

Property Name:

--

FMA Tasks January 2021

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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2 nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in box below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

6 Monthly

Signature and date in box below

Door Operation/closers/Door Ironmongery (2 nd check June)	
--	--

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

FMA Tasks February 2021

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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2 nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in box below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

Annually

Signature and date in box below

Flagpoles	
-----------	--

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

FMA Tasks March 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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in box below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

FMA Tasks April 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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in box below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

Annually

Signature and date in box below

Swing Barriers and Bollards	
-----------------------------	--

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in box below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

FMA Tasks June 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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in box below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

6 Monthly

Signature and date in box below

Door Operation/closers/Door Ironmongery (1 st check Jan)	
---	--

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in box below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

FMA Tasks August 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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in box below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

Annually

Signature and date in box below

Window Servicing	
------------------	--

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

FMA Tasks September 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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

FMA Tasks October 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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

Annually

Signature and date in box below

Safety Glass	
--------------	--

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

FMA Tasks November 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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in box below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.

Property Name:

--

FMA Tasks December 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 inspection if applicable.

Daily (Initial each box each day below)

1		2		3		4		5		6		7		8		9		10	
11		12		13		14		15		16		17		18		19		20	
21		22		23		24		25		26		27		28		29		30	
31																			

Daily tasks include... plant/switch rooms, DDA access, lighting, operation of doors, fire doors, hydrants and fire exits are clear and route is clear, powered pedestrian doors, security system, hydrotherapy/swimming pool inspection for legionella, 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					
Sprinkler pressure readings	Date					
	Signature					
Little Used Outlet Flush	1 st Flush Date					
	Signature					
	2nd Flush Date					
	Signature					
Firefighting equipment	Date					
	Signature					
Security lighting	Date					
	Signature					
Sanitary wear/toilet seat fixings	Date					
	Signature					

Monthly Internal checks:

Signature and date in box below

Handrails/pedestrian barriers	
Suspended Ceiling/Flooring/Stairs	
Fittings/Fixtures	
Cubical door testing/IPS Panels	

Monthly External checks: (or following severe weather)

Signature and date in box below

Lightning conductors	
Paths & Paving	
Security/Boundary fence	
External Masonry/loose roughcast	
Roof inspection	
Blocked or damaged Gullies	

When complete, please scan and email to Lesley.mckinlay@westlothian.gov.uk within the first 4 working days of the following month.