# Property and Structures Maintenance Form

**Job number or location:**

The purpose of this form is to ensure all employees of IHS adhere to correct manufacture maintenance guidelines while performing remedial works required on previously installed structures. These works will be completed in accordance with all Health and Safety procedures documented in the IHS WHS Policy and Procedure.

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| **Supervisor** | **Date** |
| **Frist aid officer on site** | |

**Team members**

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**Site inspection and potential hazards**

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**Control methods**

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**Scope of works**

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**Location of structure requiring maintenance**

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**Preparation of bedding material**

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**Wooden seating fixtures repaired and finishing product used**

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**Decking slats repaired**

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**Inspection of foundations**

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**Gates and Fences repaired**

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**Boardwalk repaired and finishing product used**

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**External doors repaired**

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**Additional comments, notes for supervisor**

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**Job site preparation**

Dial before you dig notification Y/N/NA

Relevant on site qualifications Y/N

Pre start check list on machinery Y/N/NA

Adequate spill kits available Y/N

Site set-up, signage/traffic control Y/N/NA

SWMS on site Y/N

Appropriate PPE worn by all staff Y/N

SDS on site Y/N

All electrical tools within test date Y/N

Drop sheets in place Y/N

Wet paint signs erected Y/N

Danger/isolation tags in place Y/N/NA

Timber slats treated accordingly (circle correct response) Stained, Painted, Oiled, Natural Varnish, Bullnosed, Bevelled

Structure footing checked for stability, decay, wear and tear and rectified accordingly Y/N