

# 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

<b>DOOR COUNT</b>	
<b>DOOR 1</b>	.....
<b>DOOR 2</b>	.....

Comments/other work needed

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Sign \_\_\_\_\_ Date \_\_\_\_\_

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