Observatory Inspection Records

www.sherwood-observatory.org.uk
Sherwood Observatory, Coxmoor Road
Sutton-in-Ashfield, Notts, NG17 5LF
Tel 01623 552276
Mansfield & Sutton Astronomical Society

The monthly inspection shall be recorded on this form. Any deficiencies that are found shall also be recorded together with any corrective action that was, or needs to be taken.	dd / mm/yr	dd / mm/yr	dd / mm/yr	dd / mm/yr	dd / mm/yr	dd / mm/yr	dd / mm/yr	dd / mm/yr	dd / mm/yr	dd / mm/yr	dd / mm/yr	dd / mm/yr
Defects recorded in Observatory Logbook in the past month?												
Any issues regarding security? Car parks & buildings?												
Is the overall condition of buildings satisfactory?												
Overall standard of housekeeping?												
Are kitchens & toilets clean & maintained in good order?												
Furniture is in good condition?												
Is waste cleared regularly and not allowed to build up?												
Are work areas free from trailing cables or other trip hazards?												
Are all floors and carpets free from damage?												
Is all equipment / materials stored tidily?												
Is equipment maintained & in good condition?												
Do electrical items have PAT test stickers?												
Are flammable materials stored away from heat sources?												
Fire extinguishers present, unobstructed and serviceable?												
Are first aid kits complete & readily available?												
Condition & availability of torches?												
Are evacuation routes being kept clear?												
Sign off as complete												

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Follow-up actions		
Date Raised	List any actions that need to be taken	By whom? When?