

RISK ALERT

Checklist for Routine Inspections



1. Details

Date: _____ Date: _____
Name: _____
Location: _____

2. Perimeter inspection, issues, identified

- a. Holes in fences, damaged or broken fencing and gates, damaged locks, fallen tree branches, unusual vehicles parked on site.
 - Yes
 - No
- b. Other signs of unusual activity? Check with trusted neighbours.
 - Yes
 - No

3. Exterior walk around of buildings checking for:

- a. Doors, locks and windows showing signs of tampering or damage.
 - Yes
 - No
- b. Dumping of waste around the site. Waste bins are empty and are away from the building.
 - Yes
 - No
- c. Security lights are working.
 - Yes
 - No
- d. Signs of squatting or use by trespassers, including outbuildings, sheds and garages.
 - Yes
 - No
- e. Graffiti on fences or building walls.
 - Yes
 - No

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f. Signs of water leakage or pooling from gutters and drains.

Yes

No

g. Blockages in storm water drains and sumps. Including gutters are clean.

Yes

No

4. Interior walk-through checking for:

a. Doors, locks and windows for signs of tampering or damage.

Yes

No

b. Signs of unlawful entry.

Yes

No

c. The security alarm system remains active.

Yes

No

d. Security cameras remain active, fully functioning and recording images.

Yes

No

e. Checking vermin stations.

Yes

No

f. Any areas of water damage or ingress through ceilings, walls or pipes.

Yes

No

g. Missing items - refer to previous condition photos if needed.

Yes

No

If yes, list missing items:

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Provide a detailed description of any identified problems:

Continue to maintain all Essential Services in line with all relevant standards and legislation.

Notify your Insurance Broker of all changes that have or may occur in relation to your property.