

Masonic Hall

Building Functionality Checklist

Masonic Centre:	Building Committee / Trust / Partnership Name:	
Prepared By:	Address:	Date:

This checklist was initially developed to enable Hall Managers to safely bring buildings back into regular use following the Covid-19 lockdown. However the West Lancs Masonic Halls Committee recognised the wider benefits of using a comprehensive checklist to confirm that maintenance work is adequately undertaken. Use of this checklist on a periodic basis should allow Hall Managers to maintain compliance with both legal and relevant local regulations.

A checklist can't cover all eventualities for all Halls, you should therefore adapt this guidance as necessary to cover your own specific needs. Some Halls will have additional specialist requirements, eg Goods / Passenger Lifts or Sprinkler Systems, however as these are not common across Masonic Halls they have not been included here.

The checks described generally require simple visual inspection or minimally intrusive activities, however if a check is outside your capabilities you should seek assistance from a suitably qualified person. An affirmative (**YES**) answer should be obtained for the majority of questions. A negative response (**NO** answer) **may** indicate that investigation and / or remedial work is required.

This guidance has been provided in good faith, however no liability whatsoever can be accepted for any error or omission that might lead to loss or damage howsoever caused.

	Y	N	N/A
<p>A Life Safety Systems</p> <p>A Life-Safety System is any interior building element designed to protect or help evacuate the building population in emergencies, including (but not limited to) fires or explosions and less critical events, such as power failures. It is normally an Insurance Company pre-condition for commercial buildings policies that Life Safety Systems are professionally installed and periodically maintained by a competent person. FAILURE TO PROPERLY INSTALL OR MAINTAIN THESE SYSTEMS MAY INVALIDATE ANY INSURANCE COVER.</p>			
<p>A1 Fire Alarm System</p> <p>The Fire Alarm should be designed and installed to BS5839 Part 1 and then inspected and tested every 6 months by a competent person. A typical maintenance visit will include 100% functional testing of Smoke Sensors, Heat Sensors and Call Points. Weekly checks (eg a different call point each week) should be undertaken by the buildings maintenance team. Records should be kept of any testing, maintenance and false alarms. Typically these records are documented in a Fire Safety Logbook and may be subject to inspection by the Buildings Insurer, or other bodies such as the Local Authority Licencing Department or Local Fire Officer etc.</p> <ul style="list-style-type: none"> • Insert date of last Fire Alarm service and confirm it is within last 6 months. • Is the control panel functioning correctly and free from faults? • Is there a copy of the building layout affixed near to the Fire Alarm Control Panel which clearly shows the coverage of each detection zone? • Have you tested one call-point, or smoke detector on each detection zone to confirm correct operation or the system? • Confirm that the audible and visual alarms are generated throughout the building; • Confirm that any remote signalling system is function correctly; • Have appropriate details been recorded in the Fire Safety Logbook? • <p>Notes A FUNCTIONAL FIRE ALARM SYSTEM IS A PRE-CONDITION TO BUILDING USAGE. If there are any faults that can't be resolved then a maintenance visit by a competent person should be undertaken before the Hall reopens. Canned smoke is available from many hardware stores and on-line shops.</p> <p>Record Findings</p>	MANDATORY		

<p>A2 Fire Extinguishers</p> <p>The Fire Extinguishers should be serviced annually by a competent person. A record of the servicing should be kept. Typically these records are documented in a Fire Safety Logbook and may be subject to inspection by the Buildings Insurer, or other bodies (eg Fire Officer, Local Authority Licencing Dept., etc)</p> <ul style="list-style-type: none"> • Insert date Fire Extinguishers were serviced and confirm within last 12 months? • Are the Fire Extinguishers present and in their correct locations? • Are the Tamper Seals present and intact? • Is the pressure indicator on each extinguisher in the 'healthy zone'? • Is the Fire Extinguisher signage present and correctly affixed? • Are other Devices, eg Fire Blankets, Sand buckets etc in place and operational? • Have appropriate details been recorded in the Fire Safety Logbook? • <p>Notes FUNCTIONAL FIRE EXTINGUISHERS ARE A PRE-CONDITION TO BUILDING USAGE. If there are faulty or missing extinguishers then a maintenance visit by a competent person should be undertaken before the Hall reopens.</p> <p>Record Findings</p>	<p style="text-align: center;">MANDATORY</p> <div style="border: 2px solid red; height: 20px; width: 100%;"></div>
<p>A3 Emergency Exits</p> <p>Emergency Exits need to open in the direction of travel (ie outwards). They should be operated by an emergency exit mechanism in a single action. Doors locked with keys will not comply even if the key is left in the lock. Emergency Exits should be checked periodically (usually monthly). Records should be kept of any checking to demonstrate the doors are in good working order. Typically these records are documented in a Fire Safety Logbook and may be subject to inspection by the Buildings Insurer or other bodies (eg Fire Officer, Local Authority Licencing Dept etc) .</p> <ul style="list-style-type: none"> • Insert date that all emergency exit doors were confirmed to function correctly. • Do the Emergency Exit doors open and close freely? • Have any additional security features for "Lockdown" been removed? • Does each 'Crash Bar' or similar exit mechanism operate correctly? • Confirm Emergency Exits can be opened without the need for keys. • Confirm that any external staircases are structurally sound, free of obstructions and lit by Emergency Lights. • Is the internal and external signage present, correct and securely attached? • Have appropriate details been recorded in the Fire Safety Logbook? • <p>Notes FUNCTIONAL EMERGENCY EXITS ARE A PRE-CONDITION TO BUILDING USAGE. If there are any faults that can't be resolved then a maintenance visit by a competent person should be undertaken before the Hall reopens.</p> <p>Record Findings</p>	<p style="text-align: center;">MANDATORY</p> <div style="border: 2px solid red; height: 20px; width: 100%;"></div>
<p>A4 Signage for Fire and for Health & Safety</p> <p>Fire signage is typically required adjacent to every Fire Alarm Call Point, Fire Extinguisher, Fire Door and Emergency Exit. Other Health and Safety Signage (H&S) will be required in-line with any Health and Safety Risk Assessment that has been undertaken. H&S signage covers many situations, such as slips, trips and falls, dangerous substances, food hygiene, warning signs, hazard signs, fire procedures, first aid and public information.</p> <ul style="list-style-type: none"> • Insert date of latest Health & Safety Risk Assessment (H&S RA) • Have any changes to the building or its usage been reflected in the H&S RA? • Is the signage clear, legible and securely attached? • Have any missing or damaged signs been replaced? 	<p style="text-align: center;">MANDATORY</p> <div style="border: 2px solid red; height: 20px; width: 100%;"></div>

<ul style="list-style-type: none"> • Have appropriate details been recorded in the Fire Safety Logbook? • 			
<p>Notes See also Fire Risk Assessment in Section A7.</p> <p>Record Findings</p>			
<p>A5 Emergency Evacuation Routes and Evacuation Equipment</p> <p>Whilst it is very desirable that the building population promptly evacuates the building in an emergency there may be some (eg those with disabilities) who need to make use of Refuge Points, use Stair lifts, or evacuation chairs / sledges. Whilst it is dangerous to use passenger or goods lifts during a fire, the use of stair lifts is permissible where these have an internal battery backup. Such stair lifts need to be professionally serviced every 6 months and a compliance certificate issued under the Lifting Operations & Lifting Equipment Regulations (LOLER).</p> <ul style="list-style-type: none"> • Are the internal and external evacuation routes free from obstructions? • Are any Refuge Points clearly identified? • Insert date of last Stair Lift service and confirm this is within last 6 months. • Is other emergency equipment (evacuation chairs or sledges etc) in place and periodically checked? • Has training been given on how to use any specialist evacuation equipment? • Have appropriate details been recorded in the Fire Safety Logbook? • Is a Fire Evacuation Drill required? • Is the Emergency Assembly Point clearly identified as such? • <p>Notes</p> <p>Record Findings</p>	<p>MANDATORY</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A6 Emergency Lighting</p> <p>The Emergency Lighting should be designed and installed to BS5266 and professionally serviced every 6 months. A typical maintenance visit will include a 3 hour Discharge Test. The building maintenance team should undertake a weekly visual inspection. Records should be kept of all inspections etc. Typically these records are documented in a Fire Safety Logbook and may be subject to inspection by the Buildings Insurer. Areas accessed by people who may be unfamiliar with the layout should use have permanently illuminated Emergency Lighting (ie Maintained) and would typically include the Main Hall, Toilets, Entrance areas etc. Emergency Lighting in areas not accessible to the public (eg Kitchen, Bar and storage rooms etc) may be non-maintained if appropriate.</p> <ul style="list-style-type: none"> • Insert date of last Emergency Lighting service and confirm within last 6 months. • Are all over door 'Exit Boxes' illuminated with their charge lights (Green LED) on? • Are all 'maintained' lights illuminated with their charge light (Green LED) on? • Are the charge lights (Green LED) on all 'non-maintained' lights? • Using the Emergency Lighting test switch(s) confirm that the Emergency lights come on as required. Do all lights work, especially those outside over external doors, on stairwells, landings or escape routes. • Are external emergency lights free from moisture ingress (eg misting)? • Have appropriate details been recorded in the Fire Safety Logbook? • <p>Notes FUNCTIONAL EMERGENCY LIGHTING IS A PRE-CONDITION TO BUILDING USAGE. If there are any faults that can't be resolved then a maintenance visit by a competent person should be undertaken before the Hall reopens.</p>			

<p>Record Findings</p>			
<p>A7 Fire Compartments & Smoke Barriers</p> <p>Fire Compartments are a vital part of the fire safety design of a building and seek to divide large spaces into smaller, more manageable ones to slow the spread of Fire and Smoke. Fire compartments are also used to create a safe, protected means of escape for the building population. The walls, floor and ceilings of buildings are used to create the compartments, which restrict the spread of Smoke and Fire giving the building population time to evacuate.</p> <ul style="list-style-type: none"> • Insert date of last Fire Risk Assessment • Is the Fire Risk Assessment still fully applicable? Building or Construction work could invalidate the current Fire Risk Assessment • If any building work or modifications were undertaken during lockdown, has the Fire Sealing (around cables or other penetrations) been adequately completed? • Are all internal Fire Doors working freely and closing properly? • Are the smoke seals (aka brush seals) on doors in position? • Are Door Closers fitted and functioning correctly? • Are the "Fire Door – Keep Shut" signs present and securely attached? • Have appropriate details of building modifications and Fire Door checking been recorded in the Fire Safety Logbook? • <p>Notes A fire will reduce the oxygen level in a room. The normal O₂ level is around 21%, but below 17% people can experience impaired judgement. Smoke spreads rapidly through any gaps in building elements. Smoke is toxic and will obscure vision, irritate eyes and inflame the lungs and airways. The toxic cocktail of gasses include Carbon Monoxide (CO – which can render people unconscious) and other dangerous components such as Hydrogen Cyanide, Ammonia, Arsenic and other harmful chemical compounds. Smoke actually accounts for more deaths than the fire itself, hence the need to restrict the spread of smoke.</p> <p>Record Findings</p>	<p>MANDATORY</p>		
<p>A8 Refresher Training</p> <p>It is important that personnel are suitably trained in First Aid, Fire Evacuation Procedures, and use of Defibrillators (if present in buildings). Post-Lockdown some staff may not return to work and new staff may be recruited, existing staff may need to be refreshed on their duties. Records should be kept of any Fire Safety and First Aid Training. Typically these records are normally kept in a Fire Safety Logbook.</p> <ul style="list-style-type: none"> • Insert date of last Refresher Training? • Is training complete for any new staff who joined post-Lockdown? • Has the training been adjusted to accommodate the Covid-19 environment? • Have training details been recorded in the Fire Safety Logbook (or elsewhere) if appropriate? • <p>Notes Training should include Fire Procedures, Basic First Aid and use of Defibrillators (if available within the building).</p> <p>Record Findings</p>	<p>MANDATORY</p>		

<p>B Building Services</p> <p>There are normally multiple systems which contribute to the functionality of a building. Many of these systems will require periodic checking to ensure that they are safe to be used and do not put the building population at risk. Often these systems seem to be taken for granted and only receive attention when they fail unexpectedly. Routine maintenance will allow the systems to perform over extended lifetimes and Examination, Inspection, Maintenance & Testing regimes frequently identify impending failure before it becomes catastrophic failure. Advanced warning often allows for planned replacement whereas unexpected catastrophic failure can cause extensive financial difficulties and significant operational disruption.</p>	
<p>B1 Fixed Electrical Infrastructure</p> <p>The Buildings Insurers will normally require the Electrical Installations of commercial buildings to be inspected and tested every 5 years. (It is generally a condition of the commercial buildings insurance). If the building includes a licenced premises the Local Authority will also require a copy of the Electrical Inspection Condition Report (EICR). The report will highlight any issues with the condition of the installed electrical Infrastructure.</p> <ul style="list-style-type: none"> • Insert date of last EICR and confirm within last 5 years. • Have any alterations or additions been undertaken by a competent person? • Has Electrical Certification been obtained for any alterations or additions? • Are socket outlets in Publicly Accessible areas protected by either RCDs or RCBOs? • Are Fuse Boards under key control to prevent access by unauthorised persons? <p>Notes A SAFE ELECTRICAL INFRASTRUCTURE IS A PRE-CONDITION TO BUILDING USAGE. Minor issues with the electrical infrastructure can usually be temporarily remedied by electrical isolation (eg at an electrical fuse board and not 'just' locally switched off). More serious electrical issues will require a maintenance visit by a competent person which should be undertaken before the equipment is brought back into service.</p> <p>Record Findings</p>	<p>MANDATORY</p> <div style="border: 2px solid red; height: 15px; width: 100%;"></div>
<p>B2 Portable Electrical Appliances</p> <p>It is normal practice for Portable Electrical Appliances to be tested annually and a record of all devices tested to be kept. The process is often referred to as PAT Testing. Records of adequate PAT testing may be required by the Buildings Insurers.</p> <ul style="list-style-type: none"> • Insert date of last PAT test and confirm completed within the last 12 months. • Are all electrical items (except new ones under 12 months old) currently certified? • Is the fuse in the plug of each appliance the correct size? • Do all appliances perform correctly when powered up? • Have you quarantined (ie Removed from service) any devices that have expired, have visible damage or do not appear to operate correctly? • Are portable electrical heating appliances are switched off before leaving? • <p>Notes Items purchased from new do not need certification in their first year. Items brought into the Hall from home, or by 3rd parties (eg Workmen, DJs, etc) should either be tested before use or quarantined until they have been professionally tested.</p> <p>Pay particular attention to high power devices, such as kettles, microwaves, toasters, or portable electric heaters which may get hot in normal service.</p> <p>Record Findings</p>	<div style="border: 2px solid red; height: 15px; width: 100%;"></div>

B3 Gas Systems	MANDATORY		
<p>The Gas Safety (Installation and Use) Regulations 1998 stipulate that the installation and maintenance of gas appliances should only be undertaken by competent persons. In the UK the GasSafe Scheme records the details of competent persons. It is ILLEGAL to permit anyone who is not on the competent persons register to perform work on any system under your control. Gas appliances should be inspected and serviced every 12 months to ensure they are working correctly and that any effluent gasses are safely discharged outside the building. Evidence of regular maintenance may be required by the Buildings Insurers, or other relevant bodies.</p>			
<ul style="list-style-type: none"> • Insert date that heating and/or hot water appliances were last serviced and confirm completed within the last 12 months? 			
<ul style="list-style-type: none"> • Is the main gas isolating valve operational and clearly identifiable? 			
<ul style="list-style-type: none"> • Is pipework periodically identified (eg every 2m or so) and marked as "GAS"? 			
<ul style="list-style-type: none"> • Is the boiler operating pressure sufficient or does the system need topping up? 			
<ul style="list-style-type: none"> • Is hot water available at taps in kitchens and toilets etc? 			
<ul style="list-style-type: none"> • Are all taps free from drips and smoothly operate on / off? 			
<ul style="list-style-type: none"> • Have the temperature and time controls been adjusted to reflect the anticipated occupancy requirements? 			
<ul style="list-style-type: none"> • Are the radiators getting warm? • 			
<p>Notes Many modern central heating systems require around 1 Bar water pressure to function correctly. If the water pressure is too low the system cuts-out to protect the boiler. Adding water via the top-up loop until the water pressure reaches the desired minimum pressure can save an expensive engineer call out.</p> <p>Record Findings</p>			
B4 Water Systems			
<p>Water systems include both potable (drinking) water and waste water. In older buildings it is feasible that cold water taps may be fed from Lead Pipes or may not be directly from the main supply. Head tanks are frequently in lofts or unheated spaces and may be subject to contamination or freezing.</p>			
<ul style="list-style-type: none"> • Is the main Potable Water isolating valve operational and clearly identifiable? 			
<ul style="list-style-type: none"> • Have Service Valves been cycled to ensure they operate freely / correctly? 			
<ul style="list-style-type: none"> • Is pipework in lofts or unheated spaces suitably insulated against frost? 			
<ul style="list-style-type: none"> • Is drinking water available at the normal locations? 			
<ul style="list-style-type: none"> • Has pipework been purged to ensure fresh clean water is available? 			
<ul style="list-style-type: none"> • Are all taps free from drips and smoothly operate on / off? 			
<ul style="list-style-type: none"> • Do toilets flush and re-fill correctly? 			
<ul style="list-style-type: none"> • Are there any obvious signs of leakage? • 			
<p>Notes If effluent has been held-up in pipes during periods of inactivity it may have solidify and cause a blockage which requires professional removal.</p> <p>Record Findings</p>			
B5 Ventilation Systems, Air Conditioning, Hand Dryers			
<p>Recirculating air systems could potentially spread water droplets (and hence the Covid-19 virus). Depending on Covid-19 regulations at the time of re-opening it may be necessary to take recirculation systems out of service or to provide alternative means to heat and ventilate buildings</p>			
<ul style="list-style-type: none"> • Insert date that Air Conditioning units were last Serviced 			
<ul style="list-style-type: none"> • Do recirculating Air Conditioning Systems meet with current Covid requirements? 			

<ul style="list-style-type: none"> • Can windows and / or doors be opened / closed to increase natural ventilation where appropriate? • Have hand driers been taken out of service and replaced with paper towels? • <p>Notes</p> <p>Record Findings</p>			
<p>B6 General Security</p> <p>It is normally a condition of Insurance that external doors (except designated Emergency Exits) have locks that comply with BS3621 or BS8621. Safes have been rated to a common standard (EN1143) since 2012. Safes must only maintained be suitably competent persons. Incorrect maintenance can void insurance cover and could trigger internal (anti-tamper or anti-attack) features which completely deadlock the safe, thereby requiring an engineer visit to open and replace it.</p> <ul style="list-style-type: none"> • Are there any signs of attempted break-in? • Do all access doors open and close correctly? • Are all door locks working correctly? • Are Grills, Gates and Shutters fitted and in correct operating order? • Are all keys accounted for and correctly located in their proper place? • If personnel have left, have their keys and alarm fobs etc been returned? • If personnel have left, have any combination codes for doors, safes etc been changed? • Is the safe Cash Rating greater than the maximum takings from Functions and Events? • Are safe locks in proper working order? • Have any additional (Covid-19 specific) security devices been removed? • <p>Notes LOCKS CONFORMING TO BS3621 ARE A PRE-CONDITION TO BUILDINGS AND CONTENTS INSURANCE. If necessary lever mortice locks (sash locks and deadlocks) can normally be lubricated with graphite powder. Cylinder locks (aka Pin Tumbler Locks) and combination locks can be lubricated with a PTFE based lubricant (Not WD40).</p> <p>Record Findings</p>			MANDATORY
<p>B7 Intruder Alarm Systems</p> <p>Insurers may stipulate as a condition of the insurance policy that Intruder Alarm systems are professionally designed, installed and regularly maintained. The maintenance frequency may vary with the Type and Grade of installation, but it will typically be 12 monthly for systems that do not have remote monitoring and 6 monthly for systems with remote monitoring.</p> <ul style="list-style-type: none"> • Insert date of last maintenance visit and confirm in-line with above timescales. • Has a "Walk Test" been performed to confirm that all movement sensors and door contacts are correctly received at the control panel? • Has a "Bell Test" and "Strobe Test" been performed to confirm that external sounders and visual warning devices are working correctly? • Are alarm signals being correctly received at any Alarm Receiving Centre (ARC)? • Has the "Alarm Log" been reviewed and any abnormal events investigated? • 			MANDATORY

<p>Notes INSURANCE COVER MAY BE INVALIDATED IF AN INTRUDER ALARM SYSTEMS IS NOT SET WHEN THE BUILDING IS UNOCCUPIED.</p> <p>Record Findings</p>			
<p>B8 CCTV</p> <p>CCTV systems may assist in identifying or rectifying issues. Their installation and maintenance may be required as part of either and Insurance Policy and/or by a Local Authority in support of licence (eg Alcohol Licence, Entertainment Licence, Marriage Licence etc)</p> <ul style="list-style-type: none"> • Insert date system last serviced, checked, confirmed working correctly • Are all cameras present and working correctly? • Is the recording equipment fully functional? • Have you reviewed and investigated any abnormal events? • Can recordings be stored and archived for evidential purposes? • Can the images be received remotely? Eg at the Alarm Receiving Centre? • <p>Notes FAILURE TO PROPERLY OPERATE AND MAINTAIN A CCTV SYSTEM STIPULATED AS A LOCAL AUTHORITY LICENCE CONDITION MAY INVALIDATE THE LICENCE AND ANY ASSOCIATED INSURANCE COVER.</p> <p>Record Findings</p>	<p>MANDATORY</p>	<div style="border: 2px solid red; height: 20px; width: 100%;"></div>	
<p>C Kitchen Equipment</p> <p>Kitchens by their very nature contain heating equipment (ovens, hobs etc) which may be the heat source to initiate a fire. Insurance companies may include special conditions to try to reduce fire risks. Typically for commercial kitchens Insurers will stipulate that ventilation ductwork should be cleaned annually to prevent the build-up of fatty residues which may be the fuel for a fire condition.</p> <ul style="list-style-type: none"> • Insert date that Extract Systems were cleaned / certified to TR019 and confirm this is within in the last 12 months? • Have any Ovens, Deep Fat Fryers, plate heaters etc been cleaned before they are put back into service? • Are Dishwashers and Glass Cleaners etc in working order? • Confirm that Fridges and Freezers have been completely emptied and thoroughly cleaned before restocking. • Have the heat exchanger elements (usually at the rear) of fridges and freezers been cleaned to allow them to work efficiently? • Confirm that everything is in-date when Fridges and Freezers are restocked. • Has all cutlery, pans and crockery etc been cleaned before use? • Are Fly Killers still operational (trays emptied and failed lamps replaced etc)? • 			<p>MANDATORY</p>

<p>Notes INSURANCE COVER MAY BE INVALIDATED IF YOU FAIL TO ANNUALLY CLEAN DUCTWORK TO TR-019.</p> <p>Record Findings</p>			
<p>D Bars & Drinks</p> <ul style="list-style-type: none"> • Have Display Fridges been completely emptied and cleaned before re-stocking? • Confirm that everything is in-date when refilling fridges. • Have Ice Making machines been cleaned internally before re-use? • Have the first couple of Ice batches been discarded to ensure that the ice cubes are clean and free from cleaning residues? • Has drinks dispensing pipework been cleaned before use? • Are Drinks Chillers and Carbonating equipment working correctly? • Are Drinks dispensing gasses working properly? • Are Gas Bottles safely stored in their racks with retaining chains in proper usage? • Are Beer Cellar Coolers etc switched on and working correctly? • Are spirit optics and measures clean and any open liquors have not deteriorated? • Have tills powered up and are functioning correctly? • Are adjustments to stock control software required, due to items going out of date or stock spoiling in long term storage? • <p>Notes</p> <p>Record Findings</p>			
<p>E General</p>			
<p>E1 Insurance</p> <p>Masonic Hall require Buildings and Contents insurance together with substantial Employers' Liability Insurance (ELI) to cover accidents. Where halls have public functions eg Wedding Receptions etc then it is recommended that ELI is carefully considered and reviewed regularly. In the 1990s £1M ELI was considered adequate, however today in 2020 that would probably be £5M minimum or even £10M.</p> <ul style="list-style-type: none"> • Confirm date when Insurance Policy ends and confirm policy is still in force • Have any material changes (eg attempted break in, water leakage etc) been notified to the Insurers? • Is the level of insurance cover adequate for the Hall usage, assets etc • Are High Value items (eg Lodge Warrants, or Lodge Furniture etc) specifically itemised on Insurance Policies? • <p>Notes Check the details of the insurance policy carefully as some insurers have been known to invalidate the insurance for apparently minor technicalities.</p>		<p>MANDATORY</p>	

<p>Record Findings</p>			
<p>E2 First Aid</p> <ul style="list-style-type: none"> • Are First Aid kits in their proper places and is the content of each still in-date? • Has the First Aid Kit been supplemented with any Covid-19 specific PPE? • Has the Defibrillator battery been checked? (there is usually a self-check as soon as the device is opened up) • Are the Defibrillator pads still in-date? • Is the Accident Logbook up to date and in its proper place? • <p>Notes</p> <p>Record Findings</p>			
<p>E3 Covid-19 Preparations</p> <p>Additional Covid-19 related precautions will be required to be in place so that the building can safely re-open. Provisions may vary by geographic region or can change quickly with little notice. Hall personnel must take care to ensure that the latest guidance is being used and adhered to. There is a legal responsibility to ensure that adequate measures are in place before reopening.</p> <ul style="list-style-type: none"> • Has a Covid-19 Risk Assessment been prepared? • Have one way systems been implemented where necessary? • Have systems which could spread the virus (Hand driers or ACUs) been taken out of service? • Have alternative provisions for hand drying been made, eg paper towels? • Has suitable signage been placed where necessary in the building? • Are sanitiser stations provided where required? • Is a thermometer required and available? • Are contact details being collected to inform relevant 'Authorities' if someone tests positive for Covid-19? • Are protective screens in place as required? • Is payment being taken by contactless methods rather than handling cash? • Have any relevant parties been notified, eg Insurers, Local Authority etc? • Are enhanced cleaning and sanitising arrangements in place? • Is the building occupancy limited in-line with current Government Guidance? • Are social distancing measures in place? • Is there an adequate supply of PPE (masks, gloves etc) available if required? • Have all customers (3rd party users – whether charged or not) been contacted and advised of the 'House Rules' before attending? • Are copies of the 'House Rules' on display near the entrance etc? • Have you displayed the NHS Test & Trace QR Code for your location? • <p>Notes ADEQUATE COVID-19 MEASURES ARE A PRE-CONDITION TO REOPENING. YOU MUST BE ABLE TO DEMONSTRATE THAT YOU HAVE ADEQUATE SYSTEMS AND PROCESSES IN</p>			

PLACE TO MINIMISE THE POTENTIAL FOR ONWARD TRANSMISSION OF THE VIRUS. Branded Masonic Signage is available Free of Charge in A4 pdf format for each Hall to laminate and display as required.

Record Findings

E4 General Lighting

- Is the lighting working correctly throughout the building?
- Have any defective lamps been replaced?
- Are all external lights covering car parks or access routes etc working?
- Are the controls, eg Dusk/Dawn sensors or time switches functioning correctly?
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Notes

Record Findings

E5 Internal & External Storage Areas

It is often necessary to be ruthless with surplus items to ensure that we do not become hoarders! Material kept 'just in case' may end up taking space for many years and even decades. They can then become a hazard in their own right.

- Is stock suitably stored to prevent the possibility of slips, trips or falls?
- Are cleaning materials and COSHH chemicals in clearly labelled storage that is not accessible to unauthorised persons?
- Are external car parks areas and storage compounds etc clean and tidy?
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Notes

Record Findings

E6 Miscellaneous

- Have you identified and resolved any 'obvious' building deterioration? Eg Damp Patches, Plaster discolouration, Missing roof slates, unexpected puddles in buildings, wet carpets etc which have unexpectedly appeared?
- Have 3rd Party Services been restarted if they were paused during lockdown?
 - Waste collection and disposal?
 - Pest Control?

<ul style="list-style-type: none"> ○ Hygiene Services? ○ Cleaning Contractors? ○ Window Cleaning? ● Have external areas been cleaned of any accumulated litter, rubbish or weeds? ● Are external Gutters and Gullies free of debris and blockages? ● Is there an adequate supply of consumables (Kitchen and Toilet Rolls, Cleaning materials, etc) required for reopening? ● Are phone lines, internet access and WiFi working correctly? ● Have external steps to Basements, Cellars or Fire Exits been cleaned or debris etc and are they adequately illuminated? 			
<p>Notes Beware when clearing external areas as there may be unforeseen hazards such as discarded needles or syringes.</p> <p>Record Findings</p>			
<p>E7 Records</p> <p>It is essential that adequate records are kept to demonstrate to any relevant 3rd Party (eg Police, Fire, Local Authority, HSE, Insurers etc) that reasonable endeavours have been used to maintain buildings and services in an adequate manner. It is recommended that copies of the following records be kept a) in paper format and b) off-site in appropriate electronic format. Hall Committees should be aware that destruction of records in for example a building fire will NOT absolve them of their obligation to demonstrate that an adequate scheme of maintenance was in place to protect the building and its assets.</p> <p>Some Halls may be registered as Limited Companies, this also confers obligations on the Directors / Trustees to ensure that adequate records are maintained. Directors must act in 'good faith' and with appropriate 'skill and care'. Appropriate records will help demonstrate that the Directors have discharged their responsibilities correctly.</p> <ul style="list-style-type: none"> ● Insurance Certificates, Local Authority Licences etc ● Fire Safety Logbook, recording testing of Fire Alarm, Emergency Lighting etc ● Risk Assessment, eg Fire RA, H&S RA, Security RA ● Maintenance Records eg Fire Alarm, Emergency Lighting, Intruder Alarm, Disability Lifts, Ductwork Cleaning, Pest Control ● Electrical Records eg Electrical Inspection Condition Reports, Annual PAT Tests ● GasSafe Service records ● Training Records ● Invoices and bills which show work was carried out by appropriate professionals ● 		MANDATORY	
<p>Additional Notes</p>			
<p>Additional Question or Notes</p>			

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