

Building Condition Checklist									
Building	Florence Peel Centre					<div>Action Legend</div> <div>M - Merit</div> <div>P- Programmed</div> <div>C - Capital</div> <div>Noted for future work</div> <div></div>			
Address	190 Young Street, Fitzroy								
Asset Number	B000145								
TRIM Folder Number	AS/00049								
Forecaster Number	Number 56								
Date	30/11/2017								
Inspection Officer	Steve Duffield								
External Building Condition	Very Good	Good	Average	Fair	Poor	Landlord Comments	Actions Required	Action Taken	
Fence Gates & Locks									
Path and Driveway									
Walls									
Windows									
Doors & Locks									
Porch or Veranda Surface									
Steps, Ramps & Decks									
Electrical Meter/Point of Entry & Service Fuse									
Roof Materials - Metal									
Gutters									
Fascia's									
Downpipes									
Meeting Room - (South/West)	Very Good 1	Good 2	Average 3	Fair 4	Poor 5	Landlord Comments	Actions Required	Action Taken	
Walls									
Ceiling									
Windows									
Floor Coverings - Carpet						Carpet fairly new, has light stains			
Furniture						Chairs			
Doors									
Locks									
Electrical									
Kitchen Off Meeting Room	Very Good 1	Good 2	Average 3	Fair 4	Poor 5	Landlord Comments	Actions Required	Action Taken	
Walls									
Ceiling						Freshly Painted			
Windows									
Floor Coverings - Vinyl									
Tiles						A couple of harline cracks	Noted for future work		
Furniture						Old timber kitchen cupboards with a new bench top			
Equipment						Microwave and kettle			
Electrical									
Office - Large East side	Very Good 1	Good 2	Average 3	Fair 4	Poor 5	Landlord Comments	Actions Required	Action Taken	
Walls						Freshly painted			
Ceiling						Freshly painted			
Windows									
Floor Coverings - Carpet Tiles									
Heating & Cooling						2 Ceiling fans and wall heater			
Blinds									
Doors									
Electrical									
Office - Large North East side	Very Good 1	Good 2	Average 3	Fair 4	Poor 5	Landlord Comments	Actions Required	Action Taken	
Walls						Freshly painted			
Ceiling						Freshly painted			
Windows									
Floor Coverings - Carpet									
Blinds									
Furniture									
Equipment									
Doors									
Locks									
Electrical									
Hallway	Very Good 1	Good 2	Average 3	Fair 4	Poor 5	Landlord Comments	Actions Required	Action Taken	
Walls						Freshly painted			
Ceiling						Freshly painted			
Windows									
Floor Coverings - Carpet Tiles									
Heating & Cooling						New Mitsubishi split system			
Equipment						I.T data box sitting on floor			
Doors						Door needs touch up painting	Noted for future works		
Locks									
Electrical									
Middle Office - East Side	Very Good 1	Good 2	Average 3	Fair 4	Poor 5	Landlord Comments	Actions Required	Action Taken	
Walls						Freshly painted			
Ceiling						Freshly painted			
Windows									

External Building Condition	Very Good	Good	Average	Fair	Poor	Landlord Comments	Actions Required	Action Taken
Floor Coverings - Carpet								
Heating & Cooling						Wall heater (Rinnai)		
Venetian Blinds								
Doors						Operation of door is good a little touch up painting required	Noted for future works	
Locks						Has a padbolt to lock door		
Electrical								
Small Office - North/East Side	Very Good 1	Good 2	Average 3	Fair 4	Poor 5	Landlord Comments	Actions Required	Action Taken
Walls						Freshly painted		
Ceiling						Freshly painted		
Windows								
Floor Coverings - Carpet								
Blinds								
Doors								
Electrical								
Unisex Toilet	Very Good 1	Good 2	Average 3	Fair 4	Poor 5	Landlord Comments	Actions Required	Action Taken
Walls /Tiles						Freshly painted		
Ceiling						Freshly painted		
Windows						Louvre window		
Floor Coverings						A bit of paint on vinyl	Noted for future works	
Toilets No of 1						Stained toilet bowl	Noted for future works	
Toilet roll holders								
Doors to cubicles								
Locks to cubicles								
Hand basins								
Paper towel dispenser								
Waste bin								
Hand Dryer								
Electrical								
Unisex Easy Access Toilet	Very Good 1	Good 2	Average 3	Fair 4	Poor 5	Landlord Comments	Actions Required	Action Taken
Walls /Tiles								
Ceiling								
Floor Coverings								
Toilets No of 1								
Toilet roll holders								
Sanitary Bin								
Doors to cubicles								
Locks to cubicles								
Hand basins								
Hand Dryer								
Electrical								
Essential Services	YES	NO				Landlord Comments	Actions Required	Action Taken
Fire Indication Panel								
E.W.I.S						Evacuation plan		
Fire Extinguishers								
Smoke Detectors								
Fire Blankets								
Exit Lighting								
Emergency Lighting								
Log book up-to-date								
Asbestos Reference	D15/133429						Co-ordinator signature	

13.12.2017

