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| **Part 2 Exits and paths of travel** are kept readily accessible, functional, and clear of obstructions so that egress from the building is maintained1. Paths of travel to exits
2. Paths of travel from exits to roads
3. Exit Doors (other than fire exits)
 | **Location Address (mark site address)**[ ]  Head Office & New Bus Shed 50 Lalor St [ ]  Ameeyk 107 Hurd St[ ]  SDA 106 Palmer St [ ]  SDA 108 Palmer St | [ ]  Portland Neighbourhood House 40 Waratah St[ ]  Seawinds Nursery 191 Wellington Rd[ ]  Support Coordination Shop 12/13 Pioneer Plaza |
| **Name of item tested/inspected** | **Date of inspection (quarterly)** | **Company conducting inspection/repair/testing or Site OHS Rep** | **Problems identified in inspection** | **Action to be taken to rectify problem** | **Action reported to whom?** | **Person conducting inspection** | **Signature** |
|  |  | Site OHS Rep  |  |  |  |  |  |
|  |  | Site OHS Rep |  |  |  |  |  |
|  |  | Site OHS Rep |  |  |  |  |  |
|  |  | Site OHS Rep |  |  |  |  |  |
|  |  | Site OHS Rep |  |  |  |  |  |
|  |  | Site OHS Rep |  |  |  |  |  |
|  |  | Site OHS Rep |  |  |  |  |  |
|  |  | Site OHS Rep |  |  |  |  |  |

*Record keeping - file this routine service log sheet in the buildings Essential Services Folder* *Building Regulations 2018 As per Aust standard AS 1851-2012*