



### Stores Check

This aide-memoir may be used to assist in building checks. This does not imply that the conditions are safe and healthy - nor that the arrangements for welfare at work are satisfactory.

<b>Building</b>	<b>Date</b>

#### **Curtilage**

- 1 Are there appropriate road markings-double yellow lines etc?
- 2 Are there appropriate pedestrain ways- painted footpaths?
- 3 Are there any vehicles causing obstructions?
- 4 Are all fire exits clear of obstructions?
- 5 Is the building in good condition? Walls, doors, windows, guttering etc
- 6 What is the condition of the relevant surfaces surrounding the building?

Comments

#### **Cable storage**

- 1 Is the cable compound secure and tidy?
- 2 Are stores items left in appropriate locations-gas bottles, ducting etc?
- 3 Are cable drums sitting in designated, marked areas?
- 4 Are the cable drums chocked?
- 5 Are there appropriate bump barriers in place and in good condition?
- 6 Are there any other stores related buildings or compounds on site?

Comments

#### **Entrance and foyer**

##### Notice Board

- 1 Is there a Health & Safety Law poster
- 2 Are other safety notices up to date
- 3 Has a "USR Details Label" been placed in the relevant areas on the above notices
- 4 Is there a First Aid notice
- 5 Is the bomb threat notice visible and up to date
- 6 Is the building manual present
- 7 Is the snow and ice policy visible
- 8 Is there a notice identifying where other service's supplies enter the building
- 9 Is there sufficient lighting in the foyer? Look at housekeeping

Comments

#### **Fire information**

- 1 Are the fire alarms tested and recorded regularly if provided (Check Log Book)
- 2 Are fire extinguishers in their correct place, of the right type and in date
- 3 Are Fire Notices displayed at every fire alarm call point
- 4 Is emergency lighting present

Comments

#### **Fire walk**

- 1 Are the fire exits clearly marked
- 2 Are all exit routes clear

Comments

- 3 Are fire doors clearly marked and kept closed
- 4 Where fitted are the vision panels on doors clear of obstructions
- 5 Do the crash/panic bars work properly
- 6 Are the appropriate fittings in place for locked fire doors (i.e. keys, glass tubes, etc)


**Internal building condition**

- 1 Are all doors and windows in good condition (locks, hinges, closers etc)
- 2 Is there a good standard of cleanliness/housekeeping in the building
- 3 Is the floor covering of a clean and acceptable standard (not damaged or broken)
- 4 Is the décor in good condition (paint flaking etc)

Comments

**Electrics**

- 1 Is all equipment within test date (2 yrs for portable, 5 yrs for fixed appliances)
- 2 Are PAT (portable apparatus test) labels on all removable electrical appliances
- 3 Are all lights / switches working properly
- 4 Are all power sockets free from overload-visual check

Comments

**Item specific storage**

- 1 Is there a COSHH cabinet present
- 2 Are the relevant items stored in the cabinet
- 3 Is there a tool specific cabinet present

Comments

**Floor area**

- 1 Is the floor area even i.e suitable for the hydraulic lifter
- 2 Are the racking units stable
- 3 Is there evidence of too much stock in the units
- 4 Is there evidence of excess stock being stored ontop of the units

Comments

**Transport area**

- 1 Floor area even and in good condition
- 2 Racking in place and considered safe
- 3 Demarcation between pedestrian and forklift routes visible
- 4 Designated parking site for forklift
- 5 Is the forklift truck within test date
- 6 Is the hydraulic lifter within test date
- 7 General housekeeping

Comments

**Internal emergency cable**

- 1 General housekeeping
- 2 Cable drums checked?

Comments