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| **Part 3 – Signs**1. Exit signs (including direction signs)

**Part 4 - Lighting**1. Emergency lighting
 | **Location Address** [x]  Head Office & New Bus Shed 50 Lalor St [x]  Ameeyk 107 Hurd St[x]  SDA 106 Palmer St [x]  SDA 108 Palmer St | [x]  Portland Neighbourhood House 40 Waratah St[ ]  Seawinds Nursery 191 Wellington Rd[x]  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*