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| **Part 3 – Signs**   1. Exit signs (including direction signs)   **Part 4 - Lighting**   1. Emergency lighting | **Location 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 |

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| Date of inspection | Name of item tested/inspected | Service performed | Defects identified in inspection | Action taken to rectify problem | Date of rectification | Name of service person & company | Signature |
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*Record keeping - file this routine service log sheet in the buildings Essential Services Folder* *Building Regulations 2018 As per Aust standard AS 1851-2012*