

**BUILDINGS AND EQUIPMENT  
CHECKLIST**

1 = Absolutely not;      5 = Absolutely yes

QUESTIONS	RATING	COMMENT	ACTION
1. Are staff safe working in our building(s)?	1 2 3 4 5		
2. Is the physical condition of the building acceptable?	1 2 3 4 5		
3. Is there an adequate maintenance program for the building?	1 2 3 4 5		
4. Is there a depreciation fund to buy or replace fixed and variable assets when required?	1 2 3 4 5		
5. Are the chairs, desks and storage ergonomically sound	1 2 3 4 5		
6. Is the space between desks adequate?	1 2 3 4 5		
7. Is there sufficient privacy for meeting with clients or on the telephone?	1 2 3 4 5		
8. Is the availability of car parking reasonable?	1 2 3 4 5		
9. Can our clients access our building easily?	1 2 3 4 5		
10. Is there an asset register that is up to date and audited?	1 2 3 4 5		
11. Are the organisation's cars maintained and is there a planned replacement program?	1 2 3 4 5		
12. Is there an effective car policy that is monitored?	1 2 3 4 5		
13. Photocopying and other equipment maintained and use monitored?	1 2 3 4 5		
14. Are building, equipment, vehicle and other insurances adequate and up to date?	1 2 3 4 5		
15. Space per person — reasonable and allows some privacy	1 2 3 4 5		
16. Noise — outside and internal noises are at a level that does not distract attention	1 2 3 4 5		
17. Staff amenities areas — sufficient size and comfort	1 2 3 4 5		
18. Light — allows easy reading and the use of artificial light is at a minimum	1 2 3 4 5		

19. Layout — access to equipment, filing and exit and entrances are easy	1 2 3 4 5		
20. Cheerfulness — wall colours and the general appearance are cheerful and open.	1 2 3 4 5		
21. Paint — the paint work is reasonably neat and fresh.	1 2 3 4 5		
22. Clean — the workspace is easy to keep clean and is not cluttered	1 2 3 4 5		
23. Safety — electrical cords, power points and other potentially dangerous points or objects are marked and not a problem	1 2 3 4 5		
24. Privacy — there is a separate place for private discussion	1 2 3 4 5		
25. Meetings — it is possible to hold team meetings in the work space or there is access to a meeting place.	1 2 3 4 5		