

Glenny Wood - Inspection / Check list Sheet – Updated for COVID 19 requirements. Weekly and Monthly checks as stated

INSPECTION & CHECKS

INSPECTION DATE	<i>Date</i>	COMPLETED BY	
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Lodge

General Cleaning	Clean / Tidy / No rubbish	W	
Smoke Alarms	Check in working order	W	
Kitchen Taps	Water run for 5 minutes – HOT	W	

Toilets Area

			Red room	Green room	Blue room
			Toilets	Check tidy / supplied / Clean	W
	Loos clean by cleaners	W			
	Soap Containers full to last a week	W			
	Hand Gel Containers full to last the week	W			
	Loo Rolls sufficient to last the week	W			
	Anti-Septic wipe supplies and Gloves sufficient to last the week	W			
	Water run for 5 minutes – HOT when Hot Water system turned back on	W			
	Bins in Cubicles emptied, wiped and plastic bag insert replaced	W			

			Room1	Room 2	Room 3	Room 4
			Showers – when turned back on.	Water run for 5 minutes (60°C) – HOT when Hot Water system turned back on	W	
	Remove any rubbish / soap containers etc...	W				
	Check cubicles clean and not damaged	W				

Inner & Main Gate	Padlocks Cleaned with Antiseptic wipes	W	
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Lodge and area, garage & loos

Area	Actions	M	Done	Comments / Actions needed
Patio	Check / repair needed?	M		
Veranda	Check decking / Uprights / Guttering. All sound?	M		
Fire control	Fire extinguishers - Not damaged	M		
Fire control	Are the fire evacuation signs present?	M		
Fire control	Exit routes clear	M		
Vermin/insects (HQ requirement)	Is there any evidence of vermin/insects in the properties, droppings against walls, bodies,	M		
Cooker and kitchen appliances	Test to ensure working ok	M		
Electrical & Gas	Are all the sockets, switches, portable electrical equipment's plugs and leads in a good	M		
Garage Equipment	Tractors Oil / water / Tyres Grass cutters log splitter & other kit ok	M		
Garage Fuel Stored	Any leakage?	M		
Toilet Lights	Inside working Outside lights working Replace bulbs?	M		
Toilet Store	Are all cleaning products stored appropriately & locked away?	M		
Toilet Sockets	Are all the sockets, switches, in a good condition?	M		
Toilet First Aid Kit	Are first aid kit present	M		
Toilet Vermin/ insects	Is there any evidence of, droppings against walls, bodies, smells?	M		

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Area	Actions	M	Done	Comments / Actions needed
Willow area fire	Check seating area – safe/ rotten / replacement	M		
Willow area fire	Check Fire Pit - Ash to clear? – Rubbish	M		
Willow area fire	Fire buckets in place and sound	M		
Wood pile at Main Camp fire	Tidy / Safe / Sufficient???	M		
Altar Fires	Clean / Tidy / damage? / All there	M		
Main Camp Fire	Check seating area - safe/ rotten / replacement	M		
Main Camp Fire	Check Fire Pit - Ash to clear? Surrounds to replace Rubbish?	M		
Main Camp Fire	Fire buckets in place and sound	M		
Campers Shed	Safe ok Fridge / Freezer Clean and Working?	M		
Outside Tap	Working, good order and run water through for 2 minutes. Straight off the mains	M		
Wetlands	Pond Clear, tidy, Decking and fencing robust. Grass tidy Shed in good order			
Stream	Clear pond area and keep usable			
	Blockages in streams to wetlands			

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Woodlands management

Area	Actions	M	Done	Comments / Actions needed
Hedges	Cut hedges, & tidy	M		
Trees	Visual inspection to ensure all is Clear, tidy & safe	M		See separate sheet
Paths	Is the vegetation clear of the footpaths and routes, are they are good to walk on? Check for damage	M		
Grass / Vegetation	Is Grass / Vegetation cut to a reasonable level on site	M		
Animals & Birds	Have you done a visual check of the environment to ensure that no animals or birds are nesting/living in the area which may be disturbed by future activities?	M		
Camping areas / Plateaus	Visual inspection to ensure all is clear, tidy & safe	M		

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All activities areas - ALL CLOSED - MONTHLY CHECK

Area	Actions	M	Done	Comments / Actions needed
Camper Shed	Helmets clean and usable	M		
Campers Shed Grass Sledges,	Clear, tidy & safe & Helmets ok	M		
Campers Shed Skills for life boxes	Clean, Tidy, Well stocked with leaflets, Damage?	M		
Tunnels & Shed end	Clear, tidy & safe – Helmets ok	M		
Karts, Track & Shed	Clear, tidy & safe – Helmets ok	M		
Snookball	Main court clear / Damage? – Balls Box OK Balls OK	M		
Log Walks	Clear, clean & safe	M		
Bouldering Wall	Clear, clean & safe – Helmets ok	M		
Aerial Runway	Main hawser, platform, sound / not damaged	M		
Games Shed & Chess Board	Clean, tidy, damage?	M		
Confidence Course	Clear, poles & ropes sound, tidy & safe Grass cut to a usable level.	M		
Pioneering store	Check poles and ropes	M		
Numeric Padlocks	Cleaned with Antiseptic wipes In good working order	M		