CONDITION?

Is the kitchenette in good condition?



IS THE MICROWAVE WORKING?

Is the microwave working?

IS THE MOBILE PEDESTAL WORKING WELL?

Is the mobile pedestal working well?



IS THE PLANNED BENCH IN GOOD CONDITION?

Is the planned bench in good condition?



IS THE PLUMBING HARNESS IN GOOD CONDITION?

Is the plumbing harness in good condition?



IS THE PLUMBING IN GOOD CONDITION?

Is the plumbing in good condition?

Yes No Na

IS THE PRIVACY SCREEN IN GOOD CONDITION?

Is the privacy screen in good condition?

(Yes)(No)(Na)

IS THE SHOWER CURTAIN IN GOOD CONDITION?

Is the shower curtain in good condition?



IS THE SHOWER WORKING WELL?

Is the shower working well?



IS THE SOAP DISPENSER WORKING WELL?

Is the soap dispenser working well?



IS THE TOILET PAPER DISPENSER CHECKED?

Is the toilet paper dispenser checked?



IS THE WATER CONNECTION WORKING WELL?

Is the water connection working well?



IS URINAL CHECKED?

Is urinal checked?

Yes No Na

IS ZIP MINI BOIL AVAILABLE?

Is zip mini boil available?



MATERIAL USED

Material used

NAME OF OPERATOR

Name of operator

NUMBER OF GALLONS USED	
Number of gallons used	
SERIAL NUMBER	
Serial number	
SIGNATURE	
Signature	SIGNATURE
SIGN OF INSPECTOR	
Sign of inspector	SIGNATURE
WEATHER CONDITIONS	
Weather conditions	