

ANNEX G TO CLUB HEALTH & SAFETY MANAGEMENT PLAN



**CLUBHOUSE INSPECTION FORM**

YEAR 2012

Item	Checks	Initials & Date			
		Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec
Fire Alarm	Test fire alarm with key. Check glass in place on all break glass switches (in addition to monthly checks organized by the Building Custodian)				
Fire Extinguishers	Check physical presence of all fixed fire extinguishers and inspect visually				
Fire Blankets	Check physical presence of fire blankets in galley and inspect visually				
Fire Inspection	Check with Building Custodian that annual inspection of fire appliances & alarm has been arranged				
Evacuation Lights	Test evacuation lights				
Evacuation Routes	Confirm evacuation routes are clear, push-to-open catches working correctly on doors, evacuation signs in place				
Electrical system	Check that warrant is in-date (new warrant required every 3 years) – if not ask Building Custodian to arrange inspection				
Galley	Check galley for unidentified hazards				
General	Check for new hazards throughout club house				