

AHAS KIRKHS FACILITIES CHECKLIST
| REPAIR & MAINTENANCE |

ROOM NAME : _____

Date: _____

LOCATION : Building IRK HS ADM EDU
Level 1 2 3 4 5

Items	Descriptions	Yes	No	Remarks
Door	Venue equipped with grill			
	Door knob in good condition			
	Door need to replace/repair/clean			
Floor	Floor needs tile repair			
Windows	Windows blind			
	Windows blind needs replacement			
	Windows are tinted			
	Tinted windows needs replacement			
Wall	Hole to be fixed			
	Cracked to be fixed			
Ceiling	There is mark of water dripping			
	There is uncovered ceiling			
Furniture	Lecturer's chair and table needs replacement			
	Total of chair's and table's (Student)			Chair's : Table's :
Electricity Functionality				
Items	Descriptions	Yes	No	Remarks
Lamp	Lamps needs to be replaced			
	Lamp Switch needs replacement			
Electric Socket	Electric socket broken & requires repair			
	Require additional electric socket			
Air Cond.	Split Unit available			
	Split Unit needs repair & service			
	Need remote for split aircond			
	Centralised air cond is function			

* Please tick appropriately (v)

Remarks:

Checked by:

Signature
Name: