

CARETAKER'S DAILY CHECKLIST – EXAMPLE

(to be completed daily and faxed to Centre Manager)

- Chrome stands - clean and check for correct signage
- Retailers signs - all lights on and cleanliness
- Shops open
- Lease lines conforming
- Mall lighting
- Entries - check for
 - Chewing gum
 - Mats
 - Clean glass
- Floor presentation / working order
- Toilet presentation
- Pot plants - cleanliness
- ATM - cleanliness
- Kiddies rides - cleanliness
- Placement of cleanliness and presentation
- Notice board - monitor
- Special of the week boards
- Any other comments
- Exit lights working
- Sprinkler valve room clear
- Baler secure/clean
- Access corridors clear
- Fire hoses rolled up
- No smoking signs in place
- Auto doors working
- Service corridors lights working
- Car park lights working
- Timers on car park lights and mall lights
- Public address working
- Any slip or trip hazards
- Gardens clean and clear
- Graffiti - internal and external
- Pylon signage x 2 / External signage working
- Mall furniture - clean / in good safe position
- Drains clear of rubbish
- Gardens clear of rubbish
- Air conditioner working
- Gutters clear

DOOR COUNT	
DOOR 1
DOOR 2

Comments/other work needed

Sign _____ Date _____

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