

Asset Return Report Checklist

Construction

ADD PHOTOS

Add photos

UPLOAD

ARE CEILINGS IN GOOD CONDITION?

Are ceilings in good condition?

Yes

No

Na

ARE CISTERNS AND PANS CHECKED?

Are cisterns and pans checked?

Yes

No

Na

ARE DESKS IN GOOD ORDER?

Are desks in good order?

Yes

No

Na

ARE FLASHINGS IN GOOD CONDITION?

Are flashings in good condition?

Yes

No

Na

ARE FLOORS DAMAGE-FREE?

Are floors damage-free?

☐ Yes☐ No☐ Na

ARE INTERNAL WALLS IN GOOD CONDITION?

Are internal walls in good condition?

☐ Yes☐ No☐ Na

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☐ Na

ARE MIRRORS IN GOOD CONDITION?

Are mirrors in good condition?

☐ Yes☐ No☐ Na

ARE OFFICE CHAIRS IN GOOD CONDITION?

Are office chairs in good condition?

☐ Yes☐ No☐ Na

ARE PLASTIC STACK CHAIRS AVAILABLE?

Are plastic stack chairs available?

☐ Yes☐ No☐ Na

ARE SCREENS AND WINDOWS FREE FROM DAMAGE?

Are screens and windows free from damage?

Yes

No

Na

ARE SKIDS IN GOOD CONDITION?

Are skids in good condition?

Yes

No

Na

ARE STICKERS AND SIGNAGE IN PLACE?

Are stickers and signage in place?

Yes

No

Na

ARE TAPS WORKING WELL?

Are taps working well?

Yes

No

Na

ARE VISITOR CHAIRS IN GOOD CONDITION?

Are visitor chairs in good condition?

Yes

No

Na

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?

Yes

No

Na

Is the material of optimum quality?

Yes

No

Na

Are correct tools and equipment available?

Yes

No

Na

Is site-specific PPE being used?

Yes

No

Na

Is there a sufficient time frame allotted to tasks?

☐ Yes☐ No☐ Na

Are all required documents been signed on?

☐ Yes☐ No☐ Na

Are tasks being carried out as per RAMS?

☐ Yes☐ No☐ Na

Is housekeeping good?

☐ Yes☐ No☐ Na

Is the quality of installation acceptable?

☐ Yes☐ No☐ Na

Has the asbestos report been referred to before commencement of work?

☐ Yes☐ No☐ Na

Are test results recorded?

☐ Yes☐ No☐ Na

Are pictures recorded for office use?

☐ Yes☐ No☐ Na

Is a helper available?

☐ Yes☐ No☐ Na

Is the worker able to carry out required tasks?

☐ Yes☐ No☐ Na

Is the helper aware of safety standards?

☐ Yes☐ No☐ Na

Is general development acceptable?

☐ Yes☐ No☐ Na

Is housekeeping good?

☐ Yes☐ No☐ Na

Is behavior on-site acceptable?

☐ Yes☐ No☐ Na

Signature

SIGNATURE

IS DB BOARD TAGGED?

Is DB board tagged?

☐ Yes☐ No☐ Na

IS DB BOARD TESTED?

Is DB board tested?

☐ Yes☐ No☐ Na

IS ELECTRICAL POE CHECKED?

Is electrical POE checked?

Yes

No

Na

IS ELECTRICAL POE SAFE?

Is electrical POE safe?

Yes

No

Na

IS THE AIR CONDITIONER WORKING WELL?

Is the air conditioner working well?

Yes

No

Na

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?

Yes

No

Na

IS THE FIXED HAND BASIN IN GOOD CONDITION?

Is the fixed hand basin in good condition?

Yes

No

Na

IS THE FRIDGE WORKING?

Is the fridge working?

☐ Yes☐ No☐ Na

IS THE HAND TOWEL DISPENSER WORKING WELL?

Is the hand towel dispenser working well?

☐ Yes☐ No☐ Na

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?

☐ Yes☐ No☐ Na

IS THE MICROWAVE WORKING?

Is the microwave working?

☐ Yes☐ No☐ Na

IS THE MOBILE PEDESTAL WORKING WELL?

Is the mobile pedestal working well?

☐ Yes☐ No☐ Na

IS THE PLANNED BENCH IN GOOD CONDITION?

Is the planned bench in good condition?

☐ Yes☐ No☐ Na

IS THE PLUMBING HARNESS IN GOOD CONDITION?

Is the plumbing harness in good condition?

Yes

No

Na

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?

Yes

No

Na

IS THE SHOWER WORKING WELL?

Is the shower working well?

Yes

No

Na

IS THE SOAP DISPENSER WORKING WELL?

Is the soap dispenser working well?

Yes

No

Na

IS THE TOILET PAPER DISPENSER CHECKED?

Is the toilet paper dispenser checked?

Yes

No

Na

IS THE WATER CONNECTION WORKING WELL?

Is the water connection working well?

Yes

No

Na

IS URINAL CHECKED?

Is urinal checked?

Yes

No

Na

IS ZIP MINI BOIL AVAILABLE?

Is zip mini boil available?

Yes

No

Na

MATERIAL USED

Material used

NAME OF OPERATOR

Name of operator

NUMBER OF GALLONS USED

Number of gallons used

SERIAL NUMBER

Serial number

Yes

No

Na

SIGNATURE

Signature

SIGNATURE

SIGN OF INSPECTOR

Sign of inspector

SIGNATURE

WEATHER CONDITIONS

Weather conditions