FacilityOptix
FACILITIES MANAGEMENT

Statutory compliance checklist

Who holds the obligation comes before when it is next due. That is the question that goes wrong.

No interval is printed on this sheet for any obligation. The periods are conditional, several have exceptions, and they change — record what your own regime says and where it came from. The remedial actions column is the half that gets dropped, and it is where serious findings live.

BUILDING | ADDRESS | COMPLETED BY

DATE | DEMISE / OCCUPANCY | SHEET __ OF __

WHICH OBLIGATIONS APPLY HERE

Not an exhaustive list for any building type. Add anything particular to this one.

	APPLIES	N/A
Fire risk assessment and fire safety measures	☐	☐
Fire alarm and detection	☐	☐
Emergency lighting	☐	☐
Firefighting equipment	☐	☐
Fire doors and compartmentation	☐	☐
Electrical installation — periodic inspection	☐	☐
Portable appliance inspection and testing	☐	☐
Lifting equipment — thorough examination	☐	☐
Pressure systems — written scheme of examination	☐	☐
Gas appliances and installations	☐	☐
Water hygiene and legionella control	☐	☐
Asbestos — duty to manage	☐	☐
Local exhaust ventilation	☐	☐
Air conditioning inspection	☐	☐
Lightning protection	☐	☐
Automatic doors, gates and barriers	☐	☐
Emergency and standby power	☐	☐
Drainage and interceptors	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

WHO HOLDS EACH ONE

A split demise can leave a genuine gap that neither party's tracker shows, because each lists only what that party thinks is theirs.

Obligation — holder — basis (lease, contract, statute)

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Obligation — holder — basis (lease, contract, statute)

Obligation — holder — basis (lease, contract, statute)

Anything neither party has claimed

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STATUS

Dates from your own regime. Record where that regime came from.

Obligation — who carries it out — last satisfied — next due — evidence ref

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OPEN REMEDIAL ACTIONS ARISING

An inspection that produces a report with observations on it has not made the building compliant. It has produced a list.

COUNTED

OBLIGATIONS APPLYING	IN DATE	OVERDUE
REMEDIAL ACTIONS OPEN	OF WHICH OVERDUE	OLDEST OPEN (DATE)

SIGN-OFF

COMPLETED BY	DATE
REVIEWED BY	DATE
ESCALATED TO	NEXT REVIEW

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