

Westfield Parish Council Weekly checks		
Norton Hill Pavilion		
Date of check, w/c:		
Name:	Yes/No	Comment
Building		
Is the building in good condition?	✓	
Are the floors clean?	✓	
Have the bins been emptied?	✓	
Have the toilets been cleaned?	✓	
Are the showers and basins clean?	✓	
Have any combustible materials been stored on the premises?	x	
Water Checks		
Have the taps been flushed through in accordance with the legionella requirements? (weekly)	✓	
Emergency Lights		
Are the Emergency lights working?	✓	
Emergency alarm in the disabled toilet		
Is the sounder working?	✓	
Is the strobe working?	✓	
Intruder alarm		
Is the sounder working?	✓	
CCTV		
Is it the first week of the month? Please check CCTV monitor.		
Meter readings		G 42.997 E 26345.1
Other items		
Any other comments?	✗	
Have all previous reported defects been rectified	✓	