

**HARROW COUNCIL MBC FACILITIES AUDIT PROFORMA**

<b>Site Name:</b>	<b>TPOLOGY</b>
<b>Date of survey:</b>	<b>Site ID</b>
<b>Ward</b>	
<b>Surveyed by:</b>	

Site Feature	Key Element	5	4	3	2	1	0	COMMENT
<b>ACCESS</b>	Bus Stops							
	Cycle paths							
	Entry by foot							
	Signage							
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>AVERAGE</b>							<b>0</b>	
<b>ROADS / PATHWAYS/ CYCLEWAYS</b>	Surface Condition							
	Level for safe use							
	Disabled access							
	Well Defined Edges							
	Surface Clean							
	Lighting							
	Other							
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>AVERAGE</b>							<b>0</b>	
<b>PARKING</b>	Provided in or nearby							
	Adequate Spaces							
	Clean							
	Tidy							
	Good Condition							
	Well Signed							
	Safe to use							
<b>Cycle</b>								

		Other								
<b>TOTAL</b>			0	0	0	0	0	0	0	0
<b>AVERAGE</b>										<b>0</b>
<b>MAIN ENTRANCE</b>		Easy to Find								
		Obvious								
		Safe								
		Clean								
		Well Maintained								
		Litter Bin								
		Opening Times Displayed / Contact Details								
		Vandalism								
		Other eg hanging around areas/potential areas of issue								
<b>TOTAL</b>			0	0	0	0	0	0	0	0
<b>AVERAGE</b>										<b>0</b>
	<b>Site Feature</b>	<b>Key Element</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>COMMENT</b>
<b>INTERNAL SIGNAGE</b>		Welcoming								
		Contact Detail								
		Name of Site								
		Site map								
		Information								
		Well Maintained								
		Open Closing times								
		Other								
<b>TOTAL</b>			0	0	0	0	0	0	0	0
<b>AVERAGE</b>										<b>0</b>
<b>INFORMATION BOARDS</b>		Well Maintained								
		Uptodate								
		Relevant								
		Other								
<b>TOTAL</b>			0	0	0	0	0	0	0	0

AVERAGE									0
<b>BINS</b>	Numerous								
	Well Maintained								
	Emptied Regularly								
	Appropriately located								
	Other								
<b>TOTAL</b>		0	0	0	0	0	0	0	
<b>AVERAGE</b>								0	
<b>TOILET</b>	Disabled Toilet								
	Easy Access								
	Well Maintained								
	Good Condition								
	Safe to use								
	Visible								
	Well Signposted								
	Well used								
	Sufficient for facility								
	Other								
<b>TOTAL</b>		0	0	0	0	0	0	0	
<b>AVERAGE</b>								0	
<b>GENERAL CLEANLINESS</b>	Litter								
	Chewing Gum								
	Graffiti								
	Chewing Gum								
	Other								
<b>TOTAL</b>		0	0	0	0	0	0	0	
<b>AVERAGE</b>								0	
<b>CHANGING ROOMS</b>	Cleanliness								
	Regular Checks								
	Litter								
	Appropriate Changing Facilities								
	Other eg condition, and whether appropriate for required use								

		0	0	0	0	0	0	0	0
		5	4	3	2	1	0		
Site Feature		Key Element						COMMENT	
<b>TOTAL</b>		0	0	0	0	0	0		
<b>AVERAGE</b>							0		
<b>RECEPTION</b>									
	Welcoming								
	Good Location								
	Accessible								
	Disabled Access and Use								
	Signage								
	Pricing displayed								
	Appropriate Range of Information leaflets								
	Staffed								
	Controlled Entrance								
	Other								
<b>TOTAL</b>		0	0	0	0	0	0		
<b>AVERAGE</b>							0		
<b>SPORTS HALL</b>									
	No of Courts								
	Adequate Storage								
	Hall Conditions								
	Appropriate Equipment								
	Safety								
	Lighting								
	Other								
<b>TOTAL</b>		0	0	0	0	0	0		
<b>AVERAGE</b>							0		
<b>LEARNER POOL/TEACHING POOL</b>									
	No of Lanes								
	Access								
	Disabled Access and Use								
	Adequate Storage								
	Safety Equipment								
	Seating								
	Pool Surrounds								
	Signage								

	Other									
<b>TOTAL</b>		0	0	0	0	0	0	0	0	0
<b>AVERAGE</b>										0
<b>FUN POOL</b>	No of Lanes									
	Access									
	Disabled Access and Use									
	Adequate Storage									
	Safety Equipment									
	Seating									
	Pool Surrounds									
	Signage									
Other										
<b>TOTAL</b>		0	0	0	0	0	0	0	0	0
<b>AVERAGE</b>										0
<b>SWIMMING POOL</b>	No of Lanes									
	Access									
	Disabled Access and Use									
	Adequate Storage									
	Safety Equipment									
	Seating									
	Pool Surrounds									
	Signage									
Other										
<b>TOTAL</b>		0	0	0	0	0	0	0	0	0
<b>AVERAGE</b>										0
<b>Site Feature</b>	<b>Key Element</b>	5	4	3	2	1	0	0	0	<b>COMMENT</b>
	No of pieces of kit									
<b>FITNESS SUITE</b>	Access									
	Disabled Access and Use									
	Cleanliness									
	Staffing									
	Air Condition									





<b>TOTAL</b>		0	0	0	0	0	0	0	0	0
<b>AVERAGE</b>									0	
<b>MULTI PURPOSE ROOM</b>	Main Usage									
	Approximate Capacity									
	Access									
	Disabled Access and Use									
	Cleanliness									
	Standard of Décor									
	Storage									
	Privacy									
Lighting										
Safety										
Other										
<b>TOTAL</b>		0	0	0	0	0	0	0	0	
<b>AVERAGE</b>									0	
<b>VENDING AND REFRESHMENTS</b>	Good and Appropriate Range									
	Well Stocked									
	Fairly Priced									
	Healthy Options									
	Cleanliness									
	Décor									
	Children Friendly									
	Appropriately located									
	Disabled Access and Use									
	Signage									
Viewing Activities										
Seating and tables										
<b>TOTAL</b>		0	0	0	0	0	0	0	0	
<b>AVERAGE</b>									0	
<b>BAR / RESTAURANT / SOCIAL AREAS</b>	Appropriate location									
	Access									
	Disabled Access and Use									
	Range of Products									
	Healthy Options									
	Fairly Priced									

	Cleanliness												
	Décor												
	Signage												
	Seating and tables												
	Appropriate Provision												
	Other												
	<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0
	<b>AVERAGE</b>												<b>0</b>
	<b>Site Feature</b>												
	<b>Key Element</b>												
	Good use of space												
	Décor												
	Layout												
	Storage												
	Cleanliness												
	Viewing for Safety and Security												
	Natural Light												
	Other												
	<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0
	<b>AVERAGE</b>												<b>0</b>
	<b>CORRIDORS AND LOBBIES</b>												
	<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0
	<b>AVERAGE</b>												<b>0</b>

Total Score

0