**BUILDING PROFILE**

If you require advice or assistance, contact the Safety Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Site:** | | **Manager:** | |
| **Characteristics** | **Information Required** | | **Status** |
| **Description of building’s present use** | What is it used for? Is it multi- occupancy? | | Checked by:  Date |
| Is it an un-zoned area (i.e. unrestricted movement within the building)? | |
| **Basic shape** | Basic shape of the building, size of it and space that surrounds it | | Checked by:  Date |
| **Height of building, number of floors and their use** | Include what each level and area of the building is used for | | Checked by:  Date |
| **Condition of the building** | General description of the building | |
| **Corridors** | How many corridors? | | Checked by:  Date |
| Do they interconnect, where do they lead to? | |
| **Access and egress points in the building** | Number of access points and their location | | Checked by:  Date |
| Number of egress points and their location | |

**Building Profile (Contd.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Car parking facilities for the building(s)** | Number of spaces | | Checked by:  Date |
| How close are they to the main building | |
| **External and internal doors** | How many doors facilitating access and egress are there? | | Checked by:  Date |
| **Refuge Safe Area** | Is there a refuge safe area with a telephone, minimal windows and lockable door? | | Checked by:  Date |
| **Air conditioning facilities and vents** | Where is it controlled from? | | Checked by:  Date |
| Who is responsible for maintaining it? | |
| How quickly can it be turned off? | |
| **How is the building powered?** | How is it controlled? | | Checked by:  Date |
| Is the power supply secure from tampering? | |
| **Who owns the property?** | Who owns the property? | | Checked by:  Date |
| If it is private property, can it be locked down? | |
| **Completed By:** | | **Date:** | |

**Once completed, copy for the Safety Team, copy for your records.**