

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
corridors/staircases) audit check list

Room no. **JWS Level 3 north end R342**

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Excessive furniture stored in corridor causing cluttered area
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. **JWS Level 4 north end R426**

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	1 off lamp out in corridor adjacent to R427b. Upgrade of lighting required due to poor illumination of corridor
Heating	
Ventilation	
Floors/floor coverings	General condition of carpet is very worn and threadbare
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	Lack of threshold strips resulting in carpet curling up in doorways
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. **JWS Level 4 north end public toilet R415**

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	1 off lamp out
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	Urinals slow to clear potential blockage. Sink tap loose
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. **JWS Level 5 public toilet R519b**

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	Taps sticking on, potential for flooding (known problem). Urinal water-usage monitor hanging by wire from ceiling. Accessible toilet no personal alarm fitted, inappropriate door furniture, perhaps sliding door not appropriate also
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. JWS Level 5 public toilet R507

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	1 off lamp out
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Washing/Drying facilities	Excessively cracked sink Tiles missing or broken around sink
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. **JWS Level 6 side corridor R638**

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	2 off lights out adjacent to R607
Heating	
Ventilation	
Floors/floor coverings	Trip hazard due to broken floor tiles at R607b
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. **JWS Level 6 staff toilet R635**

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	Light out above sink
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. JWS Level 7 Main Corridor R727, R727a

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	1 off 4ft fluorescent tube needs replaced outside R718
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Lockers 731 & 732 overloaded with paper (fire accelerant) Storage of laboratory equipment outside R719 (temporary arrangement)
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. **JWS Level 7 Side Corridor R727b**

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	1 off light out adjacent to R734
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Excessive amount of periodicals on display or being stored (fire accelerant)
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. **JWS Level 8 corridor outside R817**

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Corner needs cleared of equipment and clutter Hydraulic test equipment has sharp elements sticking out, requires to be padded or relocated
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. **JWS Level 8 corridor outside R802**

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	Fire door scuffing floor and staying open
Electrical installation	
Sanitary Fittings	
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	
Other	

SCHOOL OF ENGINEERING – Common areas (e.g. Common rooms,
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Room no. **JWS Level 8 R811 Staff Common Room**

Please use the list below as guidelines of things to look for when carrying out the audits on individual areas. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Washing/Drying facilities	
Windows and window fittings	
Staircases, banisters and hand rails	
Furniture and fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	Some PAT required
Other	