Checklist: physical care and maintenance of the asset

Maintenance task	What is required?	Who will arrange it?	Who will do it?	Staff member or contractor	How much might it cost per month/ year?
Cleaning e.g. Development of specifications and contractor/employer supervision					
Gardening e.g. Develop specifications and approved contractors for work Supervision of contractors/employees					
Cyclical Maintenance (decoration etc) eg Development of specifications and approved contractors for works					

Supervision of contractors/employees					
Health and Safety eg Development of risk assessments and policy Inspections					
Repairs and Renewals eg Development of specifications Approved contractors for works					
Security eg Development of specifications and contractor/employee supervision					
Rates eg Registration of property Payments					
Utility, fire and health and safety compliance					

eg Certifications and inspections, development of specifications					
Administration eg Dealing with correspondence related to maintenance activities, complaints etc Keeping records, collecting monitoring information					
Others (specify)					

Checklist: managing the use of the asset

Activity	What is required?	Who will arrange it?	Who will do it?	How will they be employed and by whom?	How much might it cost per month/ year?

Insurance (E.g. land/ buildings/public liability/employers liability/contents) Develop specifications, Inventories, Risk Assessments Negotiate and secure cover, administer renewals					
Marketing/Letting eg Preparation and agreement of terms for tenancies/leases and licences Development of booking hiring policies and prices Sales of property interests Specification of service contracts, employees and contractors					

Promoting/publicity eg Advertising Development, production and distribution of publicity materials, web sites					
Tenants Liaison eg Support programmes – individual support to tenants of housing and workspace on lettings and management issues Inspections Credit control Liaison over repairs/improvements					
Administration eg Rents/Services charges administration and credit control					

Keeping records Collection of Monitoring information – building users, numbers of enterprises, employees etc.				
Others (specify)				

Checklist – Managing the organisation responsible for the asset

Activity	What is required?	Who will arrange it?	Who will do it?	How will they be employed and by whom?	How much might it cost per month/ year?
Management of staff eg Development of contracts and supervision, management and staff development processes.					
Management of					

contractors eg Development of contracts and supervision and management processes					
Governance of the organisation eg Developing any membership of the organisation, supporting the governing body or developing outreach or consultative events to inform future plans					
Company Administration eg Maintaining an office/address, and communications (IT, Telephone etc); company and charity reporting, correspondence, VAT and Corporation Tax returns etc. etc					

Financial Administration eg Collecting rents and other income, bookkeeping, administering expenditure and income, audit and reporting/accounting for grants, loans and so on.					
Management of projects eg Projects made possible by other fundraising or income generation from assets					
Record keeping, impact monitoring eg Keeping records and collecting information on the organisation's impact, report writing					
Others (specify)					