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Inspection Report

Company Name LB of Hounslow	Scheduled Start Date 07/08/2025	Inspection Completed on 07/08/2025
Location of Inspection 07/08/2025	Scheduled Time of Inspection 11:01 AM	Inspection Submission Time 9:00PM
Inspector that undertook inspection Alasdair Wilson	Template Used Estate Inspection	PDF Sent to alsadair.wilson@hounslow.gov.uk,hounslow.support@housemark.co.uk

Inspection Score and Overall Grade

Actual Score	Max Score	Inspection %
17	20	85
Banding Name Default Banding	Overall Inspection Result Default Banding Item	

1 Inspection Details

1.1 - Question Type of Inspection	1.1 - Responses Quarterly	
1.2 - Question Area	1.2 - Responses South	
1.3 - Question How many blocks are you inspecting in the estate today?	1.3 - Responses 4	

2 Block 1

2.1 - Question Please state the name of the block you are inspecting	2.1 - Responses Beavers estate block 1 to 6	
2.2 - Question Please confirm you have checked everything at this block?	2.2 - Responses N	2.2 - Comments 12/08/2025 unable to check low spaces as lone working today.
2.3 - Question Are there any issues to raise at this block?	2.3 - Responses Y	
2.4 - Question Are there any Ground Maintenance Issues?	2.4 - Responses Y	
2.5 - Question Are there Grass Cutting issues?	2.5 - Responses Y	2.5 - Comments 12/08/2025 The grass is long and needs a cut, weeds are a significant proportion of the grass bed. All holes and divets to be filled in.

2.6 - Ques on Are there Weeding issues?	2.6 - Responses Y	2.6 - Comments 12/08/2025 Q6 – Are there any Weeding issues to raise – some weeds
		in flower beds, grass beds and in and amongst the paths.
2.7 - Ques on Are there Flower/Shrub Areas issues?	2.7 - Responses Y	2.7 - Comments 12/08/2025 Q7 – Are there any Flower/shrub area issues – poor plan ng, overgrown shrubs require reduc on, some weed issues
2.8 - Ques on Are there Trees: Pruning issues?	2.8 - Responses Y	2.8 - Comments 12/08/2025 Q8 – Are there any Tree: Pruning issues – trees require reducing by a third as unbalanced, no disease issues no ced.
2.9 - Ques on Are there Safety – Foliage & Root Problems issues?	2.9 - Responses Y	2.9 - Comments 12/08/2025 Q9 – Are there safety – foliage & root problems issues – leaves in bulk lying around paths , roots are in good condi on not affec ng pathways, no trip hazards.
2.10 - Ques on Are there Hedges Trimmed issues?	2.10 - Responses Y	2.10 - Comments 12/08/2025 Q10 – Are there Hedges Trimming issues – hedges require new plan ng as plan ng has died back and hedge is thin, overgrown and need trimmed back down to 4 or reduce by a third due to height next to windows.
2.11 - Ques on Are there any Internal Caretaking issues?	2.11 - Responses Y	2.11 - Comments 12/08/2025 Q11 – are there any internal caretaking issues – wipe over glass, scrub kick plates, wipe door entry bu ons, dust skir ngs, remove marks from walls/ skir ngs.
2.12 - Ques on Are there any Cleanliness: Stairs issues?	2.12 - Responses Y	2.12 - Comments 12/08/2025 Q12 – Are their any cleanliness issues – stairs. Ensure Stairwell railings, any dust is cleaned along with skir ngs, signage wipe over; that nosings, risers and treads are cleaned of marking of shoes and dirt.
2.13 - Ques on Are there any Landings issues?	2.13 - Responses Y	2.13 - Comments 12/08/2025 Q13 – Are there any landing issues. wipe over glass, scrub kick plates, wipe door entry bu ons, dust skir ngs, remove marks from walls/ skir ngs

2.14 - Ques on Are there any Entrances issues?	2.14 - Responses Y	2.14 - Comments 12/08/2025 Q14 – Are there any entrance issues – checked to be working - Fire key/ bu on panels/ lock/ handle/ kick plate/push plate/ glass panels/ door closer/ door stop/ No ce board. Ensure the door entry bu ons are cleaned, that the kick plates are scrubbed to remove any marking including push plates where fingerprints are
2.15 - Ques on Are there any Li s issues?	2.15 - Responses Y	2.15 - Comments 12/08/2025 Q15 – Are there any li issues – Flooring / li bu ons and panelling – Floor needs to be cleaned and free of any dirt and li er, li panel bu ons should be wiped down and all

		fingerprint markings should be removed on the doors inside and out, and in the li cabin. Freshening up required if persons have urinated.
2.16 - Ques on Are there any Door and Window Glazing issues?	2.16 - Responses Y	2.16 - Comments 12/08/2025 Q16 – Are there any door and window glazing issues – Communal windows are under external contract cleaning - dates affixed to No ce boards - cleaning; caretaker to ensure any dirty marks are removed along with finger prints on any glazing internally and communal doors and side panelling.
2.17 - Ques on Are there any Ledges issues?	2.17 - Responses Y	2.17 - Comments 12/08/2025 Q17 – Are there any Ledges Issues – All Window ledges should be free from dust, markings and tenants paraphernalia. All other ledges should be cleaned and dusted.
2.18 - Ques on Are there any Walls issues?	2.18 - Responses Y	2.18 - Comments 12/08/2025 Q18 – Are there any wall issues? Markings from bikes should be removed, residents should be warned not to let bikes mark walls preferably leaving these in sheds or designated bike stores; Foot marks especially on half landings should be scrubbed off . All other markings should be scrubbed off where possible given allowance for surface finishes.
2.19 - Ques on Are there any Ligh ng issues?	2.19 - Responses Y	2.19 - Comments 12/08/2025 Q19 – are there any ligh ng issues? Damaged lights should be reported, light diffusers should be dusted to remove dust and cobwebs, internal parts of the fi ngs which become dusted should be reported for programmed cleaning.

2.20 - Ques on Are there any Handrails secure issues?	2.20 - Responses Y	2.20 - Comments 12/08/2025 Q20 – Are there any handrails with safety issues. Any damage should be reported to repairs, any large gaps in the railings should be noted for health and safety requirements, any missing railings need to be reported and damage to the handrail/covering.
2.21 - Ques on Are there any Chute Rooms issues?	2.21 - Responses Y	2.21 - Comments 12/08/2025 Q21 – are there any chute room issues? Chute hoppers need to have a good seal which should not be banging on use, the hopper should be scrubbed clean and functional.
2.22 - Ques on Are there any Signage issues?	2.22 - Responses Y	2.22 - Comments 12/08/2025 Q22 – Are there any signage issues? All signage needs to be up to date, should be wiped clean on routine basis. It should be secure and in the correct position.
2.23 - Ques on Are there any Graffiti issues?	2.23 - Responses Y	2.23 - Comments 12/08/2025 Q23 – Are there any graffiti issues? All graffiti needs to be

		removed; anything which is offensive should be dealt with as a priority, any graffiti which cannot be removed by the caretaking team needs to be passed to the Repairs Graffiti team.
2.24 - Ques on Are there any issues with cleaning completion sheets?	2.24 - Responses Y	2.24 - Comments 12/08/2025 Q24 – Are there any issues with completion cleaning sheets? All notice boards should have caretaking sheets, the locks need to be functional and the keys should be available for the caretaking team. A new Notice board is required.
2.25 - Ques on Are there any issues with Notice Boards?	2.25 - Responses Y	2.25 - Comments 12/08/2025 Q25 – Are there any issues with Notice boards? Any notice board damage should be reported for replacement.
2.26 - Ques on Are there any External Caretaking issues?	2.26 - Responses Y	2.26 - Comments 12/08/2025 Q26 – Are there any external caretaking issues. Litter issues due to heavy footfall, trees shedding leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement.
2.27 - Ques on Are there any Cleanliness: Grassed Areas issues?	2.27 - Responses Y	2.27 - Comments 12/08/2025 Q27 – Are there any cleanliness issues on the grass. Litter on grassed area due to high usage may require caretaking to litter pick more regularly, the filling of litter bins may be one possibility, or to engage with residents.

2.28 - Ques on Are there any Paved Areas issues?	2.28 - Responses Y	2.28 - Comments 12/08/2025 Q28 – Are there any paved area issues? Li er issues due to heavy foo all, trees shedding leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement. Any tree root issues should be passed to Grounds maintenance or repairs to deal with any damage.
2.29 - Ques on Are there any Car Parks issues?	2.29 - Responses Y	2.29 - Comments 12/08/2025 Q29 – Are there any car park issues? Li er issues from residents cleaning their cars, leaves from trees, may require being taken forward to the residents with the installa on of Li er bins.
2.30 - Ques on Are there any Play Areas (Cleanliness, condi on of play equipment, surfaces and fencing) issues?	2.30 - Responses Y	2.30 - Comments 12/08/2025 Q30 – Are there any play areas (cleanliness condi on of equipment / fencing) All equipment checked six monthly by ADR , any graffi needs to be cleaned off by caretaking where possible, but then passed on to Repairs graffi team. Any damaged equipment should be taken out of use.
2.31 - Ques on Are there any Li er Picking issues?	2.31 - Responses Y	2.31 - Comments 12/08/2025 Q31 – Are there any Li er picking issues? Li er issues due to heavy foo all, trees shedding

		leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement.
2.32 - Ques on Are there any Bin Rooms issues?	2.32 - Responses Y	2.32 - Comments 12/08/2025 Q32 – Are there any Bin room issues? Bin room needs to be washed out regularly, with Paladin bins being cleaned out every couple of years. Ligh ng/ water supply / locking systems should be in place.
2.33 - Ques on Are there any Bulk Refuse and Graffi issues?	2.33 - Responses Y	2.33 - Comments 12/08/2025 Q33 – Are there any Bulk refuse/ Graffi issues? Any fly pping should be reported to the estate enforcement for inves ga on and the use of CCTV to track those persons responsible. Graffi should also be reported for inves ga on. Where upon the caretaking will remove fly – pping and try cleaning off graffi , which if they are unable to carry out is passed on to contractors or the Repairs team.

2.34 - Ques on Are there any Signs issues?	2.34 - Responses Y	2.34 - Comments 12/08/2025 Q34 – Are there any external sign issues? All signage should be clean, up to date and in a serviceable condi on.
2.35 - Ques on Are there any Numberings issues?	2.35 - Responses Y	2.35 - Comments 12/08/2025 Q35 – Are there any numbering issues? Any signage or numbering issues need to be reported.
2.36 - Ques on Are there any No ce Boards issues?	2.36 - Responses Y	2.36 - Comments 12/08/2025 Q36 - Are there any external no ce board issues? All No ce boards should be clean, up to date and in a serviceable condi on.
2.37 - Ques on Are there any Communal Issues?	2.37 - Responses Y	2.37 - Comments 12/08/2025 Q37 – Are there any communal issues - Yes see details on separate ques ons.
2.38 - Ques on Are there any Abandoned Vehicles?	2.38 - Responses N	
2.39 - Ques on Are there any Street Ligh ng Issues?	2.39 - Responses Y	2.39 - Comments 12/08/2025 Q39 – Are there any street ligh ng issues - Street ligh ng maintained by Highways; any non LED lights need to be reported to EME for upgrading, LED lights should be at correct light se ngs. Any defects to be reported to repairs.
2.40 - Ques on Are there any Pot holes?	2.40 - Responses Y	2.40 - Comments 12/08/2025 Q40 – Are there any pot holes? Any roadway with Potholes or deteriora on of going beyond the top layer of tarmac need to be marked and reported through to Repairs
2.41 - Ques on Are there any issues with the Cleanliness of roads/car parks?	2.41 - Responses Y	2.41 - Comments 12/08/2025 Q41 – Are there any issues of cleanliness of the roads/ car parks: Caretaker to ensure car park is clear of leaves and li er. Any issues around persistent li er issues should
		be addressed by the EIO. Public roadways will be addressed by the Highways and street cleansing department.
2.42 - Ques on Are the no ce boards are up to date?	2.42 - Responses Y	2.42 - Comments 12/08/2025 Q42 – Are the No ce boards up to date- All No ce boards should be clean, up to date and in a serviceable condi on.

2.43 - Ques on Is there any old signage to report?	2.43 - Responses Y	2.43 - Comments 12/08/2025 Q43 – Is there any old signage to report – Any signage which is out of date/ damaged/ or has worn out should be replaced.
2.44 - Ques on Are there any Items stored in drying areas?	2.44 - Responses Y	2.44 - Comments 12/08/2025 Q44 – Are there any items stored in drying areas? Residents should only keep drying horses and other items for the drying of clothes in the drying rooms, EIO/Tenancy will send out le ers to residents and items of a non-drying nature will be removed.
2.45 - Ques on Are there any Items stored in Communal areas?	2.45 - Responses Y	2.45 - Comments 12/08/2025 Q45 – Are there any items stored in communal areas? Caretaking should remove any items le for storage in the communal areas; EIO/Tenancy will write to residents informing them of the dangers and that all items will be removed without redress, this includes buggies, scooters, bikes, rubbish and recycling!
2.46 - Ques on Is the roof access doors locked?	2.46 - Responses Y	2.46 - Comments 12/08/2025 Q46 – is the roof access doors locked? Yes roof is locked with FB key, and access ladder is also locked in posi on. Defects reported to repairs.
2.47 - Ques on Are there any Bulk rubbish items?	2.47 - Responses Y	2.47 - Comments 12/08/2025 Q47 – Any there any bulk rubbish items ? Any bulk rubbish or fly pping should be reported by the caretaker to the Bulk removal team for removal within 3 to 7 days depending on what has been fly pped.
2.48 - Ques on Are there any Un dy gardens?	2.48 - Responses Y	2.48 - Comments 12/08/2025 Q48 – Are there any un dy gardens? Gardens not being kept in a tenant like manner should be reported to Tenancy and communal issues should be reported through to the EIO.
2.49 - Ques on Are there any Fire Risk Issues?	2.49 - Responses Y	2.49 - Comments 12/08/2025 Q49 - Are there any fire risk issues? No Fire risks noted – However residents need to be aware that items blocking access, or combus ble items will be removed immediately.
2.50 - Ques on Are the Fire Doors in place and closing mechanisms checked?	2.50 - Responses Y	2.50 - Comments 12/08/2025 Q50 – Are the fire doors in place and closing mechanisms

		checked. Fire door checked that the intumescent strip is in good condition and that the door closer is working and closes door fully without jamming.
2.51 - Question Are the Fire Extinguishers in place?	2.51 - Responses Y	2.51 - Comments 12/08/2025 Q51 – Are the Fire extinguishers in place? Fire extinguishers in position and secure with up to date checks. See dates
2.52 - Question Are the Electrical Cupboards locked?	2.52 - Responses Y	2.52 - Comments 12/08/2025 Q52 – Are the electrical cupboards locked? Electrical cupboards locked with FB key and are clear of any stored items and rubbish.
2.53 - Question Are the Bin chute fire stoppers/blanking plates in place?	2.53 - Responses Y	2.53 - Comments 12/08/2025 Q53 – Are the Bin chute fire stoppers/blanking plates in place? Bin plates and Fire stoppers in place and secure.
2.54 - Question Have the Dry Risers been checked?	2.54 - Responses Y	2.54 - Comments 12/08/2025 Q54 – Have the Dry Risers been checked? Dry Risers checked by fire brigade and all glass panels and covers in position.
2.55 - Question Has the firefighting equipment been checked (where applicable)?	2.55 - Responses Y	2.55 - Comments 12/08/2025 Q55 – Has the firefighting equipment been checked (where applicable) Firefighting equipment in place checked and in full working order up to current standards.
2.56 - Question Have you checked access with a fire drop key?	2.56 - Responses Y	2.56 - Comments 12/08/2025 Q56 – Have you checked access with the fire drop key? Drop key point secure and in position, tested fire drop key and in full working order.
2.57 - Question Are there Communal Repairs to raise?	2.57 - Responses Y	2.57 - Comments 12/08/2025 Q57 – Are there any communal repairs to raise
2.58 - Question Are there any Communal lighting repairs?	2.58 - Responses Y	2.58 - Comments 12/08/2025 Q58 – are there any communal lighting issues to raise? All lights in working order
2.59 - Question Are there any Window repairs?	2.59 - Responses Y	2.59 - Comments 12/08/2025 Q59 – Are there any window repairs? Windows are in fully operational condition with all handles and restrictors in place
2.60 - Question Are there any Door Handles and Closures repairs?	2.60 - Responses Y	2.60 - Comments 12/08/2025 Q60 – Are there any door handles or closures repairs? All doors closing properly, closers working and handles/push plates fixed and secure.

2.61 - Ques on Are there any Drying Areas repairs?	2.61 - Responses Y	2.61 - Comments 12/08/2025 none noted.
2.62 - Ques on Are there any Electrical Cupboard Doors repairs?	2.62 - Responses Y	2.62 - Comments 12/08/2025 Q62 – Are there any electrical cupboard repairs? Locks working and cupboards secure, no rubbish in the shed
2.63 - Ques on Are there any Garage Area repairs?	2.63 - Responses Y	2.63 - Comments 12/08/2025 Q63 – Are there any garage area repairs? None noted –

		awaiting demolishing.
2.64 - Ques on Are there any Graffiti repairs?	2.64 - Responses Y	2.64 - Comments 12/08/2025 Q64 – Are there any graffiti repairs? All graffiti which is offensive to be removed as an urgent priority, other graffiti to be removed as per targets.
2.65 - Ques on Are there any Vandalism repairs?	2.65 - Responses Y	2.65 - Comments 12/08/2025 Q65 – are there any vandalism repairs? Vandalism needs to be reported as a crime, where appropriate Enforcement team patrols to be put in place
2.66 - Ques on Are there any Laundry room repairs?	2.66 - Responses Y	2.66 - Comments 12/08/2025 Q66 – Are there any laundry room repairs – All washing machines and dryers in good order and fully working, signage in place regarding loading.
2.67 - Ques on Are there any Flooring repairs?	2.67 - Responses Y	2.67 - Comments 12/08/2025 Q67 – Are there any flooring repairs required? Any damaged flooring trip hazards need to be on priority order, all other repairs to be on standard priority.

3 Block 2

3.1 - Ques on Please state the name of the block you are inspecting	3.1 - Responses Beavers estate block 7 to 12	
3.2 - Ques on Please confirm you have checked everything at this block?	3.2 - Responses N	3.2 - Comments 12/08/2025 As lone working unable to check lo space
3.3 - Ques on Are there any issues to raise at this block?	3.3 - Responses Y	3.3 - Comments 12/08/2025 Q5 – are there any Grass cutting issues to raise – The grass is long and needs a cut, weeds are a significant proportion of the grass bed. All holes and divests to be filled in.
3.4 - Ques on Are there any Ground Maintenance Issues?	3.4 - Responses Y	

3.5 - Ques on Are there Grass Cutting issues?	3.5 - Responses Y	3.5 - Comments 12/08/2025 Q10 – Are there Hedges Trimming issues – hedges require new planing as planing has died back and hedge is thin, overgrown and need trimmed back down to 4 or reduce by a third due to height next to windows.
3.6 - Ques on Are there Weeding issues?	3.6 - Responses Y	3.6 - Comments 12/08/2025 Q6 – Are there any Weeding issues to raise – some weeds in flower beds, grass beds and in and amongst the paths.
3.7 - Ques on Are there Flower/Shrub Areas issues?	3.7 - Responses Y	3.7 - Comments 12/08/2025 Q7 – Are there any Flower/shrub area issues – poor planing, overgrown shrubs require reduction, some weed issues

3.8 - Ques on Are there Trees: Pruning issues?	3.8 - Responses Y	3.8 - Comments 12/08/2025 Q8 – Are there any Tree: Pruning issues – trees require reducing by a third as unbalanced, no disease issues noted.
3.9 - Ques on Are there Safety – Foliage & Root Problems issues?	3.9 - Responses Y	3.9 - Comments 12/08/2025 Q9 – Are there safety – foliage & root problems issues – leaves in bulk lying around paths, roots are in good condition not affecting pathways, no trip hazards.
3.10 - Ques on Are there Hedges Trimmed issues?	3.10 - Responses Y	3.10 - Comments 12/08/2025 Q10 – Are there Hedges Trimming issues – hedges require new planing as planing has died back and hedge is thin, overgrown and need trimmed back down to 4 or reduce by a third due to height next to windows.
3.11 - Ques on Are there any Internal Caretaking issues?	3.11 - Responses Y	3.11 - Comments 12/08/2025 Q11 – are there any internal caretaking issues – wipe over glass, scrub kick plates, wipe door entry buttons, dust skirtings, remove marks from walls/ skirtings.
3.12 - Ques on Are there any Cleanliness: Stairs issues?	3.12 - Responses Y	3.12 - Comments 12/08/2025 Q12 – Are there any cleanliness issues – stairs. Ensure Stairwell railings, any dust is cleaned along with skirtings, signage wipe over; that nosings, risers and treads are cleaned of marking of shoes and dirt.

3.13 - Ques on Are there any Landings issues?	3.13 - Responses Y	3.13 - Comments 12/08/2025 Q13 – Are there any landing issues. wipe over glass, scrub kick plates, wipe door entry bu ons, dust skir ngs, remove marks from walls/ skir ngs
3.14 - Ques on Are there any Entrances issues?	3.14 - Responses Y	3.14 - Comments 12/08/2025 Q14 – Are there any entrance issues – checked to be working - Fire key/ bu on panels/ lock/ handle/ kick plate/push plate/ glass panels/ door closer/ door stop/ No ce board. Ensure the door entry bu ons are cleaned, that the kick plates are scrubbed to remove any marking including push plates where fingerprints are
3.15 - Ques on Are there any Li s issues?	3.15 - Responses Y	3.15 - Comments 12/08/2025 Q15 – Are there any li issues – Flooring / li bu ons and panelling – Floor needs to be cleaned and free of any dirt and li er, li panel bu ons should be wiped down and all fingerprint markings should be removed on the doors inside and out, and in the li cabin. Freshening up required if persons have urinated.
3.16 - Ques on Are there any Door and Window Glazing issues?	3.16 - Responses Y	3.16 - Comments 12/08/2025 Q16 – Are there any door and window glazing issues – Communal windows are under
		external contract cleaning - dates affixed to No ce boards - cleaning; caretaker to ensure any dirty marks are removed along with finger prints on any glazing internally and communal doors and side panelling.
3.17 - Ques on Are there any Ledges issues?	3.17 - Responses Y	3.17 - Comments 12/08/2025 Q17 – Are there any Ledges Issues – All Window ledges should be free from dust, markings and tenants paraphernalia. All other ledges should be cleaned and dusted.
3.18 - Ques on Are there any Walls issues?	3.18 - Responses Y	3.18 - Comments 12/08/2025 Q18 – Are there any wall issues? Markings from bikes should be removed, residents should be warned not to let bikes mark walls preferably leaving these in sheds or designated bike stores; Foot marks especially on half landings should be scrubbed off . All other markings should be scrubbed off where possible given allowance for surface finishes.

3.19 - Ques on Are there any Ligh ng issues?	3.19 - Responses Y	3.19 - Comments 12/08/2025 Q19 – are there any ligh ng issues? Damaged lights should be reported, light diffusers should be dusted to remove dust and cobwebs, internal parts of the fi ngs which become dusted should be reported for programmed cleaning.
3.20 - Ques on Are there any Handrails secure issues?	3.20 - Responses Y	3.20 - Comments 12/08/2025 Q20 – Are there any handrails with safety issues. Any damage should be reported to repairs, any large gaps in the railings should be noted for health and safety requirements, any missing railings need to be reported and damage to the handrail/covering.
3.21 - Ques on Are there any Chute Rooms issues?	3.21 - Responses Y	3.21 - Comments 12/08/2025 Q21 – are there any chute room issues? Chute hoppers need to have a good seal which should not be banging on use, the hopper should be scrubbed clean and func onal.
3.22 - Ques on Are there any Signage issues?	3.22 - Responses Y	3.22 - Comments 12/08/2025 Q22 – Are there any signage issues? All signage needs to be up to date, should be wiped clean on rou ne basis. It should be secure and in the correct posi on.
3.23 - Ques on Are there any Graffi issues?	3.23 - Responses Y	3.23 - Comments 12/08/2025 Q23 – Are there any graffi issues? All graffi needs to be removed; anything which is offensive should be dealt with as a priority, any graffi which cannot be removed by the caretaking team needs to be passed to the Repairs Graffi team.
3.24 - Ques on Are there any issues with cleaning comple on sheets?	3.24 - Responses Y	3.24 - Comments 12/08/2025 Q24 – Are there any issues with comple ng cleaning
3.25 - Ques on Are there any issues with No ce Boards?		sheets? All no ce boards should have caretaking sheets, the locks need to be func onal and the keys should be available for the caretaking team. A new No ce board is required.
	3.25 - Responses Y	3.25 - Comments 12/08/2025 Q25 – Are there any issues with No ce boards? Any no ce board damage should be reported for replacement.

3.26 - Ques on Are there any External Caretaking issues?	3.26 - Responses Y	3.26 - Comments 12/08/2025 Q26 – Are there any external caretaking issues. Li er issues due to heavy foo all, trees shedding leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement.
3.27 - Ques on Are there any Cleanliness: Grassed Areas issues?	3.27 - Responses Y	3.27 - Comments 12/08/2025 Q27 – Are there any cleanliness issues on the grass. Li er on grassed area due to high usage may require caretaking to li er pick more regularly, the fi ng of li er bins may be one possibility, or to engage with residents.
3.28 - Ques on Are there any Paved Areas issues?	3.28 - Responses Y	3.28 - Comments 12/08/2025 Q28 – Are there any paved area issues? Li er issues due to heavy foo all, trees shedding leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement. Any tree root issues should be passed to Grounds maintenance or repairs to deal with any damage.
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3.30 - Ques on Are there any Play Areas (Cleanliness, condi on of play equipment, surfaces and fencing) issues?	3.30 - Responses Y	3.30 - Comments 12/08/2025 Q30 – Are there any play areas (cleanliness condi on of equipment / fencing) All equipment checked six monthly by ADR , any graffi needs to be cleaned off by caretaking where possible, but then passed on to Repairs graffi team. Any damaged equipment should be taken out of use.
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3.32 - Ques on Are there any Bin Rooms issues?	3.32 - Responses Y	3.32 - Comments 12/08/2025 Q32 – Are there any Bin room issues? Bin room needs to be washed out regularly, with Paladin bins being cleaned out every couple of
		years. Ligh ng/ water supply / locking systems should be in place.

3.33 - Ques on Are there any Bulk Refuse and Graffi issues?	3.33 - Responses Y	3.33 - Comments 12/08/2025 Q33 – Are there any Bulk refuse/ Graffi issues? Any fly pping should be reported to the estate enforcement for inves ga on and the use of CCTV to track those persons responsible. Graffi should also be reported for inves ga on. Where upon the caretaking will remove fly – pping and try cleaning off graffi , which if they are unable to carry out is passed on to contractors or the Repairs team.
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3.35 - Ques on Are there any Numberings issues?	3.35 - Responses Y	3.35 - Comments 12/08/2025 Q35 – Are there any numbering issues? Any signage or numbering issues need to be reported.
3.36 - Ques on Are there any No ce Boards issues?	3.36 - Responses Y	3.36 - Comments 12/08/2025 Q36 - Are there any external no ce board issues? All No ce boards should be clean, up to date and in a serviceable condi on.
3.37 - Ques on Are there any Communal Issues?	3.37 - Responses Y	3.37 - Comments 12/08/2025 Q37 – Are there any communal issues - Yes see details on separate ques ons.
3.38 - Ques on Are there any Abandoned Vehicles?	3.38 - Responses N	
3.39 - Ques on Are there any Street Ligh ng Issues?	3.39 - Responses Y	3.39 - Comments 12/08/2025 Q39 – Are there any street ligh ng issues - Street ligh ng maintained by Highways; any non LED lights need to be reported to EME for upgrading, LED lights should be at correct light se ngs. Any defects to be reported to repairs.
3.40 - Ques on Are there any Pot holes?	3.40 - Responses Y	3.40 - Comments 12/08/2025 Q40 – Are there any pot holes? Any roadway with Potholes or deteriora on of going beyond the top layer of tarmac need to be marked and reported through to Repairs
3.41 - Ques on Are there any issues with the Cleanliness of roads/car parks?	3.41 - Responses Y	3.41 - Comments 12/08/2025 Q41 – Are there any issues of cleanliness of the roads/ car parks: Caretaker to ensure car park is clear of leaves and li er. Any issues around persistent li er issues should be addressed by the EIO. Public roadways will be addressed by the Highways and street cleansing department.

3.42 - Ques on Are the no ce boards are up to date?	3.42 - Responses Y	3.42 - Comments 12/08/2025 Q42 – Are the No ce boards up to date- All No ce boards
		should be clean, up to date and in a serviceable condi on.
3.43 - Ques on Is there any old signage to report?	3.43 - Responses Y	3.43 - Comments 12/08/2025 Q43 – Is there any old signage to report – Any signage which is out of date/ damaged/ or has worn out should be replaced.
3.44 - Ques on Are there any Items stored in drying areas?	3.44 - Responses Y	3.44 - Comments 12/08/2025 Q44 – Are there any items stored in drying areas? Residents should only keep drying horses and other items for the drying of clothes in the drying rooms, EIO/Tenancy will send out le ers to residents and items of a non-drying nature will be removed.
3.45 - Ques on Are there any Items stored in Communal areas?	3.45 - Responses Y	3.45 - Comments 12/08/2025 Q45 – Are there any items stored in communal areas? Caretaking should remove any items le for storage in the communal areas; EIO/Tenancy will write to residents informing them of the dangers and that all items will be removed without redress, this includes buggies, scooters, bikes, rubbish and recycling!
3.46 - Ques on Is the roof access doors locked?	3.46 - Responses Y	3.46 - Comments 12/08/2025 Q46 – is the roof access doors locked? Yes roof is locked with FB key, and access ladder is also locked in posi on. Defects reported to repairs.
3.47 - Ques on Are there any Bulk rubbish items?	3.47 - Responses Y	3.47 - Comments 12/08/2025 Q47 – Any there any bulk rubbish items ? Any bulk rubbish or fly pping should be reported by the caretaker to the Bulk removal team for removal within 3 to 7 days depending on what has been fly pped.
3.48 - Ques on Are there any Un dy gardens?	3.48 - Responses Y	3.48 - Comments 12/08/2025 Q48 – Are there any un dy gardens? Gardens not being kept in a tenant like manner should be reported to Tenancy and communal issues should be reported through to the EIO.
3.49 - Ques on Are there any Fire Risk Issues?	3.49 - Responses Y	3.49 - Comments 12/08/2025 Q49 - Are there any fire risk issues? No Fire risks noted – However residents need to be aware that items blocking access, or combus ble items will be removed immediately.

3.50 - Ques on Are the Fire Doors in place and closing mechanisms checked?	3.50 - Responses Y	3.50 - Comments 12/08/2025 Q50 – Are the fire doors in place and closing mechanisms checked. Fire door checked that the intumescent strip is in good condi on and that the door closer on tes ng closes door fully without jamming.
3.51 - Ques on Are the Fire Ex nguishers in place?	3.51 - Responses Y	3.51 - Comments 12/08/2025 Q51 – are the Fire ex nguishers in place? Fire

		ex nguishers in posi on and secure with up to date checks. See dates
3.52 - Ques on Are the Electrical Cupboards locked?	3.52 - Responses Y	3.52 - Comments 12/08/2025 Q52 – Are the electrical cupboards locked? Electrical cupboards locked with FB key and are clear of any stored items and rubbish.
3.53 - Ques on Are the Bin chute fire stoppers/blanking plates in place?	3.53 - Responses Y	3.53 - Comments 12/08/2025 Q53 – Are the Bin chute fire stoppers/blanking plates in place? Bin plates and Fire stoppers in place and secure.
3.54 - Ques on Have the Dry Risers been checked?	3.54 - Responses Y	3.54 - Comments 12/08/2025 Q54 – Have the Dry Risers been checked? Dry Risers checked by fire brigade and all glass panels and covers in posi ons.
3.55 - Ques on Has the firefigh ng equipment been checked (where applicable)?	3.55 - Responses Y	3.55 - Comments 12/08/2025 Q55 – Has the fire figh ng equipment been checked (where applicable) Fire figh ng equipment in place checked and in full working order up to current standards.
3.56 - Ques on Have you checked access with a fire drop key?	3.56 - Responses Y	3.56 - Comments 12/08/2025 Q56 – Have you checked access with the fire drop key? Drop key point secure and in posi on, tested fire drop key and in full working order.
3.57 - Ques on Are there Communal Repairs to raise?	3.57 - Responses Y	3.57 - Comments 12/08/2025 Q57 – Are there any communal repairs to raise , none noted
3.58 - Ques on Are there any Communal ligh ng repairs?	3.58 - Responses Y	3.58 - Comments 12/08/2025 Q58 – are there any communal ligh ng issues to raise? All lights in working order
3.59 - Ques on Are there any Window repairs?	3.59 - Responses Y	3.59 - Comments 12/08/2025 Q59 – Are there any window repairs? Windows are in fully opera on condi on with all handles and restrictors in place

3.60 - Ques on Are there any Door Handles and Closures repairs?	3.60 - Responses Y	3.60 - Comments 12/08/2025 Q60 – Are there any door handles or closures repairs? All doors closing properly, closers working and handles/push plates fixed and secure.
3.61 - Ques on Are there any Drying Areas repairs?	3.61 - Responses Y	3.61 - Comments 12/08/2025 Q61 – Are there any drying area repairs? None noted
3.62 - Ques on Are there any Electrical Cupboard Doors repairs?	3.62 - Responses Y	3.62 - Comments 12/08/2025 Q62 – Are there any electrical cupboard repairs? Locks working and cupboards secure, no rubbish in the shed
3.63 - Ques on Are there any Garage Area repairs?	3.63 - Responses Y	3.63 - Comments 12/08/2025 Q63 – Are there any garage area repairs? None noted – awai ng demolishing.
3.64 - Ques on Are there any Graffi repairs?	3.64 - Responses Y	3.64 - Comments 12/08/2025 Q64 – Are there any graffi repairs? All graffi which is offensive to be removed as an urgent

		priority, other graffi to be removed as per targets.
3.65 - Ques on Are there any Vandalism repairs?	3.65 - Responses Y	3.65 - Comments 12/08/2025 Q65 – are there any vandalism repairs? Vandalism needs to be reported as a crime, where appropriate Enforcement team patrols to be put in place
3.66 - Ques on Are there any Laundry room repairs?	3.66 - Responses Y	3.66 - Comments 12/08/2025 laundry area next to car park drying area only.
3.67 - Ques on Are there any Flooring repairs?	3.67 - Responses Y	3.67 - Comments 12/08/2025 flooring in adequate condi on.

4 Block 3

4.1 - Ques on Please state the name of the block you are inspec ng	4.1 - Responses Percy gardens block 13 to 18	
4.2 - Ques on Please confirm you have checked everything at this block?	4.2 - Responses N	4.2 - Comments 12/08/2025 As lone working unable to check the lo .
4.3 - Ques on Are there any issues to raise at this block?	4.3 - Responses Y	
4.4 - Ques on Are there any Ground Maintenance Issues?	4.4 - Responses Y	

4.5 - Ques on Are there Grass Cutting issues?	4.5 - Responses Y	4.5 - Comments 12/08/2025 Q5 – are there any Grass cutting issues to raise – The grass is long and needs a cut, weeds are a significant proportion of the grass bed. All holes and divest to be filled in.
4.6 - Ques on Are there Weeding issues?	4.6 - Responses Y	4.6 - Comments 12/08/2025 Q6 – Are there any Weeding issues to raise – some weeds in flower beds, grass beds and in and amongst the paths.
4.7 - Ques on Are there Flower/Shrub Areas issues?	4.7 - Responses Y	4.7 - Comments 12/08/2025 Q7 – Are there any Flower/shrub area issues – poor planning, overgrown shrubs require reduction, some weed issues
4.8 - Ques on Are there Trees: Pruning issues?	4.8 - Responses Y	4.8 - Comments 12/08/2025 Q8 – Are there any Tree: Pruning issues – trees require reducing by a third as unbalanced, no disease issues noted.
4.9 - Ques on Are there Safety – Foliage & Root Problems issues?	4.9 - Responses Y	4.9 - Comments 12/08/2025 Q9 – Are there safety – foliage & root problems issues – leaves in bulk lying around paths, roots are in good condition not affecting pathways, no trip hazards.
4.10 - Ques on Are there Hedges Trimmed issues?	4.10 - Responses Y	4.10 - Comments 12/08/2025 Q10 – Are there Hedges Trimming issues – hedges require new planning as planning has died back and hedge is thin, overgrown and need

		trimmed back down to 4 or reduce by a third due to height next to windows.
4.11 - Ques on Are there any Internal Caretaking issues?	4.11 - Responses Y	4.11 - Comments 12/08/2025 Q11 – are there any internal caretaking issues – wipe over glass, scrub kick plates, wipe door entry buttons, dust skirings, remove marks from walls/ skirings.
4.12 - Ques on Are there any Cleanliness: Stairs issues?	4.12 - Responses Y	4.12 - Comments 12/08/2025 Q12 – Are there any cleanliness issues – stairs. Ensure Stairwell railings, any dust is cleaned along with skirings, signage wipe over; that nosings, risers and treads are cleaned of marking of shoes and dirt.
4.13 - Ques on Are there any Landings issues?	4.13 - Responses Y	4.13 - Comments 12/08/2025 Q13 – Are there any landing issues. wipe over glass, scrub kick plates, wipe door entry buttons, dust skirings, remove marks from walls/ skirings

4.14 - Ques on Are there any Entrances issues?	4.14 - Responses Y	4.14 - Comments 12/08/2025 Q14 – Are there any entrance issues – checked to be working - Fire key/ bu on panels/ lock/ handle/ kick plate/push plate/ glass panels/ door closer/ door stop/ No ce board. Ensure the door entry bu ons are cleaned, that the kick plates are scrubbed to remove any marking including push plates where fingerprints are
4.15 - Ques on Are there any Li s issues?	4.15 - Responses Y	4.15 - Comments 12/08/2025 Q15 – Are there any li issues – Flooring / li bu ons and panelling – Floor needs to be cleaned and free of any dirt and li er, li panel bu ons should be wiped down and all fingerprint markings should be removed on the doors inside and out, and in the li cabin. Freshening up required if persons have urinated.
4.16 - Ques on Are there any Door and Window Glazing issues?	4.16 - Responses Y	4.16 - Comments 12/08/2025 Q16 – Are there any door and window glazing issues – Communal windows are under external contract cleaning - dates affixed to No ce boards - cleaning; caretaker to ensure any dirty marks are removed along with finger prints on any glazing internally and communal doors and side panelling.
4.17 - Ques on Are there any Ledges issues?	4.17 - Responses Y	4.17 - Comments 12/08/2025 Q17 – Are there any Ledges Issues – All Window ledges should be free from dust, markings and tenants paraphernalia. All other ledges should be cleaned and dusted.
4.18 - Ques on Are there any Walls issues?	4.18 - Responses Y	4.18 - Comments 12/08/2025 Q18 – Are there any wall issues? Markings from bikes should be removed, residents should be warned

		not to let bikes mark walls preferably leaving these in sheds or designated bike stores; Foot marks especially on half landings should be scrubbed off . All other markings should be scrubbed off where possible given allowance for surface finishes.
4.19 - Ques on Are there any Ligh ng issues?	4.19 - Responses Y	4.19 - Comments 12/08/2025 Q19 – are there any ligh ng issues? Damaged lights should be reported, light diffusers should be dusted to remove dust and cobwebs, internal parts of the fi ngs which become dusted should be reported for programmed cleaning.

4.20 - Ques on Are there any Handrails secure issues?	4.20 - Responses Y	4.20 - Comments 12/08/2025 Q20 – Are there any handrails with safety issues. Any damage should be reported to repairs, any large gaps in the railings should be noted for health and safety requirements, any missing railings need to be reported and damage to the handrail/covering.
4.21 - Ques on Are there any Chute Rooms issues?	4.21 - Responses Y	4.21 - Comments 12/08/2025 chute rooms closed not applicable /closed off
4.22 - Ques on Are there any Signage issues?	4.22 - Responses Y	4.22 - Comments 12/08/2025 Q22 – Are there any signage issues? All signage needs to be up to date, should be wiped clean on routine basis. It should be secure and in the correct position.
4.23 - Ques on Are there any Graffiti issues?	4.23 - Responses Y	4.23 - Comments 12/08/2025 Q23 – Are there any graffiti issues? All graffiti needs to be removed; anything which is offensive should be dealt with as a priority, any graffiti which cannot be removed by the caretaking team needs to be passed to the Repairs Graffiti team.
4.24 - Ques on Are there any issues with cleaning compo on sheets?	4.24 - Responses Y	4.24 - Comments 12/08/2025 Q24 – Are there any issues with cleaning sheets? All notice boards should have caretaking sheets, the locks need to be functional and the keys should be available for the caretaking team. A new Notice board is required.
4.25 - Ques on Are there any issues with Notice Boards?	4.25 - Responses Y	4.25 - Comments 12/08/2025 Q25 – Are there any issues with Notice boards? Any notice board damage should be reported for replacement.
4.26 - Ques on Are there any External Caretaking issues?	4.26 - Responses Y	4.26 - Comments 12/08/2025 Q26 – Are there any external caretaking issues. Litter issues due to heavy footfall, trees shedding leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement.
4.27 - Ques on	4.27 - Responses Y	4.27 - Comments
Are there any Cleanliness: Grassed Areas issues?		12/08/2025 Q27 – Are there any cleanliness issues on the grass. Litter on grassed area due to high usage may require caretaking to litter pick more regularly, the filling of litter bins may be one possibility, or to engage with residents.

4.28 - Ques on Are there any Paved Areas issues?	4.28 - Responses Y	4.28 - Comments 12/08/2025 Q28 – Are there any paved area issues? Li er issues due to heavy foo all, trees shedding leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement. Any tree root issues should be passed to Grounds maintenance or repairs to deal with any damage.
4.29 - Ques on Are there any Car Parks issues?	4.29 - Responses Y	4.29 - Comments 12/08/2025 Q29 – Are there any car park issues? Li er issues from residents cleaning their cars, leaves from trees, may require being taken forward to the residents with the installa on of Li er bins.
4.30 - Ques on Are there any Play Areas (Cleanliness, condi on of play equipment, surfaces and fencing) issues?	4.30 - Responses Y	4.30 - Comments 12/08/2025 Q30 – Are there any play areas (cleanliness condi on of equipment / fencing) All equipment checked six monthly by ADR , any graffi needs to be cleaned off by caretaking where possible, but then passed on to Repairs graffi team. Any damaged equipment should be taken out of use.
4.31 - Ques on Are there any Li er Picking issues?	4.31 - Responses Y	4.31 - Comments 12/08/2025 Q31 – Are there any Li er picking issues? Li er issues due to heavy foo all, trees shedding leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement.
4.32 - Ques on Are there any Bin Rooms issues?	4.32 - Responses Y	4.32 - Comments 12/08/2025 Q32 – Are there any Bin room issues? Bin room needs to be washed out regularly, with Paladin bins being cleaned out every couple of years. Ligh ng/ water supply / locking systems should be in place.
4.33 - Ques on Are there any Bulk Refuse and Graffi issues?	4.33 - Responses Y	4.33 - Comments 12/08/2025 Q33 – Are there any Bulk refuse/ Graffi issues? Any fly pping should be reported to the estate enforcement for inves ga on and the use of CCTV to track those persons responsible. Graffi should also be reported for inves ga on. Where upon the caretaking will remove fly – pping and try cleaning off graffi , which if they are unable to carry out is passed on to contractors or the Repairs team.
4.34 - Ques on Are there any Signs issues?	4.34 - Responses Y	4.34 - Comments 12/08/2025 Q34 – Are there any external sign issues? All signage should

		be clean, up to date and in a serviceable condition.
4.35 - Questions Are there any Numbering issues?	4.35 - Responses Y	4.35 - Comments 12/08/2025 Q35 – Are there any numbering issues? Any signage or numbering issues need to be reported.
4.36 - Questions Are there any Notice Boards issues?	4.36 - Responses Y	4.36 - Comments 12/08/2025 Q36 - Are there any external notice board issues? All Notice boards should be clean, up to date and in a serviceable condition.
4.37 - Questions Are there any Communal Issues?	4.37 - Responses Y	4.37 - Comments 12/08/2025 Q37 – Are there any communal issues - Yes see details on separate questions.
4.38 - Questions Are there any Abandoned Vehicles?	4.38 - Responses Y	4.38 - Comments 12/08/2025 Q38 – Are there any abandoned vehicles – See Photographs of suspected abandoned Vehicles – details passed to estate Enforcement Team.
4.39 - Questions Are there any Street Lighting Issues?	4.39 - Responses N	
4.40 - Questions Are there any Pot holes?	4.40 - Responses Y	4.40 - Comments 12/08/2025 Q40 – Are there any potholes? Any roadway with Potholes or deterioration of going beyond the top layer of tarmac need to be marked and reported through to Repairs
4.41 - Questions Are there any issues with the Cleanliness of roads/car parks?	4.41 - Responses Y	4.41 - Comments 12/08/2025 Q41 – Are there any issues of cleanliness of the roads/ car parks: Caretaker to ensure car park is clear of leaves and litter. Any issues around persistent litter issues should be addressed by the EIO. Public roadways will be addressed by the Highways and street cleansing department.
4.42 - Questions Are the notice boards up to date?	4.42 - Responses Y	4.42 - Comments 12/08/2025 Q42 – Are the Notice boards up to date- All Notice boards should be clean, up to date and in a serviceable condition.
4.43 - Questions Is there any old signage to report?	4.43 - Responses Y	4.43 - Comments 12/08/2025 Q43 – Is there any old signage to report – Any signage which is out of date/ damaged/ or has worn out should be replaced.
4.44 - Questions Are there any Items stored in drying areas?	4.44 - Responses Y	4.44 - Comments 12/08/2025 Q44 – Are there any items stored in drying areas? Residents should only keep drying horses and other items for the drying of clothes in the drying rooms, EIO/Tenancy will send out letters to residents and items of a non-drying nature will be removed.

4.45 - Ques on Are there any Items stored in Communal areas?	4.45 - Responses Y	4.45 - Comments 12/08/2025 Q45 – Are there any items stored in communal areas? Caretaking should remove any items le for storage in the communal areas;
		EIO/Tenancy will write to residents informing them of the dangers and that all items will be removed without redress, this includes buggies, scooters, bikes, rubbish and recycling!
4.46 - Ques on Is the roof access doors locked?	4.46 - Responses Y	4.46 - Comments 12/08/2025 Q46 – is the roof access doors locked? Yes roof is locked with FB key, and access ladder is also locked in posi on. Defects reported to repairs.
4.47 - Ques on Are there any Bulk rubbish items?	4.47 - Responses Y	4.47 - Comments 12/08/2025 Q47 – Any there any bulk rubbish items ? Any bulk rubbish or fly pping should be reported by the caretaker to the Bulk removal team for removal within 3 to 7 days depending on what has been fly pped.
4.48 - Ques on Are there any Un dy gardens?	4.48 - Responses Y	4.48 - Comments 12/08/2025 Q48 – Are there any Un dy gardens? Gardens not being kept in a tenant like manner should be reported to Tenancy and communal issues should be reported through to the EIO.
4.49 - Ques on Are there any Fire Risk Issues?	4.49 - Responses Y	4.49 - Comments 12/08/2025 Q49 - Are there any fire risk issues? No Fire risks noted – However residents need to be aware that items blocking access, or combus ble items will be removed immediately.
4.50 - Ques on Are the Fire Doors in place and closing mechanisms checked?	4.50 - Responses Y	4.50 - Comments 12/08/2025 Q50 – Are the fire doors in place and closing mechanisms checked. Fire door checked that the intumescent strip is in good condi on and that the door closer on tes ng closes door fully without jamming.
4.51 - Ques on Are the Fire Ex nguishers in place?	4.51 - Responses Y	4.51 - Comments 12/08/2025 Q51 – are the Fire ex nguishers in place? Fire ex nguishers in posi on and secure with up to date checks. See dates
4.52 - Ques on Are the Electrical Cupboards locked?	4.52 - Responses Y	4.52 - Comments 12/08/2025 Q52 – Are the electrical cupboards locked? Electrical cupboards locked with FB key and are clear of any stored items and rubbish.

4.53 - Ques on Are the Bin chute fire stoppers/blanking plates in place?	4.53 - Responses Y	4.53 - Comments 12/08/2025 Q53 – Are the Bin chute fire stoppers/blanking plates in place? Bin plates and Fire stoppers in place and secure.
4.54 - Ques on Have the Dry Risers been checked?	4.54 - Responses Y	4.54 - Comments 12/08/2025 Q54 – Have the Dry Risers been checked? Dry Risers checked by fire brigade and all glass panels and covers in posi ons.
4.55 - Ques on Has the firefigh ng equipment been checked (where applicable)?	4.55 - Responses Y	4.55 - Comments 12/08/2025 Q55 – Has the fire figh ng equipment been checked (where applicable) Fire figh ng
		equipment in place checked and in full working order up to current standards.
4.56 - Ques on Have you checked access with a fire drop key?	4.56 - Responses Y	4.56 - Comments 12/08/2025 Q56 – Have you checked access with the fire drop key? Drop key point secure and in posi on, tested fire drop key and in full working order.
4.57 - Ques on Are there Communal Repairs to raise?	4.57 - Responses Y	4.57 - Comments 12/08/2025 Q57 – Are there any communal repairs to raise none noted
4.58 - Ques on Are there any Communal ligh ng repairs?	4.58 - Responses Y	4.58 - Comments 12/08/2025 Q58 – are there any communal ligh ng issues to raise? All lights in working order
4.59 - Ques on Are there any Window repairs?	4.59 - Responses Y	4.59 - Comments 12/08/2025 Q59 – Are there any window repairs? Windows are in fully opera on condi on with all handles and restrictors in place
4.60 - Ques on Are there any Door Handles and Closures repairs?	4.60 - Responses Y	4.60 - Comments 12/08/2025 Q60 – Are there any door handles or closures repairs? All doors closing properly, closers working and handles/push plates fixed and secure.
4.61 - Ques on Are there any Drying Areas repairs?	4.61 - Responses Y	4.61 - Comments 12/08/2025 Q61 – Are there any drying area repairs? None noted
4.62 - Ques on Are there any Electrical Cupboard Doors repairs?	4.62 - Responses N	
4.63 - Ques on Are there any Garage Area repairs?	4.63 - Responses Y	4.63 - Comments 12/08/2025 Q63 – Are there any garage area repairs? None noted – awai ng demolishing.

4.64 - Ques on Are there any Graffiti repairs?	4.64 - Responses Y	4.64 - Comments 12/08/2025 Q64 – Are there any graffiti repairs? All graffiti which is offensive to be removed as an urgent priority, other graffiti to be removed as per targets.
4.65 - Ques on Are there any Vandalism repairs?	4.65 - Responses N	
4.66 - Ques on Are there any Laundry room repairs?	4.66 - Responses N	
4.67 - Ques on Are there any Flooring repairs?	4.67 - Responses Y	4.67 - Comments 12/08/2025 Q67 – Are there any flooring repairs required? Any damaged flooring trip hazards need to be on priority order, all other repairs to be on standard priority.

5 Block 4

5.1 - Ques on Please state the name of the block you are inspecting	5.1 - Responses Percy gardens block 19 to 58	
5.2 - Ques on Please confirm you have checked everything at this block?	5.2 - Responses N	5.2 - Comments 12/08/2025 unable to check the roof today as do not have high security key to access area.

5.3 - Ques on Are there any issues to raise at this block?	5.3 - Responses Y	
5.4 - Ques on Are there any Ground Maintenance Issues?	5.4 - Responses Y	
5.5 - Ques on Are there Grass Cutting issues?	5.5 - Responses Y	5.5 - Comments 12/08/2025 Q5 – are there any Grass cutting issues to raise – The grass is long and needs a cut, weeds are a significant proportion of the grass bed. All holes and divests to be filled in.
5.6 - Ques on Are there Weeding issues?	5.6 - Responses Y	5.6 - Comments 12/08/2025 Q6 – Are there any Weeding issues to raise – some weeds in flower beds, grass beds and in and amongst the paths.
5.7 - Ques on Are there Flower/Shrub Areas issues?	5.7 - Responses Y	5.7 - Comments 12/08/2025 Q7 – Are there any Flower/shrub area issues – poor planning, overgrown shrubs require reduction, some weed issues

5.8 - Ques on Are there Trees: Pruning issues?	5.8 - Responses Y	5.8 - Comments 12/08/2025 Q8 – Are there any Tree: Pruning issues – trees require reducing by a third as unbalanced, no disease issues no ced.
5.9 - Ques on Are there Safety – Foliage & Root Problems issues?	5.9 - Responses Y	5.9 - Comments 12/08/2025 Q9 – Are there safety – foliage & root problems issues – leaves in bulk lying around paths , roots are in good condi on not affec ng pathways, no trip hazards.
5.10 - Ques on Are there Hedges Trimmed issues?	5.10 - Responses Y	5.10 - Comments 12/08/2025 Q10 – Are there Hedges Trimming issues – hedges require new plan ng as plan ng has died back and hedge is thin, overgrown and need trimmed back down to 4 or reduce by a third due to height next to windows.
5.11 - Ques on Are there any Internal Caretaking issues?	5.11 - Responses Y	5.11 - Comments 12/08/2025 Q11 – are there any internal caretaking issues – wipe over glass, scrub kick plates, wipe door entry bu ons, dust skir ngs, remove marks from walls/ skir ngs.
5.12 - Ques on Are there any Cleanliness: Stairs issues?	5.12 - Responses Y	5.12 - Comments 12/08/2025 Q12 – Are their any cleanliness issues – stairs. Ensure Stairwell railings, any dust is cleaned along with skir ngs, signage wipe over; that nosings, risers and treads are cleaned of marking of shoes and dirt.
5.13 - Ques on Are there any Landings issues?	5.13 - Responses Y	5.13 - Comments 12/08/2025 Q13 – Are there any landing issues. wipe over glass, scrub kick plates, wipe door entry bu ons, dust skir ngs, remove marks from walls/ skir ngs
5.14 - Ques on Are there any Entrances issues?	5.14 - Responses Y	5.14 - Comments
		12/08/2025 Q14 – Are there any entrance issues – checked to be working - Fire key/ bu on panels/ lock/ handle/ kick plate/push plate/ glass panels/ door closer/ door stop/ No ce board. Ensure the door entry bu ons are cleaned, that the kick plates are scrubbed to remove any marking including push plates where fingerprints are

5.15 - Ques on Are there any Li s issues?	5.15 - Responses Y	5.15 - Comments 12/08/2025 Q15 – Are there any li issues – Flooring / li bu ons and panelling – Floor needs to be cleaned and free of any dirt and li er, li panel bu ons should be wiped down and all fingerprint markings should be removed on the doors inside and out, and in the li cabin. Freshening up required if persons have urinated.
5.16 - Ques on Are there any Door and Window Glazing issues?	5.16 - Responses Y	5.16 - Comments 12/08/2025 Q16 – Are there any door and window glazing issues – Communal windows are under external contract cleaning - dates affixed to No ce boards - cleaning; caretaker to ensure any dirty marks are removed along with finger prints on any glazing internally and communal doors and side panelling.
5.17 - Ques on Are there any Ledges issues?	5.17 - Responses Y	5.17 - Comments 12/08/2025 Q17 – Are there any Ledges Issues – All Window ledges should be free from dust, markings and tenants paraphernalia. All other ledges should be cleaned and dusted.
5.18 - Ques on Are there any Walls issues?	5.18 - Responses Y	5.18 - Comments 12/08/2025 Q18 – Are there any wall issues? Markings from bikes should be removed, residents should be warned not to let bikes mark walls preferably leaving these in sheds or designated bike stores; Foot marks especially on half landings should be scrubbed off . All other markings should be scrubbed off where possible given allowance for surface finishes.
5.19 - Ques on Are there any Ligh ng issues?	5.19 - Responses Y	5.19 - Comments 12/08/2025 Q19 – are there any ligh ng issues? Damaged lights should be reported, light diffusers should be dusted to remove dust and cobwebs, internal parts of the fi ngs which become dusted should be reported for programmed cleaning.
5.20 - Ques on Are there any Handrails secure issues?	5.20 - Responses Y	5.20 - Comments 12/08/2025 Q20 – Are there any handrails with safety issues. Any damage should be reported to repairs, any large gaps in the railings should be noted for health and safety requirements, any missing railings need to be reported and damage to the handrail/covering.

5.21 - Ques on Are there any Chute Rooms issues?	5.21 - Responses Y	5.21 - Comments 12/08/2025 chute room closed off. metro store units now in opera on.
5.22 - Ques on Are there any Signage issues?	5.22 - Responses Y	5.22 - Comments 12/08/2025 Q22 – Are there any signage issues? All signage needs to be up to date, should be wiped clean on routine basis. It should be secure and in the correct position.
5.23 - Ques on Are there any Graffiti issues?	5.23 - Responses Y	5.23 - Comments 12/08/2025 Q23 – Are there any graffiti issues? All graffiti needs to be removed; anything which is offensive should be dealt with as a priority, any graffiti which cannot be removed by the caretaking team needs to be passed to the Repairs Graffiti team.
5.24 - Ques on Are there any issues with cleaning completion sheets?	5.24 - Responses Y	5.24 - Comments 12/08/2025 Q24 – Are there any issues with completion cleaning sheets? All notice boards should have caretaking sheets, the locks need to be functional and the keys should be available for the caretaking team. A new Notice board is required.
5.25 - Ques on Are there any issues with Notice Boards?	5.25 - Responses Y	5.25 - Comments 12/08/2025 Q25 – Are there any issues with Notice boards? Any notice board damage should be reported for replacement.
5.26 - Ques on Are there any External Caretaking issues?	5.26 - Responses Y	5.26 - Comments 12/08/2025 Q26 – Are there any external caretaking issues. Litter issues due to heavy footfall, trees shedding leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement.
5.27 - Ques on Are there any Cleanliness: Grassed Areas issues?	5.27 - Responses Y	5.27 - Comments 12/08/2025 Q27 – Are there any cleanliness issues on the grass. Litter on grassed area due to high usage may require caretaking to litter pick more regularly, the filling of litter bins may be one possibility, or to engage with residents.
5.28 - Ques on Are there any Paved Areas issues?	5.28 - Responses Y	5.28 - Comments 12/08/2025 Q28 – Are there any paved area issues? Litter issues due to heavy footfall, trees shedding leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement. Any tree root issues should be passed to Grounds maintenance or repairs to deal with any damage.

5.29 - Ques on Are there any Car Parks issues?	5.29 - Responses Y	5.29 - Comments 12/08/2025 Q29 – Are there any car park issues? Li er issues from residents cleaning their cars, leaves from trees, may require being taken forward to the residents with the installa on of Li er bins.
5.30 - Ques on	5.30 - Responses	5.30 - Comments

Are there any Play Areas (Cleanliness, condi on of play equipment, surfaces and fencing) issues?	Y	12/08/2025 Q30 – Are there any play areas (cleanliness condi on of equipment / fencing) All equipment checked six monthly by ADR , any graffi needs to be cleaned off by caretaking where possible, but then passed on to Repairs graffi team. Any damaged equipment should be taken out of use.
5.31 - Ques on Are there any Li er Picking issues?	5.31 - Responses Y	5.31 - Comments 12/08/2025 Q31 – Are there any Li er picking issues? Li er issues due to heavy foo all, trees shedding leaves, dog mess issues if regular should be cleared and passed up the chain for tenancy engagement.
5.32 - Ques on Are there any Bin Rooms issues?	5.32 - Responses Y	5.32 - Comments 12/08/2025 Q32 – Are there any Bin room issues? Bin room needs to be washed out regularly, with Paladin bins being cleaned out every couple of years. Ligh ng/ water supply / locking systems should be in place.
5.33 - Ques on Are there any Bulk Refuse and Graffi issues?	5.33 - Responses Y	5.33 - Comments 12/08/2025 Q33 – Are there any Bulk refuse/ Graffi issues? Any fly pping should be reported to the estate enforcement for inves ga on and the use of CCTV to track those persons responsible. Graffi should also be reported for inves ga on. Where upon the caretaking will remove fly – pping and try cleaning off graffi , which if they are unable to carry out is passed on to contractors or the Repairs team.
5.34 - Ques on Are there any Signs issues?	5.34 - Responses Y	5.34 - Comments 12/08/2025 Q34 – Are there any external sign issues? All signage should be clean, up to date and in a serviceable condi on.
5.35 - Ques on Are there any Numberings issues?	5.35 - Responses Y	5.35 - Comments 12/08/2025 Q35 – Are there any numbering issues? Any signage or numbering issues need to be reported.

5.36 - Ques on Are there any No ce Boards issues?	5.36 - Responses Y	5.36 - Comments 12/08/2025 Q36 - Are there any external no ce board issues? All No ce boards should be clean, up to date and in a serviceable condi on.
5.37 - Ques on Are there any Communal Issues?	5.37 - Responses Y	5.37 - Comments 12/08/2025 Q37 – Are there any communal issues - Yes see details on separate ques ons.
5.38 - Ques on Are there any Abandoned Vehicles?	5.38 - Responses Y	5.38 - Comments 12/08/2025 Q38 – Are there any abandoned vehicles – See Photographs of suspected abandoned Vehicles – details passed to estate Enforcement Team.
5.39 - Ques on Are there any Street Ligh ng Issues?	5.39 - Responses Y	5.39 - Comments 12/08/2025 Q39 – Are there any street ligh ng issues - Street ligh ng
		maintained by Highways; any non LED lights need to be reported to EME for upgrading, LED lights should be at correct light se ngs. Any defects to be reported to repairs.
5.40 - Ques on Are there any Pot holes?	5.40 - Responses Y	5.40 - Comments 12/08/2025 Q40 – Are there any pot holes? Any roadway with Potholes or deteriora on of going beyond the top layer of tarmac need to be marked and reported through to Repairs
5.41 - Ques on Are there any issues with the Cleanliness of roads/car parks?	5.41 - Responses Y	5.41 - Comments 12/08/2025 Q41 – Are there any issues of cleanliness of the roads/ car parks: Caretaker to ensure car park is clear of leaves and li er. Any issues around persistent li er issues should be addressed by the EIO. Public roadways will be addressed by the Highways and street cleansing department.
5.42 - Ques on Are the no ce boards are up to date?	5.42 - Responses Y	5.42 - Comments 12/08/2025 Q42 – Are the No ce boards up to date- All No ce boards should be clean, up to date and in a serviceable condi on.
5.43 - Ques on Is there any old signage to report?	5.43 - Responses Y	5.43 - Comments 12/08/2025 Q43 – Is there any old signage to report – Any signage which is out of date/ damaged/ or has worn out should be replaced.

5.44 - Ques on Are there any Items stored in drying areas?	5.44 - Responses Y	5.44 - Comments 12/08/2025 Q44 – Are there any items stored in drying areas? Residents should only keep drying horses and other items for the drying of clothes in the drying rooms, EIO/Tenancy will send out le ers to residents and items of a non-drying nature will be removed.
5.45 - Ques on Are there any Items stored in Communal areas?	5.45 - Responses Y	5.45 - Comments 12/08/2025 Q45 – Are there any items stored in communal areas? Caretaking should remove any items le for storage in the communal areas; EIO/Tenancy will write to residents informing them of the dangers and that all items will be removed without redress, this includes buggies, scooters, bikes, rubbish and recycling!
5.46 - Ques on Is the roof access doors locked?	5.46 - Responses Y	5.46 - Comments 12/08/2025 Q46 – is the roof access doors locked? Yes roof is locked with FB key, and access ladder is also locked in posi on. Defects reported to repairs.
5.47 - Ques on Are there any Bulk rubbish items?	5.47 - Responses Y	5.47 - Comments 12/08/2025 Q47 – Any there any bulk rubbish items ? Any bulk rubbish or fly pping should be reported by the caretaker to the Bulk removal team for removal within 3 to 7 days depending on what has been fly pped.

5.48 - Ques on Are there any Un dy gardens?	5.48 - Responses Y	5.48 - Comments 12/08/2025 Q48 – Are there any un dy gardens? Gardens not being kept in a tenant like manner should be reported to Tenancy and communal issues should be reported through to the EIO.
5.49 - Ques on Are there any Fire Risk Issues?	5.49 - Responses Y	5.49 - Comments 12/08/2025 Q49 - Are there any fire risk issues? No Fire risks noted – However residents need to be aware that items blocking access, or combus ble items will be removed immediately.
5.50 - Ques on Are the Fire Doors in place and closing mechanisms checked?	5.50 - Responses Y	5.50 - Comments 12/08/2025 Q50 – Are the fire doors in place and closing mechanisms checked. Fire door checked that the intumescent strip is in good condi on and that the door closer on tes ng closes door fully without jamming.

5.51 - Ques on Are the Fire Ex nguishers in place?	5.51 - Responses Y	5.51 - Comments 12/08/2025 Q51 – are the Fire ex nguishers in place? Fire ex nguishers in posi on and secure with up to date checks. See dates
5.52 - Ques on Are the Electrical Cupboards locked?	5.52 - Responses Y	5.52 - Comments 12/08/2025 Q52 – Are the electrical cupboards locked? Electrical cupboards locked with FB key and are clear of any stored items and rubbish.
5.53 - Ques on Are the Bin chute fire stoppers/blanking plates in place?	5.53 - Responses Y	5.53 - Comments 12/08/2025 Q53 – Are the Bin chute fire stoppers/blanking plates in place? Bin plates and Fire stoppers in place and secure.
5.54 - Ques on Have the Dry Risers been checked?	5.54 - Responses Y	5.54 - Comments 12/08/2025 Q54 – Have the Dry Risers been checked? Dry Risers checked by fire brigade and all glass panels and covers in posi ons.
5.55 - Ques on Has the firefigh ng equipment been checked (where applicable)?	5.55 - Responses Y	5.55 - Comments 12/08/2025 Q55 – Has the fire figh ng equipment been checked (where applicable) Fire figh ng equipment in place checked and in full working order up to current standards.
5.56 - Ques on Have you checked access with a fire drop key?	5.56 - Responses Y	5.56 - Comments 12/08/2025 Q56 – Have you checked access with the fire drop key? Drop key point secure and in posi on, tested fire drop key and in full working order.
5.57 - Ques on Are there Communal Repairs to raise?	5.57 - Responses Y	5.57 - Comments 12/08/2025 Q57 – Are there any communal repairs to raise
5.58 - Ques on Are there any Communal ligh ng repairs?	5.58 - Responses Y	5.58 - Comments 12/08/2025 Q58 – are there any communal ligh ng issues to raise? All lights in working order
5.59 - Ques on Are there any Window repairs?	5.59 - Responses Y	5.59 - Comments 12/08/2025 Q59 – Are there any window repairs? Windows are in fully

		opera on condi on with all handles and restrictors in place
5.60 - Ques on Are there any Door Handles and Closures repairs?	5.60 - Responses Y	5.60 - Comments 12/08/2025 Q60 – Are there any door handles or closures repairs? All doors closing properly, closers working and handles/push plates fixed and secure.
5.61 - Ques on Are there any Drying Areas repairs?	5.61 - Responses Y	5.61 - Comments 12/08/2025 Q61 – Are there any drying area repairs? None noted

5.62 - Ques on Are there any Electrical Cupboard Doors repairs?	5.62 - Responses Y	5.62 - Comments 12/08/2025 Q62 – Are there any electrical cupboard repairs? Locks working and cupboards secure, no rubbish in the shed
5.63 - Ques on Are there any Garage Area repairs?	5.63 - Responses Y	5.63 - Comments 12/08/2025 Q63 – Are there any garage area repairs? None noted – awai ng demolishing.
5.64 - Ques on Are there any Graffi repairs?	5.64 - Responses Y	5.64 - Comments 12/08/2025 Q64 – Are there any graffi repairs? All graffi which is offensive to be removed as an urgent priority, other graffi to be removed as per targets.
5.65 - Ques on Are there any Vandalism repairs?	5.65 - Responses Y	5.65 - Comments 12/08/2025 Q65 – are there any vandalism repairs? Vandalism needs to be reported as a crime, where appropriate Enforcement team patrols to be put in place
5.66 - Ques on Are there any Laundry room repairs?	5.66 - Responses Y	5.66 - Comments 12/08/2025 Q66 – Are there any laundry room repairs – All washing machines and dryers in good order and fully working, signage in place regarding loading.
5.67 - Ques on Are there any Flooring repairs?	5.67 - Responses Y	5.67 - Comments 12/08/2025 Q67 – Are there any flooring repairs required? Any damaged flooring trip hazards need to be on priority order, all other repairs to be on standard priority.

17 Overall Estate Ra ng

17.1 - Ques on Please rate the overall Grounds Maintenance of the estate	17.1 - Responses B	
17.2 - Ques on Please rate the overall Internal Caretaking of the estate	17.2 - Responses A	
17.3 - Ques on Please rate the overall External Caretaking of the estate	17.3 - Responses B	
17.4 - Ques on Please rate the overall Communal Issues of the estate	17.4 - Responses B	
17.5 - Ques on Please rate the overall Fire Risks of the estate	17.5 - Responses A	

