

DARWIN AUTO MOTORS



Building Maintenance Checklist

Carried out by:

Date: / /

Grounds and Building Exterior		COMMENTS
Building Walls & Pathways		
Garden Beds & Lawns Areas		
Gates, Fences and Property Perimeter		
Rubbish Areas		
Signage, Flags & Promotional		
Vehicle Access & Parking		
Windows & Doors		

Showroom and Office Areas		
Bins & Rubbish Areas		
Floor & Floor Mats		
Fire Exits & Extinguishers		
Customer Amenities		
Counter & Showroom		
Lighting		
Fixtures Clean & Tidy		
Walls & Windows		
Kitchen & Staff Room		
Toilets		

Workshop & Storage Areas		
Bins & Rubbish Areas		
Floors and Access Points		
Fire Exits & Fire Extinguishers		
Lighting		
Safety Barriers & Stairways		
Spill Areas & Drains		
Stock Room		
Walls & Windows		
Hazardous Waste Area		

Notes