

Gas Appliances Maintenance/Service Log Sheet for Educational Classrooms

Date and time of inspection	Description of gas appliance and location	Asset ID no.	Details of Maintenance/Service schedule that may include (Defects identified, details of warning notices/labels and actions to be taken)	Date of next inspection	Print Name of Gas Safe registered business. Name (print) and signature of Gas Safe Engineer completing inspection/work.
30/06/22	Fume Cupboard, Room No F10	Asset ID No: 1234	Defective controls, gas appliance unsafe and not to be used. Engineer has made safe, ordered a new control and will return to install and complete all safety checks.	04/07/22	Gas Flame Ltd Joe Blogs <i>Joe Blogs</i>

NOTE: Operators must carry out daily visual checks before using any gas appliances and where faults are identified report them immediately to your manager and the Building Manager and prevent people from using them until they have been checked by a gas safe registered engineer.

All Gas Maintenance/Service records including any warning notices that may have been issued must be kept on file for audit purposes for no less than two years.