
	<h1>Facility & Equipment Daily Checklist</h1> <h2>Forms and Templates</h2>		Document Number: FM-SS-08.09
	Department: Materials Management	Effective Date: November 20, 2022	Revision No 0

F2 LOGISTICS		F2 GLOBAL LOGISTICS		FACILITY & EQUIPMENT DAILY CHECKLIST							DOCUMENT NO: FM-SS-08.09 EFFECTIVE DATE: November 20, 2022 REVISION NO: 0 DEPARTMENT: Materials Management		
Instructions: Checklist must be made by the Utility Personnel daily at the start of the duty. There are categories with corresponding criteria that needs to be filled up. If it is functional and in good condition, check YES. If it needs to be repaired, check NO and give the details in the comment section. And put N/A if not applicable.										Unit: _____ SBU: _____			
DATE													
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY			
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
OFFICE CHECKLIST													
A. ELECTRICAL													
1. Bulb are working													
2. Outlets are in good condition													
3. Switches are in good condition													
4. Fuse Panel is free from blockage													
B. OFFICE PREMISES													
1. No loose Door Knob													
2. Windows are clean													
3. No damage Wall Panel													
4. No roof leak													
5. No damage ceilings													
6. No damage Biometric Access Door (if any)													
7. No damage Floor Tiles													
8. No damage (wooden/steel) Cabinet													
9. No damage Office Chairs													
10. No damage/Misalignment of Office Doors													
11. Office is free from cob webs													
C. REST ROOM													
1. Available stock water in water closet													
2. No clogged Toilet Bowl													
3. No clogged Floor Drain													
4. No damaged Faucet													
5. No clogged/damage Urinals													
6. No clogged Lavatory													
7. Bidet are working													
8. Rest Rooms are free from odor													
9. Water Pump Motor is running (Unit 5 and 8)													
D. EQUIPMENT													
1. Printers are functional													
2. Aircondition Units are functional													
3. Aircondition Units has no leak pipe													
4. Electric Fans are functional (if any)													
5. Exhaust Fans are functional (if any)													
6. Telephone Lines are working (if any)													
7. Water dispensers are working													
E. SAFETY AND SECURITY													
1. Fire Extinguisher are working and available													
2. CCTV Camera Monitor are at place													
3. Rechargeable Emergency Lights are functional													
4. Fire Exit are free from blockage													
WAREHOUSE CHECKLIST													
A. ELECTRICAL													
1. Bulb are working													
2. Outlets are in good condition													
3. Switches are in good condition													
4. Fuse Panel is free from blockage													
B. WAREHOUSE PREMISES													
1. No loose Door Knob													
2. Windows are clean													
3. No damage Wall Panel													
4. No roof leak													
5. No damage ceilings													
6. No damage Biometric Access Door (if any)													
7. No damage Floor Tiles													
8. No damage (wooden/steel) Cabinet													
9. No damage Office Chairs													
10. No damage/Misalignment of Office Doors													
11. Warehouse is free from cob webs													
C. REST ROOM													
1. Available stock water in water closet													
2. No clogged Toilet Bowl													
3. No clogged Floor Drain													
4. No damaged Faucet													
5. No clogged/damage Urinals													
6. No clogged Lavatory													
7. Bidet are working													
8. Rest Rooms are free from odor													
D. EQUIPMENT													
1. MHEs are functional (Forklift and Hand Pallet)													
2. Electric Fans are functional (if any)													
3. Exhaust Fans are functional (if any)													
4. Weighing scale is functional (if applicable)													
E. SAFETY AND SECURITY													
1. Fire Extinguisher are working and available													
2. CCTV Camera Monitor are at place													
3. Rechargeable Emergency Lights are functional													
4. Fire Exit are free from blockage													
EXTERNAL GROUNDS CHECKLIST													
1. Parking Area is clean													
2. Drainage are free from blockage													
3. Garbage are properly disposed in designated Area													
4. Guard House is clean and free from unnecessary materials													
5. Over-all cleanliness of grounds													
Checked by: _____ Verified by: _____													
COMMENTS: _____ _____ _____												<input type="checkbox"/> Needs repair (give details in comments section) <input type="checkbox"/> All are functional and in good condition	
ACCOMPLISHMENTS: _____ _____ _____													
Noted by: _____ Authorized MMD Personnel													

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