

Checklist for Weekly Routine Inspections



This checklist will help you review your risks and guide you through some simple steps to reduce the risk of becoming a victim of arson or malicious damage to unoccupied premises. We recommend that you review this checklist and take action appropriate to your situation.

Date _____

Address _____

Inspector _____

Perimeter Inspections & Issues

	Yes	No	NA	Action	Who	By When
Holes in fences, damaged or broken fencing and gates, damaged locks, fallen tree branches, unusual vehicles parked on site.						
Other signs of unusual activity? Check with trusted neighbours.						

Exterior walk around of Buildings checking for

	Yes	No	NA	Action	Who	By When
Doors, locks and windows showing signs of tampering or damage.						
Dumping of waste around the site. Waste bins are empty and are away from the building.						
Security lights are working.						
Signs of squatting or use by trespassers, including outbuildings, sheds and garages.						
Graffiti on fences or building walls.						

	Yes	No	NA	Action	Who	By When
Signs of water leakage or pooling from gutters and drains.						
Blockages in storm water drains and sumps. Including gutters are clean.						
Interior walk-through checking for						
	Yes	No	NA	Action	Who	By When
Doors, locks and windows for signs of tampering or damage.						
Signs of unlawful entry.						
The security alarm system remains active.						
Security cameras remain active, fully functioning and recording images.						
Check vermin stations.						
Any areas of water damage or ingress through ceilings, walls or pipes.						
List missing Items (refer to previous condition photos if needed).						
Provide details of any identifiable problems:						

If you would like to speak to someone about protecting your buildings or premises, call our Risk Management hotline on **03 8630 3136** (Monday to Friday, 09:00 to 17:00 - excluding Public Holidays) or email us at info@ansvarrisk.com.au

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