Property Nam	ne:										
			FMA Tas	ks January	2021						
Below are this mor	nth's tasks. Please	sign/initial (sp	ace prevailing	) when checks	have been	comple	ete. Anv re	levant fa	ults/da	mage sł	nould
be reported through			-			-	-		uits, uu	mage 31	iouiu
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emergency lighti						-				_	
check for accum	ulation of waste	/skip security	and securit	y of the build	ing. Chec	k horiz	ontal swi	ng barri	ers.		
Weekly (Sign	iature/Initials			-	\A/= = l- '	2	14/-	.1. 4		\ <b>\</b> \ \   .	_
Fire Alarm	Т	Week 1	we	ek 2	Week	3	Wee	ek 4		Week	5
Test	Date										
rest	Signature										
Sprinkler	Date										
pressure	Cianatura										
readings	Signature										
	1 <sup>st</sup> Flush Date										
Little Used	Signature										
Outlet Flush	2 <sup>nd</sup> Flush Date										
	Signature										
Firefighting	Date										
equipment	Signature										
Security	Date										
lighting	Signature										
Sanitary	Date										
wear/toilet seat fixings	Signature										
Monthly Inte	rnal checks:					Signa	ture an	d date	in bo	x bel	OW
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	r testing/IPS F	Panels									
<b>Monthly Exte</b>			ng severe	weather)		Sig	nature	and da	ate in	box k	elow
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	lamaged Gulli	ies									
6 Monthly						Sig	nature	and da	te in	box b	elow
•	tion/closers/[										
Ironmonger	y (2 <sup>nd</sup> check Jı	une)									

Property Nam	ne:													
			FMA Ta	asks	Febi	ruary	2021							
Below are this m	onth's tasks. Ple	ase sign/init	ial (space	prev	/ailing	;) whe	n check	s have	been	comple	ete. An	y rele	vant	
faults/damage sl	nould be reporte	ed through Pi	operty H	elp [	Desk/F	Respor	nsible P	erson	or rect	ified at	t the ti	me of	inspect	tion if
applicable.														
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Sprinkler	Date													
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Little Used	Signature													
Outlet Flush	2 <sup>nd</sup> Flush Date													
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Firefighting	Date													
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Security lighting	Date													
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Sanitary wear/toilet	Date													
seat fixings	Signature													
Monthly Inte	rnal checks:							Si	gnat	ure ar	nd da	te in	box b	elow
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Fittings/Fixt	ures													
Cubical door	testing/IPS F	anels												
Monthly Exte	rnal checks:	(or followi	ng seve	ere v	veatl	her)		S	ignat	ture a	nd da	te in	box k	pelow
Lightning co														
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	lamaged Gulli	es												
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Flagpoles									J				<b>.</b>	

Duran anti- Mana							
Property Name:							_
	F	MA Tasks	March 202	1 (With tw	vice weekly	Flush)	
Below are this month faults/damage shoul		_					
applicable.				,			
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21 22	23	24	25	26	27	28	29 30
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CHECK for accumulati	on or waste,	skip security	and security	of the bullu	ing. Check non	ZOTILAT SWITIG DAT	Hers
Weekly (Signatu	re/Initials	and date	in the box	es below)			
		Week 1	Wee	ek 2	Week 3	Week 4	Week 5
Fire Alarm Test	Date						
	Signature						
Sprinkler pressure	Date						
readings	Signature						
	1 <sup>st</sup> Flush						
L'international de la contraction	Date Signature						
Little Used Outlet Flush	2nd Flush						
	Date						
Fire Calabara	Signature						
Firefighting equipment	Date						
Security lighting	Signature						
Security lighting	Date						
Sanitary wear/toilet	Signature Date						
seat fixings	Signature						
	Signature						
Monthly Interna	l checks:				Signa	ature and date	e in box below
Handrails/pede		iers					
Suspended Ceili							
Fittings/Fixtures		<u> </u>					
Cubical door tes	sting/IPS P	anels					
<b>Monthly Externa</b>	l checks:	or followi	ng severe	weather)	Si	gnature and o	date in box below
Lightning condu	ıctors						
Paths & Paving							
Security/Bound	ary fence						
External Mason	ry/loose r	oughcast					
Roof inspection							
Blocked or dam	aged Gulli	es					

Property Name:											
		FMA Tasks	•	•			•	•			
Below are this montl		_									
faults/damage shoul	ld be reporte	d through P	roperty F	lelp Des	k/Respoi	nsible P	erson or	rectified at	t the time	of inspe	ction if
applicable.											
Daily (Initial eac	h box each	n day belo	w)			_					
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31											30
Daily tasks include	plant/switch	rooms, DD	A access,	lighting,	operation	on of do	oors, fire	doors, hyd	rants and	fire exit	s are
clear and route is cle	ear, powered	pedestrian	doors, se	curity sy	stem, hy	drothe	rapy/swir	mming poo	ol inspect	ion for le	gionella,
emergency lighting,	firefighting e	equipment a	nd evacu	ation eq	uipment	is in pla	ace, fire s	hutter clos	sed when	unoccup	oied,
check for accumulati	ion of waste,	/skip securit	y and sec	urity of	the build	ing. Ch	eck horiz	ontal swing	g barriers		
_	_										
Weekly (Signatu	re/Initials						۲ 2	Wool	, A	Woo	L 5
Fire Alarm Test	Date	MEEKI	'	VVCCK 2	4	vvee	K J	vveer	\ 4	vvee	כא:
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	Signature										
Sanitary wear/toilet	Date										
seat fixings	Signature										
<b>Monthly Interna</b>	l checks:						Sig	nature a	nd date	in box	below
Handrails/pede	strian barı	riers									
Suspended Ceil	ing/Floorir	ng/Stairs									
Fittings/Fixture	S										
Cubical door tes		anels									
Monthly Externa	al checks:	or followi	ing seve	ere we	ather)		Sig	nature a	nd date	in box	below
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Paths & Paving											
Security/Bound	ary fence										
External Mason		oughcast									
Roof inspection		0									
Blocked or dam		es									
Annually							Sign	nature a	nd date	in hov	below
Swing Barriers a	and Bollar	ds					9.61			201	30.311
CATTING DUTTICIS	and Donaid	-J									

FMA Tasks May 2021 (With twice weekly Flush)  Below are this month's tasks. Please sign/initial (space prevailing) when checks have been complete. Any relevant faults/damage should be reported through Property Help Desk/Responsible Person or rectified at the time of inspect applicable.  Daily (Initial each box each day below)  1	Property Name:										
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faults/damage should be reported through Property Help Desk/Responsible Person or rectified at the time of inspect applicable.  Daily (Initial each box each day below)  1			FMA Task	s May 2021	Լ (With twi	ce week	ly Flus	h)			
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1	applicable.										
11	Daily (Initial eac	h box each	n day belo	w)							
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Daily tasks include plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits clear and route is clear, powered pedestrian doors, security system, hydrotherapy, swimming pool inspection for legic emergency lighting, firefighting equipment and evacuation equipment is in place, fire shutter closed when unoccupie check for accumulation of waste/skip security and security of the building. Check horizontal swing barriers.  Weekly (Signature/Initials and date in the boxes below)  Week 1 Week 2 Week 3 Week 4 Week  Signature  Sprinkler pressure readings  Signature  Signature  Signature  11* Flush Date Signature  2nd Flush Date Signature  Signature  Signature  Signature  Signature  Sourcity lighting Date Signature  Security lighting Date Signature  Sanitary wear/toilet seat fixings  Signature  Sanitary wear/toilet seat fixings  Monthly Internal checks:  Signatures  Cubical door testing/IPS Panels  Monthly External checks: (or following severe weather)  Signature and date in box below below become and the pool of the part of											30
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Fire Alarm Test  Sprinkler pressure readings  Date  Signature  Little Used Outlet Flush Date  Signature  Signature  Signature  Ja* Flush Date Signature  Ititle Used Outlet Flush Date Signature  Monthly Internal checks:  Signature and date in box below the first price of the price o	Weekly (Signatu	re/Initials	and date	in the box	es below)						
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Blocked or damaged Gullies			es								

Property Name:												
		FMA Tasks	s June 20	)21 (W	ith tw	ice we	ekly Flu	ısh)				
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check for accumulat	ion of waste	/skip security	y and secu	rity of th	ne build	ing. Ch	eck horiz	ontal swing	g barrie	ers.		
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FMA Tasks July 2021 (With twice weekly Flush)  Below are this month's tasks. Please sign/initial (space prevailing) when checks have been complete. Any relevant faults/damage should be reported through Property Help Desk/Responsible Person or rectified at the time of inspectia applicable.  Daily (Initial each box each day below)  1																<u>e:</u>	Property Name:
Below are this month's tasks. Please sign/initial (space prevailing) when checks have been complete. Any relevant faults/damage should be reported through Property Help Desk/Responsible Person or rectified at the time of inspectia applicable.  Daily (Initial each box each day below)  1																	, ,
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31	20		19						16				14		13		
Daily tasks include plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits at clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legic emergency lighting, firefighting equipment and evacuation equipment is in place, fire shutter closed when unoccupied check for accumulation of waste/skip security and security of the building. Check horizontal swing barriers.  Weekly (Signature/Initials and date in the boxes below)  Week 1 Week 2 Week 3 Week 4 Week 5  Fire Alarm Test Date Signature  Signature  Signature  Signature  Date Signature  1º Flush Date Signature  1º Flush Date Signature  Fireflighting equipment Signature  Security lighting Date Signature  Sanitary wear/toilet seat fixings  Monthly Internal checks: Signature  Monthly Internal checks: Signature  Suspended Ceiling/Flooring/Stairs  Fittings/Fixtures  Cubical door testing/IPS Panels  Monthly External checks: (or following severe weather)  Signature and date in box be Lightning conductors  Paths & Paving	30		29		28		27		26		25		24		23		
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Week 1   Week 2   Week 3   Week 4   Week 5									low)	es be	e box	in th	date	s and	e/Initial	itur	Neekly (Signat
Fire Alarm Test   Date   Signature   Sprinkler pressure readings   Date   Signature   Signature and date in box below   Signature   Signature	ek 5	Week		· 4	Week		k 3	Wee							-,		, (0.8.0
Sprinkler pressure readings  Signature  Little Used Outlet Flush Date Signature  Signature  Firefighting equipment  Security lighting Signature  Sanitary wear/toilet seat fixings  Monthly Internal checks:  Signature  Suspended Ceiling/Flooring/Stairs Fittings/Fixtures  Cubical door testing/IPS Panels  Monthly External checks: (or following severe weather)  Lightning conductors Paths & Paving		110011	-	• •									<u> </u>	111	Date		Fire Alarm Test
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Fittings/Fixtures Cubical door testing/IPS Panels  Monthly External checks: (or following severe weather)  Lightning conductors Paths & Paving													airc				
Cubical door testing/IPS Panels  Monthly External checks: (or following severe weather)  Lightning conductors  Paths & Paving													alis	ilg/ St	g/110011		•
Monthly External checks: (or following severe weather)  Lightning conductors  Paths & Paving														Danal	ina/IDC I		
Lightning conductors Paths & Paving												ı	5	anei	ing/iP3 i	test	Cubical door to
Lightning conductors Paths & Paving	x below	n box k	ate in	nd da	ture a	igna <sup>,</sup>	Si		her)	weatl	vere 1	ng se	llowi	(or fo	checks:	nal	Monthly Extern
Paths & Paving																	
Security/Boundary fence															v fence		
External Masonry/loose roughcast													cast	ough			
Roof inspection													2030	20.511	, 10000 1		
Blocked or damaged Gullies														ies	ed Gull		

Property Name:												
	F	MA Tasks	August	2021 (	With tv	vice v	veekly Fl	ush)				
Below are this montl faults/damage shoul applicable.		_										ion if
Daily (Initial eacl		-	w)								1	
1 2 11 12	3 13	14		5 15	6 16		7 17	18		9 19		20
21 22 31	23	24		25	26		27	28		29		30
Daily tasks include	plant/switch	rooms, DD/	A access.	lighting.	operatio	on of d	oors, fire o	doors, hyd	rants a	nd fire	exits a	are
clear and route is cle emergency lighting, t check for accumulati Weekly (Signatu	firefighting e	quipment a	nd evacu y and sec	ation eq	uipment the build	is in pl	ace, fire s	hutter clos	sed whe	en unc	_	
		Week 1		Week 2		Wee	ek 3	Weel	۲4	١	Week	5
Fire Alarm Test	Date						-					, -
	Signature											
Sprinkler pressure	Date											
readings	Signature											
	1 <sup>st</sup> Flush											
	Date											
Little Used Outlet Flush	Signature 2nd Flush											
	Date Signature											
Firefighting	Date											
equipment	Signature											
Security lighting	Date											
, , ,	Signature											
Sanitary wear/toilet	Date											
seat fixings	Signature											
Monthly Intorno	l abaaka.		•				Cianat		data	in ha	v bol	
Monthly Interna Handrails/pede		iors					Signat	ure and	uate	111 00	x bei	JW
Suspended Ceili												
Fittings/Fixtures		ig/ Stall S										
Cubical door tes		anols										
Cubical door tes	Stillig/IF3 F	alleis										
Monthly Externa		or follow	ng sev	ere we	ather)		Sig	nature a	nd da	te in	box k	elow
Lightning condu	uctors											
Paths & Paving												
Security/Bound												
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Roof inspection	1											
Blocked or dam	aged Gulli	es										
Annually							Sigr	nature ai	nd dat	te in l	box b	elow
Window Servici	ng											

Property Name:													
	FM	A Tasks Se	ptember	2021 ('	With	twice	weekl	y Flush)					
Below are this month faults/damage should applicable.		_		_									ion if
Daily (Initial each	h box each	day belo	<b>w)</b>		6		7	8			9		10
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21 22	23	24	25		26		27	28	3		29		30
Daily tasks include	nlant/switch	rooms DDA	l access lig	hting or	l peratio	n of do	ors fire	doors h	vdra	ants a	nd fire	e exits a	are
clear and route is cle			_										
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Weekly (Signatu	re/Initials	and date Week 1		eek 2	low)	Wee	l 2	We	ماد	1		Week	Е
Fire Alarm Test	Date	MEEKI	VV	EEK Z		vvee	:K 3	VVE	EK	4		vveek	3
	Signature												
Sprinkler pressure	Date												
readings	Signature												
	1 <sup>st</sup> Flush												
	Date												
Little Used Outlet	Signature												
Flush	2nd Flush Date												
	Signature												
Firefighting	Date												
equipment	Signature												
Security lighting	Date												
	Signature												
Sanitary wear/toilet	Date												
seat fixings	Signature												
Monthly Interna	l checks:						Signa	ature ar	d d	date	in bo	x belo	ow
Handrails/pede:	strian barr	iers											
Suspended Ceili	ing/Floorir	ng/Stairs											
Fittings/Fixtures	S												
Cubical door tes	sting/IPS P	anels											
Monthly Externa	ıl checks: (	or followi	ng sever	e weatl	her)			Signat	ure	e and	l date	e in be	elow
Lightning condu								-					
Paths & Paving													
Security/Bound	ary fence												
External Mason		oughcast											
Roof inspection													
Blocked or dam	aged Gulli	es											

Property Name	2:													
Below are this mo faults/damage sho	nth's tasks. P	_	tial (spa	ce prev	ailing)	) wher	n check	ks have	been	comple				tion if
applicable.														
Daily (Initial ea	ach box ea	ch day belo	w)											
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11 12 21 22	13	24		15 25		16 26		17 27		18 28		19 29		20 30
31														
Daily tasks include	e plant/swit	ch rooms, DD	A acces	s, lighti	ng, op	eratio	n of do	oors, fir	e do	ors, hyd	rants a	nd fir	e exits	are
clear and route is					-	-							_	
emergency lighting													occupie	ed,
check for accumul	ation of wast	e/skip securit	y and s	ecurity	of the	build	ing. Ch	eck hor	rizont	al swing	g barri	ers.		
Maraldo /6:	/ 1 ! . ! .	المحامات ما												
Weekly (Signa	iture/initia	Week 1	e in the	Wee		iow)	Wee	Jr 2		Week	, 1		Week	· E
Fire Alarm Test	Date	Week 1		vvee	ΚZ		vvee	:K 3		vveer	\ 4		vveek	
Sprinkler pressure	Signature	•												
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seat fixings	Signature	:												
Monthly Interr								Sign	atur	e and	date	in bo	x bel	ow
Handrails/ped	destrian ba	rriers												
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Cubical door t	testing/IPS	Panels												
Monthly Exter	nal chacks	· (or follow	ing se	vere v	vesth	ner)			iions	ature a	and d	ata ir	n helo	14/
Lightning con		. ,	<u>6 36</u>	- C. C V	- cati	,			18116			II	. 5010	
Paths & Pavin														
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Roof inspection		Toughtast												
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DIOCKEU OI UA	mageu du	IIIC3	_											
Annually								Sia	natii	re and	l date	in h	ox he	low
Safety Glass								2151	.a.cu			5	JA DC	
Jaicty Glass														

Property Name:													
	FM	A Tasks No	ovem	ber 20	021 (W	ith ·	twice w	eekly	/ Flush)				
Below are this month faults/damage should applicable.		_											ion if
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Daily tasks include clear and route is cle emergency lighting, f check for accumulati	ar, powered irefighting e on of waste,	pedestrian of quipment are security	doors, nd evac , and s	securit cuation ecurity	y systen equipm of the b	n, hy nent ouildi	drothera <sub>l</sub> is in place	oy/swi e, fire	imming poo	ol insp sed wh	ection nen und	for legi	onella,
Weekly (Signatu	ire/illitiais	Week 1	111 (11	Wee		,w,	Week	3	Wee	k 4	,	Week	5
Fire Alarm Test	Date									-			
	Signature												
Sprinkler pressure	Date												
readings	Signature												
	1 <sup>st</sup> Flush Date												
Little Used Outlet	Signature												
Flush	2nd Flush Date												
	Signature												
Firefighting equipment	Date												
	Signature												
Security lighting	Date												
Sanitary wear/toilet	Signature Date												
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Monthly Internal	l chacks:							Sign	nature ar	nd dat	ta in k	ov he	low
Handrails/pedes		iers						Jigi	iature ar	iu uu		JOX DC	.1044
Suspended Ceili													
Fittings/Fixtures		ig/ Stall 3											
Cubical door tes		anels											
Monthly Externa Lightning condu	l checks: (		ng se	vere v	weath	er)		Sig	gnature a	nd da	ate in	box b	elow
Paths & Paving													
Security/Bounda	ary fence												
External Mason	ry/loose ro	oughcast											
Roof inspection													
Blocked or dam	aged Gulli	es											

Property Name:													
	FM	A Tasks D	eceml	her 20	)21 (W	/ith	twice v	weekl	/ Flush)				
	1 10	A TUSKS D	ccciiii	OC1 20	JZI (VV	1011	CVVICC	WCCKI	riusiij				
Below are this month		_											
faults/damage shoul	d be reporte	d through P	roperty	/ Help I	Desk/Re	spor	isible Pe	erson or	rectified	at the	time o	f inspec	tion if
applicable.													
Daily (Initial each	n hov each	day helo	١٨/١										
1 2	3	4		5		6		7	8		9		10
11 12	13	14		15		16		17	18		19		20
21 22 31	23	24		25		26		27	28		29		30
Daily tasks include	plant/switch	rooms, DDA	A acces	s, light	ing, ope	ratio	n of do	ors, fire	doors, h	/drants	and fi	re exits	are
clear and route is cle	ar, powered	pedestrian	doors,	securit	y systen	n, hy	drother	apy/sw	imming p	ool ins	pectior	n for leg	ionella,
emergency lighting, f	firefighting e	quipment a	nd evac	cuation	equipn	nent	is in pla	ce, fire	shutter cl	osed v	vhen ur	noccupi	ed,
check for accumulati	on of waste,	skip security	y and so	ecurity	of the l	bliuc	ing. Che	ck horiz	zontal sw	ng bar	riers.		
Weekly (Signatu	re/Initials	and date	in the	e hox	es held	nw)							
Vicekiy (Signata	ir cy irriciais	Week 1	(	Wee		,	Weel	(3	We	ek 4		Week	: 5
Fire Alarm Test	Date												
	Signature												
Sprinkler pressure	Date												
readings	Signature												
	1 <sup>st</sup> Flush												
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Little Used Outlet Flush	Signature 2nd Flush												
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	Signature												
Firefighting equipment	Date												
equipment	Signature												
Security lighting	Date												
	Signature												
Sanitary wear/toilet	Date												
seat fixings	Signature												
Monthly Interna								Signa	ture an	d dat	e in b	ox bel	ow
Handrails/pedes													
Suspended Ceili		ng/Stairs	_										
Fittings/Fixtures			_										
Cubical door tes	sting/IPS P	anels											
						,		٠.	_				
Monthly Externa		or followi	ng se	vere v	weath	er)		Sig	nature	and d	ate in	box b	elow
Lightning condu	ictors												
Paths & Paving	on, for a		-										
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Blocked or dam	aged Guili	es											