

ASSET ID / PLANT No.:		DATE :	
SITE ADDRESS:		QUU WORK ORDER:	

**Outcome / Purpose** – To ensure that all Exits paths are clear and free of any obstructions to allow for safe exit and evacuation of personnel in the event of an emergency.

**TASKS**

**Note: Exits may not always be signed or marked (especially in smaller network buildings).**

- Notify QUU**– Notify QUU Control Room and relevant other QUU contacts of arrival on site.
- Before Photos** – Provide a photo of each exit path before any clearing. The quantity of photos will be dependent on the site arrangement and size but as a minimum 1 before photos shall be provided for each exit path.
- Inspect all Emergency Exit Paths** – Carry out a visual inspection of all exit paths that can be used in the event of a fire or emergency evacuation event. These may not all be specifically signed or marked.
- Clear all Emergency Exit Paths** – Clear and remove any item or object obstructing the path using appropriate manual handling techniques and moving equipment. For obstructions from fixed plant or equipment take the appropriate photos and list this as a corrective action with appropriate equipment to move the obstruction.
- After Photos** – Provide a corresponding photo of each exit that required clearing. The quantity of photos will be dependent on the site arrangement and size but as a minimum 1 after photos shall be provided for each exit path. The after photos shall be taken from the same locations as the Before Photos.
- Notify QUU**– Notify QUU Control Room and Relevant QUU Contacts that the Grounds Maintenance works are complete and any gates have been locked and of departure from site.

EMERGENCY EXIST PATHWAYS	Yes	No	N/A
1. Have all exit paths been visually inspected?			
2. Were all exit paths clear of obstructions?			
3. Were all obstructed or blocked exit paths cleared of all obstructions?			
4. Have all before clearing photos been taken?			
5. Have all after clearing photos been taken?			

ADDITIONAL CORRECTIVE WORKS	Yes	No	N/A
6. Are any additional Corrective Works required?			
<b>Corrective Works Required/ Sketch of Corrective Works Locations / Quantities /Additional Comments</b> Use the space below to provide details of any additional corrective works including the quantity/extent of the work. Photos shall be provided for each items identified as needing corrective works.			
<b>CORRECTIVE WORK PRIORITY</b> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>			

Photo 1 - Before	Photo 1 - After
Photo 2 - Before	Photo 3 - After
Photo - Additional Corrective	Photo - Additional Corrective

Technician Name (Print Name):	Date:
Signed:	Date: