

# Building Self-Inspection

## Checklist

### Completing this Form

Regular loss prevention inspections are a key element of a comprehensive property risk management programme. This form should be completed during physical site inspections and a copy retained for reference.

Building	
Inspected By	
Signature	
Date	

Element	Yes	No	N/A	Comments/Hazards
<b>Y = Up to standard (adequate), N = Below standard (action required), N/A = Not Applicable</b>				
<b>1. Fire Life Safety</b>				
1.1 Is emergency lighting operational?				
1.2 Are fire exits/doors in good condition, operable, unobstructed and not held open?				
1.3 Are fire door automatic closing devices operational?				
1.4 Are fire stairs free of obstructions?				
1.5 Are emergency exits appropriately signposted?				
1.6 Are written emergency procedures posted and clearly visible to occupants?				
<b>2. Fire Extinguishers, Hose Reels And Hydrants</b>				
2.1 Are all extinguishers in place?				
2.2 Are extinguishers, hose reels and hydrants accessible and signposted?				
2.3 Do all extinguishers, hose reels and hydrants have inspection tags, which have been stamped in the last six months?				
2.4 Do all hydrant outlets have secure caps?				

Element (continued)	Yes	No	N/A	Comments/Hazards
<b>Y = Up to standard (adequate), N = Below standard (action required), N/A = Not Applicable</b>				
<b>3. Fire System Isolations and Faults</b>				
3.1				
3.2				
3.3				
3.4				
3.5				
<b>Note: Use the Chubb Insurance Fire Protection Impairment Notification Form to report faults and isolations where applicable.</b>				
<b>4. Sprinkler System</b>				
4.1				
4.2				
4.3				
4.4				
<b>5. Automatic Fire Detection</b>				
5.1				
5.2				
<b>6. Housekeeping</b>				
6.1				
6.2				
6.3				
6.4				
6.5				
6.6				
6.7				
6.8				
6.9				
6.10				
6.11				

Element (continued)	Yes	No	N/A	Comments/Hazards
<b>Y = Up to standard (adequate), N = Below standard (action required), N/A = Not Applicable</b>				
<b>7. Electrical Safety</b>				
7.1				Are portable electrical equipment test tags current?
7.2				Are all electrical outlets, junction boxes and other electrical boxes properly covered?
7.3				Are all electrical cupboards/rooms/risers locked?
7.4				Are any extension cords being used instead of fixed building wiring?
<b>8. Smoking</b>				
8.1				Are designated smoking areas kept clear of flammable/combustible materials?
8.1				Is there evidence of smoking in 'non-smoking' areas?
<b>9. Carparks</b>				
9.1				Is speed restriction signage clearly visible?
9.2				Are traffic direction markings clearly visible?
9.3				Is carpark clearance height clearly signposted?
9.4				Are wheel stops highlighted?
9.5				Are bollards and columns highlighted?
9.6				Are pedestrian crossing signage and markings clearly visible?
9.7				Is carpark lighting operational?
9.8				Are carpark surfaces free of potholes?
9.9				Are carpark surfaces free of oil spills?
<b>10. Garbage Rooms</b>				
10.1				Is an operational fusible link fitted to the closure at the base of the garbage chute?
10.2				Are appropriate fire extinguishers readily available?
10.3				Is the garbage room clean and tidy?
<b>11. Commercial Kitchens</b>				
11.1				Are kitchen range hoods, ductwork and filters clean?
11.2				Are sprinkler heads in range hoods free of grease build-up?
11.3				Are appropriate fire extinguishers and fire blankets readily available?
11.4				Are gas shut-off valves for kitchen appliances readily accessible and labelled?

Element (continued)	Yes	No	N/A	Comments/Hazards
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<b>12. Dangerous Goods Storage</b>				
12.1 Are pool chemicals securely stored?				
12.2 Are flammable liquids (paints, fuel etc.) appropriately stored?				
<b>13. Swimming Pool and Spa Areas</b>				
13.1 Are any climbable objects located near the pool fence?				
13.2 Is the pool gate handle operating correctly?				
13.3 Does the pool gate fully close and latch automatically?				
13.4 Has the pool water been tested within the last week?				
13.5 Are pool rules and CPR signage clearly visible?				
13.6 Are water depth markings clearly visible?				
13.7 Are pool/spa suction fittings and plumbing grates/covers securely in place and in good condition?				
13.8 Does the spa emergency shut-off operate correctly?				
<b>14. Gymnasiums</b>				
14.1 Is gym equipment instructional signage clearly visible?				
14.2 Is any gym equipment defective?				
14.3 Is an operational emergency call point installed?				
14.4 Is the area free of trip hazards (e.g. free weights, power leads)?				
<b>15. Balustrades and Handrails</b>				
15.1 Is there any damage to balustrades and handrails?				
15.2 Are any climbable objects located near balustrades or handrails?				
<b>16. General</b>				
16.1 Are there any indications of overcrowding?				
16.2 Are any contractors working on site?				
16.3 If so are appropriate management procedures (eg. Hot work) being followed?				
16.4 Is there any evidence of forced entry or malicious damage?				
16.5 Are all CCTV cameras operational?				

**Note: Use the Chubb Insurance Hot Works Permit for any hot works where applicable.**

Element (continued)	Yes	No	N/A	Comments/Hazards
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17. Actions				

## About Chubb in Australia

Chubb is the world's largest publicly traded property and casualty insurer. With operations in 54 countries and territories, Chubb provides commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance and life insurance to a diverse group of clients. As an underwriting company, we assess, assume and manage risk with insight and discipline. We service and pay our claims fairly and promptly. The company is also defined by its extensive product and service offerings, broad distribution capabilities, exceptional financial strength and local operations globally. Parent company Chubb Limited is listed on the New York Stock Exchange (NYSE: CB) and is a component of the S&P 500 index. Chubb maintains executive offices in Zurich, New York, London, Paris and other locations, and employs more than 30,000 people worldwide.

Chubb, via acquisitions by its predecessor companies, has been present in Australia for 100 years. Its operation in Australia (Chubb Insurance Australia Limited) provides specialised and customised coverages, including Business Package, Marine, Property, Liability, Energy, Professional Indemnity, Directors & Officers, Financial Lines, Utilities, as well as Accident & Health insurance, to a broad client base, including many of the country's largest companies. Chubb also serves successful individuals with substantial assets to protect and individuals purchasing travel and personal accident insurance. With five branches and more than 800 staff in Australia, it has a wealth of local expertise backed by its global reach and breadth of resources.

More information can be found at [www.chubb.com/au](http://www.chubb.com/au).

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