

The DMA Estates Compliance & Assurance Checklist

Supporting statutory compliance, risk management and governance



This checklist is designed to support estates and facilities teams in reviewing statutory compliance across the built environment. Before completing the detailed sections, it is important to capture the context in which your buildings operate.

Statutory compliance requirements vary depending on building type, occupancy, risk and sector. Establishing this context helps ensure that the checklist is interpreted correctly and that risks are assessed proportionately.

Guidance Notes

Section 1 is not an assessment in itself. It provides background information that supports assurance, audit readiness and governance discussions.

Section 2 focuses on the core statutory compliance areas that apply to most non-domestic buildings in the UK, including fire safety, electrical safety, gas safety, water hygiene and asbestos management.

The purpose of these questions is not to assess technical detail, but to help confirm whether appropriate controls, ownership and evidence are in place to support compliance and assurance.

When completing section 2, responses should reflect the current position, not intended assumptions.

***Note:** This is an interactive form when viewing in Adobe Acrobat

Property Reference Name

Checklist Completed By

Date

Section 1

Building Type (select all that apply)

Office

Educational (school, college, academy, university)

Healthcare / clinical

Residential (non-domestic common areas)

Industrial / workshop

Public / visitor-facing building

Mixed-use

Other

Occupancy & Usage (select all that apply)

Low occupancy (primarily staff)

High occupancy

Public access

Vulnerable occupants (children, elderly, patients)

Out-of-hours use

High turnover of users

Are occupancy levels or usage patterns likely to change in the next 12 months? Yes | No | Unsure

Overall Risk Profile

Overall Risk Profile (Based on your assessment) Low Medium High

Guidance notes:

Low risk: Modern building, low occupancy, limited public access, stable use

Medium risk: Mixed-use building, public access, ageing assets

High risk: Vulnerable occupants, high footfall, complex systems, older estate

Local Authority & Sector-Specific Additional Requirements Check

We have considered local authority guidance relevant to this building

We have considered sector-specific requirements (e.g. education, healthcare)

Not applicable / Not sure

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Section 2

What should I be thinking about?

Are fire risks assessed, controls maintained, and actions reviewed and recorded?

Fire Safety

Yes / Review

Fire risk assessment completed, suitable and sufficient

Fire risk assessment reviewed regularly and after change

Fire alarm systems tested and serviced to required frequency

Emergency lighting inspected and tested

Fire doors inspected and maintained

Firefighting equipment inspected and certified

Means of escape kept clear and managed

Records of drills, training and testing retained

What should I be thinking about?

Are inspections completed as planned, defects addressed, and records linked to the correct assets?

Electrical Safety

Yes / Review

Fixed electrical installation inspected and tested (EICR)

Remedial actions tracked and completed

Portable appliance testing regime in place where appropriate

Electrical rooms secured and labelled

Electrical risk assessments reviewed

Records centrally stored and accessible

What should I be thinking about?

Are inspections current, defects managed promptly, and certificates accessible?

Gas Safety

Yes / Review

Gas appliances inspected and serviced annually

Gas safety certificates current and accessible

Emergency isolation arrangements known and labelled

Competent engineers used for all works

Defects recorded and rectified promptly

What should I be thinking about?

Are Legionella risks assessed, monitoring carried out, and actions documented?

Water Hygiene

Yes / Review

Legionella risk assessment completed and reviewed

Written scheme of control in place

Responsible persons appointed

Monitoring regime implemented (temp., flushing, inspections)

Remedial works tracked and closed

Records retained and auditable

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What should I be thinking about?

Is asbestos information current, accessible, and reviewed when buildings or works change?

Asbestos Management

Yes / Review

Asbestos survey appropriate to building use and condition

Asbestos register maintained and accessible

Management plan in place and implemented

Contractors informed prior to works

Re-inspections carried out as required

What should I be thinking about?

Are statutory inspections up to date and defects addressed?

Lifts and Lifting Equipment

Yes / Review

Statutory inspections carried out by competent persons

Inspection reports reviewed and actions completed

Maintenance regime in place

Emergency procedures documented

Records available on site

What should I be thinking about?

Are pressure systems inspected as required, defects managed, and certification available?

Pressure Systems

Yes / Review

Written scheme of examination in place

Inspections carried out at required intervals

Defects recorded and addressed

System modifications reviewed for compliance impact

What should I be thinking about?

Is work equipment suitable, maintained and inspected, with risks assessed and controls in place?

Work Equipment & Workplace Safety

Yes / Review

Risk assessments completed and reviewed

PUWER requirements addressed

Safe systems of work documented

Staff training recorded

Incident reporting procedures in place

What should I be thinking about?

Is responsibility clear, evidence accessible, and compliance reviewed regularly?

Evidence, Records, Visibility & Governance

Yes / Review

Compliance evidence stored centrally

Records accessible without delay

Clear audit trail from asset to action

Outstanding actions visible and tracked

Senior reporting in place

All compliance responsibilities clearly assigned

Is competence of contractors and staff evidenced

Are changes to buildings triggering compliance reviews

Is assurance independent and routine

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Important Note on Use of This Checklist

This checklist is intended to support internal review, assurance and informed decision-making. It does not replace statutory inspections, professional advice, formal audits or sector-specific compliance requirements.

It should be used alongside official documentation, competent inspections and regulatory guidance, and as a reference point to help identify gaps, prompt review and support governance discussions.

Where uncertainty, risk or gaps are identified, further investigation, professional advice or specialist support may be required.

Used correctly, this checklist may assist estates teams move from reactive compliance activity towards structured, ongoing assurance.

Statutory Compliance Status	Controlled / Requires Review
Compliance Area	
Fire Safety	
Electrical Safety	
Gas Safety	
Water Hygiene	
Asbestos Management	
Lifts and Lifting Equipment	
Pressure Systems	
Work Equipment & Workplace Safety	
Evidence, Records, and Visibility	

Supporting Good Facilities Management in 2026

Good facilities management in 2026 is defined by control, visibility and assurance, not by reactive activity or reliance on individual effort.

As compliance requirements become more complex and scrutiny increases, estates teams need confidence that statutory obligations are being managed consistently across their estate. This means moving beyond fragmented records and manual tracking towards structured processes that are embedded into day-to-day FM activity.

Technology plays an important supporting role in this shift. When aligned to a clear compliance framework, digital systems help provide oversight of statutory inspections, centralise evidence and maintain audit readiness.

At DMA, this approach is supported through our BiO[®] maintenance management platform. BiO[®] is designed to reinforce good FM practice by improving visibility, consistency and governance across complex estates, helping teams move from reactive compliance towards sustained assurance.

Used in the right way, technology does not replace professional judgement. It strengthens it. That is what good facilities management looks like in 2026.

Speak to DMA about reducing risk, improving visibility and supporting governance in 2026.