

<b>Company Name</b> LB of Hounslow	<b>Scheduled Start Date</b> 12/08/2025	<b>Inspection Completed on</b> 12/08/2025
<b>Location of Inspection</b> Percy Gardens (ESTPERC)	<b>Scheduled Time of Inspection</b> 9:01 AM	<b>Inspection Submission Time</b> 1:00 PM
<b>Inspector that undertook inspection</b> Alasdair Wilson	<b>Template Used</b> Estate Inspection	<b>PDF Sent to</b> alasdair.wilson@hounslow.gov.uk,hounslow.support@housemark.co.uk

## Inspection Score and Overall Grade

Actual Score	Max Score	Inspection %
17	20	85
<b>Banding Name</b> Default Banding	<b>Overall Inspection Result</b> Default Banding Item	

## 1 Inspection Details

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

## 2 Block 1

<b>2.1 - Question</b> Please state the name of the block you are inspecting	<b>2.1 - Responses</b> Percy Gardens block 1 to 6	
<b>2.2 - Question</b> Please confirm you have checked everything at this block?	<b>2.2 - Responses</b> N	<b>2.2 - Comments</b> 12/08/2025 unable to check loft spaces as lone working today.
<b>2.3 - Question</b> Are there any issues to raise at this block?	<b>2.3 - Responses</b> Y	
<b>2.4 - Question</b> Are there any Ground Maintenance Issues?	<b>2.4 - Responses</b> Y	
<b>2.5 - Question</b> Are there Grass Cutting issues?	<b>2.5 - Responses</b> Y	<b>2.5 - Comments</b> 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.
<b>2.6 - Question</b> Are there Weeding issues?	<b>2.6 - Responses</b> Y	<b>2.6 - Comments</b> 12/08/2025 Q6 – Are there any Weeding issues to raise – some weeds

		in flower beds, grass beds and in and amongst the paths.
<b>2.7 - Question</b> Are there Flower/Shrub Areas issues?	<b>2.7 - Responses</b> Y	<b>2.7 - Comments</b> 12/08/2025 Q7 – Are there any Flower/shrub area issues – poor planting, overgrown shrubs require reduction, some weed issues
<b>2.8 - Question</b> Are there Trees: Pruning issues?	<b>2.8 - Responses</b> Y	<b>2.8 - Comments</b> 12/08/2025 Q8 – Are there any Tree: Pruning issues – trees require reducing by a third as unbalanced, no disease issues noticed.
<b>2.9 - Question</b> Are there Safety – Foliage & Root Problems issues?	<b>2.9 - Responses</b> Y	<b>2.9 - Comments</b> 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.
<b>2.10 - Question</b> Are there Hedges Trimmed issues?	<b>2.10 - Responses</b> Y	<b>2.10 - Comments</b> 12/08/2025 Q10 – Are there Hedges Trimming issues – hedges require new planting as planting has died back and hedge is thin, overgrown and need trimmed back down to 4ft or reduce by a third due to height next to windows.
<b>2.11 - Question</b> Are there any Internal Caretaking issues?	<b>2.11 - Responses</b> Y	<b>2.11 - Comments</b> 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.
<b>2.12 - Question</b> Are there any Cleanliness: Stairs issues?	<b>2.12 - Responses</b> Y	<b>2.12 - Comments</b> 12/08/2025 Q12 – Are their 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.
<b>2.13 - Question</b> Are there any Landings issues?	<b>2.13 - Responses</b> Y	<b>2.13 - Comments</b> 12/08/2025 Q13 – Are there any landing issues. wipe over glass, scrub kick plates, wipe door entry buttons, dust skirtings, remove marks from walls/ skirtings
<b>2.14 - Question</b> Are there any Entrances issues?	<b>2.14 - Responses</b> Y	<b>2.14 - Comments</b> 12/08/2025 Q14 – Are there any entrance issues – checked to be working - Fire key/ button panels/ lock/ handle/ kick plate/push plate/ glass panels/ door closer/ door stop/ Notice board. Ensure the door entry buttons are cleaned, that the kick plates are scrubbed to remove any marking including push plates where fingerprints are
<b>2.15 - Question</b> Are there any Lifts issues?	<b>2.15 - Responses</b> Y	<b>2.15 - Comments</b> 12/08/2025 Q15 – Are there any lift issues – Flooring / lift buttons and panelling – Floor needs to be cleaned and free of any dirt and litter, lift panel buttons should be wiped down and all

		fingerprint markings should be removed on the doors inside and out, and in the lift cabin. Freshening up required if persons have urinated.
<b>2.16 - Question</b> Are there any Door and Window Glazing issues?	<b>2.16 - Responses</b> Y	<b>2.16 - Comments</b> 12/08/2025 Q16 – Are there any door and window glazing issues – Communal windows are under external contract cleaning - dates affixed to Notice boards - cleaning; caretaker to ensure any dirty marks are removed along with finger prints on any glazing internally and communal doors and side panelling.
<b>2.17 - Question</b> Are there any Ledges issues?	<b>2.17 - Responses</b> Y	<b>2.17 - Comments</b> 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.
<b>2.18 - Question</b> Are there any Walls issues?	<b>2.18 - Responses</b> Y	<b>2.18 - Comments</b> 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.
<b>2.19 - Question</b> Are there any Lighting issues?	<b>2.19 - Responses</b> Y	<b>2.19 - Comments</b> 12/08/2025 Q19 – are there any lighting issues? Damaged lights should be reported, light diffusers should be dusted to remove dust and cobwebs, internal parts of the fittings which become dusted should be reported for programmed cleaning.
<b>2.20 - Question</b> Are there any Handrails secure issues?	<b>2.20 - Responses</b> Y	<b>2.20 - Comments</b> 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.
<b>2.21 - Question</b> Are there any Chute Rooms issues?	<b>2.21 - Responses</b> Y	<b>2.21 - Comments</b> 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.
<b>2.22 - Question</b> Are there any Signage issues?	<b>2.22 - Responses</b> Y	<b>2.22 - Comments</b> 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.
<b>2.23 - Question</b> Are there any Graffiti issues?	<b>2.23 - Responses</b> Y	<b>2.23 - Comments</b> 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.
<b>2.24 - Question</b> Are there any issues with cleaning completion sheets?	<b>2.24 - Responses</b> Y	<b>2.24 - Comments</b> 12/08/2025 Q24 – Are there any issues with completing 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.
<b>2.25 - Question</b> Are there any issues with Notice Boards?	<b>2.25 - Responses</b> Y	<b>2.25 - Comments</b> 12/08/2025 Q25 – Are there any issues with Notice boards? Any notice board damage should be reported for replacement.
<b>2.26 - Question</b> Are there any External Caretaking issues?	<b>2.26 - Responses</b> Y	<b>2.26 - Comments</b> 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.
<b>2.27 - Question</b> Are there any Cleanliness: Grassed Areas issues?	<b>2.27 - Responses</b> Y	<b>2.27 - Comments</b> 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 fitting of litter bins may be one possibility, or to engage with residents.
<b>2.28 - Question</b> Are there any Paved Areas issues?	<b>2.28 - Responses</b> Y	<b>2.28 - Comments</b> 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.
<b>2.29 - Question</b> Are there any Car Parks issues?	<b>2.29 - Responses</b> Y	<b>2.29 - Comments</b> 12/08/2025 Q29 – Are there any car park issues? Litter issues from residents cleaning their cars, leaves from trees, may require being taken forward to the residents with the installation of Litter bins.
<b>2.30 - Question</b> Are there any Play Areas (Cleanliness, condition of play equipment, surfaces and fencing) issues?	<b>2.30 - Responses</b> Y	<b>2.30 - Comments</b> 12/08/2025 Q30 – Are there any play areas (cleanliness condition of equipment / fencing) All equipment checked six monthly by ADR , any graffiti needs to be cleaned off by caretaking where possible, but then passed on to Repairs graffiti team. Any damaged equipment should be taken out of use.
<b>2.31 - Question</b> Are there any Litter Picking issues?	<b>2.31 - Responses</b> Y	<b>2.31 - Comments</b> 12/08/2025 Q31 – Are there any Litter picking 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.
<b>2.32 - Question</b> Are there any Bin Rooms issues?	<b>2.32 - Responses</b> Y	<b>2.32 - Comments</b> 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. Lighting/ water supply / locking systems should be in place.
<b>2.33 - Question</b> Are there any Bulk Refuse and Graffiti issues?	<b>2.33 - Responses</b> Y	<b>2.33 - Comments</b> 12/08/2025 Q33 – Are there any Bulk refuse/ Graffiti issues? Any fly tipping should be reported to the estate enforcement for investigation and the use of CCTV to track those persons responsible. Graffiti should also be reported for investigation. Where upon the caretaking will remove fly – tipping and try cleaning off graffiti, which if they are unable to carry out is passed on to contractors or the Repairs team.
<b>2.34 - Question</b> Are there any Signs issues?	<b>2.34 - Responses</b> Y	<b>2.34 - Comments</b> 12/08/2025 Q34 – Are there any external sign issues? All signage should be clean, up to date and in a serviceable condition.
<b>2.35 - Question</b> Are there any Numberings issues?	<b>2.35 - Responses</b> Y	<b>2.35 - Comments</b> 12/08/2025 Q35 – Are there any numbering issues? Any signage or numbering issues need to be reported.
<b>2.36 - Question</b> Are there any Notice Boards issues?	<b>2.36 - Responses</b> Y	<b>2.36 - Comments</b> 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.
<b>2.37 - Question</b> Are there any Communal Issues?	<b>2.37 - Responses</b> Y	<b>2.37 - Comments</b> 12/08/2025 Q37 – Are there any communal issues - Yes see details on separate questions.
<b>2.38 - Question</b> Are there any Abandoned Vehicles?	<b>2.38 - Responses</b> N	
<b>2.39 - Question</b> Are there any Street Lighting Issues?	<b>2.39 - Responses</b> Y	<b>2.39 - Comments</b> 12/08/2025 Q39 – Are there any street lighting issues - Street lighting maintained by Highways; any non LED lights need to be reported to EME for upgrading, LED lights should be at correct light settings. Any defects to be reported to repairs.
<b>2.40 - Question</b> Are there any Pot holes?	<b>2.40 - Responses</b> Y	<b>2.40 - Comments</b> 12/08/2025 Q40 – Are there any pot holes? Any roadway with Potholes or deterioration of going beyond the top layer of tarmac need to be marked and reported through to Repairs
<b>2.41 - Question</b> Are there any issues with the Cleanliness of roads/car parks?	<b>2.41 - Responses</b> Y	<b>2.41 - Comments</b> 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.
<b>2.42 - Question</b> Are the notice boards are up to date?	<b>2.42 - Responses</b> Y	<b>2.42 - Comments</b> 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.
<b>2.43 - Question</b> Is there any old signage to report?	<b>2.43 - Responses</b> Y	<b>2.43 - Comments</b> 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.
<b>2.44 - Question</b> Are there any Items stored in drying areas?	<b>2.44 - Responses</b> Y	<b>2.44 - Comments</b> 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.
<b>2.45 - Question</b> Are there any Items stored in Communal areas?	<b>2.45 - Responses</b> Y	<b>2.45 - Comments</b> 12/08/2025 Q45 – Are there any items stored in communal areas? Caretaking should remove any items left 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!
<b>2.46 - Question</b> Is the roof access doors locked?	<b>2.46 - Responses</b> Y	<b>2.46 - Comments</b> 12/08/2025 Q46 – is the roof access doors locked? Yes roof is locked with FB key, and access ladder is also locked in position. Defects reported to repairs.
<b>2.47 - Question</b> Are there any Bulk rubbish items?	<b>2.47 - Responses</b> Y	<b>2.47 - Comments</b> 12/08/2025 Q47 – Any there any bulk rubbish items ? Any bulk rubbish or fly tipping should be reported by the caretaker to the Bulk removal team for removal within 3 to 7 days depending on what has been fly tipped.
<b>2.48 - Question</b> Are there any Untidy gardens?	<b>2.48 - Responses</b> Y	<b>2.48 - Comments</b> 12/08/2025 Q48 – Are there any untidy 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.
<b>2.49 - Question</b> Are there any Fire Risk Issues?	<b>2.49 - Responses</b> Y	<b>2.49 - Comments</b> 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 combustible items will be removed immediately.
<b>2.50 - Question</b> Are the Fire Doors in place and closing mechanisms checked?	<b>2.50 - Responses</b> Y	<b>2.50 - Comments</b> 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 on testing closes door fully without jamming.
<b>2.51 - Question</b> Are the Fire Extinguishers in place?	<b>2.51 - Responses</b> Y	<b>2.51 - Comments</b> 12/08/2025 Q51 – are the Fire extinguishers in place? Fire extinguishers in position and secure with up to date checks. See dates
<b>2.52 - Question</b> Are the Electrical Cupboards locked?	<b>2.52 - Responses</b> Y	<b>2.52 - Comments</b> 12/08/2025 Q52 – Are the electrical cupboards locked? Electrical cupboards locked with FB key and are clear of any stored items and rubbish.
<b>2.53 - Question</b> Are the Bin chute fire stoppers/blanking plates in place?	<b>2.53 - Responses</b> Y	<b>2.53 - Comments</b> 12/08/2025 Q53 – Are the Bin chute fire stoppers/blanking plates in place? Bin plates and Fire stoppers in place and secure.
<b>2.54 - Question</b> Have the Dry Risers been checked?	<b>2.54 - Responses</b> Y	<b>2.54 - Comments</b> 12/08/2025 Q54 – Have the Dry Risers been checked? Dry Risers checked by fire brigade and all glass panels and covers in positions.
<b>2.55 - Question</b> Has the firefighting equipment been checked (where applicable)?	<b>2.55 - Responses</b> Y	<b>2.55 - Comments</b> 12/08/2025 Q55 – Has the fire fighting equipment been checked (where applicable) Fire fighting equipment in place checked and in full working order up to current standards.
<b>2.56 - Question</b> Have you checked access with a fire drop key?	<b>2.56 - Responses</b> Y	<b>2.56 - Comments</b> 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.
<b>2.57 - Question</b> Are there Communal Repairs to raise?	<b>2.57 - Responses</b> Y	<b>2.57 - Comments</b> 12/08/2025 Q57 – Are there any communal repairs to raise
<b>2.58 - Question</b> Are there any Communal lighting repairs?	<b>2.58 - Responses</b> Y	<b>2.58 - Comments</b> 12/08/2025 Q58 – are there any communal lighting issues to raise? All lights in working order
<b>2.59 - Question</b> Are there any Window repairs?	<b>2.59 - Responses</b> Y	<b>2.59 - Comments</b> 12/08/2025 Q59 – Are there any window repairs? Windows are in fully operation condition with all handles and restrictors in place
<b>2.60 - Question</b> Are there any Door Handles and Closures repairs?	<b>2.60 - Responses</b> Y	<b>2.60 - Comments</b> 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.
<b>2.61 - Question</b> Are there any Drying Areas repairs?	<b>2.61 - Responses</b> Y	<b>2.61 - Comments</b> 12/08/2025 none noted.
<b>2.62 - Question</b> Are there any Electrical Cupboard Doors repairs?	<b>2.62 - Responses</b> Y	<b>2.62 - Comments</b> 12/08/2025 Q62 – Are there any electrical cupboard repairs? Locks working and cupboards secure, no rubbish in the shed
<b>2.63 - Question</b> Are there any Garage Area repairs?	<b>2.63 - Responses</b> Y	<b>2.63 - Comments</b> 12/08/2025 Q63 – Are there any garage area repairs? None noted –

		awaiting demolishing.
<b>2.64 - Question</b> Are there any Graffiti repairs?	<b>2.64 - Responses</b> Y	<b>2.64 - Comments</b> 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.
<b>2.65 - Question</b> Are there any Vandalism repairs?	<b>2.65 - Responses</b> Y	<b>2.65 - Comments</b> 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
<b>2.66 - Question</b> Are there any Laundry room repairs?	<b>2.66 - Responses</b> Y	<b>2.66 - Comments</b> 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.
<b>2.67 - Question</b> Are there any Flooring repairs?	<b>2.67 - Responses</b> Y	<b>2.67 - Comments</b> 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

<b>3.1 - Question</b> Please state the name of the block you are inspecting	<b>3.1 - Responses</b> Percy gardens block 7 to 12	
<b>3.2 - Question</b> Please confirm you have checked everything at this block?	<b>3.2 - Responses</b> N	<b>3.2 - Comments</b> 12/08/2025 As lone working unable to check loft space
<b>3.3 - Question</b> Are there any issues to raise at this block?	<b>3.3 - Responses</b> Y	<b>3.3 - Comments</b> 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.
<b>3.4 - Question</b> Are there any Ground Maintenance Issues?	<b>3.4 - Responses</b> Y	
<b>3.5 - Question</b> Are there Grass Cutting issues?	<b>3.5 - Responses</b> Y	<b>3.5 - Comments</b> 12/08/2025 Q10 – Are there Hedges Trimming issues – hedges require new planting as planting has died back and hedge is thin, overgrown and need trimmed back down to 4ft or reduce by a third due to height next to windows.
<b>3.6 - Question</b> Are there Weeding issues?	<b>3.6 - Responses</b> Y	<b>3.6 - Comments</b> 12/08/2025 Q6 – Are there any Weeding issues to raise – some weeds in flower beds, grass beds and in and amongst the paths.
<b>3.7 - Question</b> Are there Flower/Shrub Areas issues?	<b>3.7 - Responses</b> Y	<b>3.7 - Comments</b> 12/08/2025 Q7 – Are there any Flower/shrub area issues – poor planting, overgrown shrubs require reduction, some weed issues



<p><b>3.8 - Question</b> Are there Trees: Pruning issues?</p>	<p><b>3.8 - Responses</b> Y</p>	<p><b>3.8 - Comments</b> 12/08/2025 Q8 – Are there any Tree: Pruning issues – trees require reducing by a third as unbalanced, no disease issues noticed.</p>
<p><b>3.9 - Question</b> Are there Safety – Foliage &amp; Root Problems issues?</p>	<p><b>3.9 - Responses</b> Y</p>	<p><b>3.9 - Comments</b> 12/08/2025 Q9 – Are there safety – foliage &amp; root problems issues – leaves in bulk lying around paths , roots are in good condition not affecting pathways, no trip hazards.</p>
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<p><b>3.15 - Question</b> Are there any Lifts issues?</p>	<p><b>3.15 - Responses</b> Y</p>	<p><b>3.15 - Comments</b> 12/08/2025 Q15 – Are there any lift issues – Flooring / lift buttons and panelling – Floor needs to be cleaned and free of any dirt and litter, lift panel buttons should be wiped down and all fingerprint markings should be removed on the doors inside and out, and in the lift cabin. Freshening up required if persons have urinated.</p>
<p><b>3.16 - Question</b> Are there any Door and Window Glazing issues?</p>	<p><b>3.16 - Responses</b> Y</p>	<p><b>3.16 - Comments</b> 12/08/2025 Q16 – Are there any door and window glazing issues – Communal windows are under</p>

		external contract cleaning - dates affixed to Notice boards - cleaning; caretaker to ensure any dirty marks are removed along with finger prints on any glazing internally and communal doors and side panelling.
<b>3.17 - Question</b> Are there any Ledges issues?	<b>3.17 - Responses</b> Y	<b>3.17 - Comments</b> 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.
<b>3.18 - Question</b> Are there any Walls issues?	<b>3.18 - Responses</b> Y	<b>3.18 - Comments</b> 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.
<b>3.19 - Question</b> Are there any Lighting issues?	<b>3.19 - Responses</b> Y	<b>3.19 - Comments</b> 12/08/2025 Q19 – are there any lighting issues? Damaged lights should be reported, light diffusers should be dusted to remove dust and cobwebs, internal parts of the fittings which become dusted should be reported for programmed cleaning.
<b>3.20 - Question</b> Are there any Handrails secure issues?	<b>3.20 - Responses</b> Y	<b>3.20 - Comments</b> 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.
<b>3.21 - Question</b> Are there any Chute Rooms issues?	<b>3.21 - Responses</b> Y	<b>3.21 - Comments</b> 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.
<b>3.22 - Question</b> Are there any Signage issues?	<b>3.22 - Responses</b> Y	<b>3.22 - Comments</b> 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.
<b>3.23 - Question</b> Are there any Graffiti issues?	<b>3.23 - Responses</b> Y	<b>3.23 - Comments</b> 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.
<b>3.24 - Question</b> Are there any issues with cleaning completion sheets?	<b>3.24 - Responses</b> Y	<b>3.24 - Comments</b> 12/08/2025 Q24 – Are there any issues with completing cleaning

		<p>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.</p>
<p><b>3.25 - Question</b> Are there any issues with Notice Boards?</p>	<p><b>3.25 - Responses</b> Y</p>	<p><b>3.25 - Comments</b> 12/08/2025 Q25 – Are there any issues with Notice boards? Any notice board damage should be reported for replacement.</p>
<p><b>3.26 - Question</b> Are there any External Caretaking issues?</p>	<p><b>3.26 - Responses</b> Y</p>	<p><b>3.26 - Comments</b> 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.</p>
<p><b>3.27 - Question</b> Are there any Cleanliness: Grassed Areas issues?</p>	<p><b>3.27 - Responses</b> Y</p>	<p><b>3.27 - Comments</b> 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 fitting of litter bins may be one possibility, or to engage with residents.</p>
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<p><b>3.30 - Question</b> Are there any Play Areas (Cleanliness, condition of play equipment, surfaces and fencing) issues?</p>	<p><b>3.30 - Responses</b> Y</p>	<p><b>3.30 - Comments</b> 12/08/2025 Q30 – Are there any play areas (cleanliness condition of equipment / fencing) All equipment checked six monthly by ADR , any graffiti needs to be cleaned off by caretaking where possible, but then passed on to Repairs graffiti team. Any damaged equipment should be taken out of use.</p>
<p><b>3.31 - Question</b> Are there any Litter Picking issues?</p>	<p><b>3.31 - Responses</b> Y</p>	<p><b>3.31 - Comments</b> 12/08/2025 Q31 – Are there any Litter picking 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.</p>
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		years. Lighting/ water supply / locking systems should be in place.
<b>3.33 - Question</b> Are there any Bulk Refuse and Graffiti issues?	<b>3.33 - Responses</b> Y	<b>3.33 - Comments</b> 12/08/2025 Q33 – Are there any Bulk refuse/ Graffiti issues? Any fly tipping should be reported to the estate enforcement for investigation and the use of CCTV to track those persons responsible. Graffiti should also be reported for investigation. Where upon the caretaking will remove fly – tipping and try cleaning off graffiti, which if they are unable to carry out is passed on to contractors or the Repairs team.
<b>3.34 - Question</b> Are there any Signs issues?	<b>3.34 - Responses</b> Y	<b>3.34 - Comments</b> 12/08/2025 Q34 – Are there any external sign issues? All signage should be clean, up to date and in a serviceable condition.
<b>3.35 - Question</b> Are there any Numberings issues?	<b>3.35 - Responses</b> Y	<b>3.35 - Comments</b> 12/08/2025 Q35 – Are there any numbering issues? Any signage or numbering issues need to be reported.
<b>3.36 - Question</b> Are there any Notice Boards issues?	<b>3.36 - Responses</b> Y	<b>3.36 - Comments</b> 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.
<b>3.37 - Question</b> Are there any Communal Issues?	<b>3.37 - Responses</b> Y	<b>3.37 - Comments</b> 12/08/2025 Q37 – Are there any communal issues - Yes see details on separate questions.
<b>3.38 - Question</b> Are there any Abandoned Vehicles?	<b>3.38 - Responses</b> N	
<b>3.39 - Question</b> Are there any Street Lighting Issues?	<b>3.39 - Responses</b> Y	<b>3.39 - Comments</b> 12/08/2025 Q39 – Are there any street lighting issues - Street lighting maintained by Highways; any non LED lights need to be reported to EME for upgrading, LED lights should be at correct light settings. Any defects to be reported to repairs.
<b>3.40 - Question</b> Are there any Pot holes?	<b>3.40 - Responses</b> Y	<b>3.40 - Comments</b> 12/08/2025 Q40 – Are there any pot holes? Any roadway with Potholes or deterioration of going beyond the top layer of tarmac need to be marked and reported through to Repairs
<b>3.41 - Question</b> Are there any issues with the Cleanliness of roads/car parks?	<b>3.41 - Responses</b> Y	<b>3.41 - Comments</b> 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.
<b>3.42 - Question</b> Are the notice boards are up to date?	<b>3.42 - Responses</b> Y	<b>3.42 - Comments</b> 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.
<b>3.43 - Question</b> Is there any old signage to report?	<b>3.43 - Responses</b> Y	<b>3.43 - Comments</b> 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.
<b>3.44 - Question</b> Are there any Items stored in drying areas?	<b>3.44 - Responses</b> Y	<b>3.44 - Comments</b> 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.
<b>3.45 - Question</b> Are there any Items stored in Communal areas?	<b>3.45 - Responses</b> Y	<b>3.45 - Comments</b> 12/08/2025 Q45 – Are there any items stored in communal areas? Caretaking should remove any items left 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!
<b>3.46 - Question</b> Is the roof access doors locked?	<b>3.46 - Responses</b> Y	<b>3.46 - Comments</b> 12/08/2025 Q46 – is the roof access doors locked? Yes roof is locked with FB key, and access ladder is also locked in position. Defects reported to repairs.
<b>3.47 - Question</b> Are there any Bulk rubbish items?	<b>3.47 - Responses</b> Y	<b>3.47 - Comments</b> 12/08/2025 Q47 – Any there any bulk rubbish items ? Any bulk rubbish or fly tipping should be reported by the caretaker to the Bulk removal team for removal within 3 to 7 days depending on what has been fly tipped.
<b>3.48 - Question</b> Are there any Untidy gardens?	<b>3.48 - Responses</b> Y	<b>3.48 - Comments</b> 12/08/2025 Q48 – Are there any untidy 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.
<b>3.49 - Question</b> Are there any Fire Risk Issues?	<b>3.49 - Responses</b> Y	<b>3.49 - Comments</b> 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 combustible items will be removed immediately.
<b>3.50 - Question</b> Are the Fire Doors in place and closing mechanisms checked?	<b>3.50 - Responses</b> Y	<b>3.50 - Comments</b> 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 on testing closes door fully without jamming.
<b>3.51 - Question</b> Are the Fire Extinguishers in place?	<b>3.51 - Responses</b> Y	<b>3.51 - Comments</b> 12/08/2025 Q51 – are the Fire extinguishers in place? Fire

		extinguishers in position and secure with up to date checks. See dates
<b>3.52 - Question</b> Are the Electrical Cupboards locked?	<b>3.52 - Responses</b> Y	<b>3.52 - Comments</b> 12/08/2025 Q52 – Are the electrical cupboards locked? Electrical cupboards locked with FB key and are clear of any stored items and rubbish.
<b>3.53 - Question</b> Are the Bin chute fire stoppers/blanking plates in place?	<b>3.53 - Responses</b> Y	<b>3.53 - Comments</b> 12/08/2025 Q53 – Are the Bin chute fire stoppers/blanking plates in place? Bin plates and Fire stoppers in place and secure.
<b>3.54 - Question</b> Have the Dry Risers been checked?	<b>3.54 - Responses</b> Y	<b>3.54 - Comments</b> 12/08/2025 Q54 – Have the Dry Risers been checked? Dry Risers checked by fire brigade and all glass panels and covers in positions.
<b>3.55 - Question</b> Has the firefighting equipment been checked (where applicable)?	<b>3.55 - Responses</b> Y	<b>3.55 - Comments</b> 12/08/2025 Q55 – Has the fire fighting equipment been checked (where applicable) Fire fighting equipment in place checked and in full working order up to current standards.
<b>3.56 - Question</b> Have you checked access with a fire drop key?	<b>3.56 - Responses</b> Y	<b>3.56 - Comments</b> 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.
<b>3.57 - Question</b> Are there Communal Repairs to raise?	<b>3.57 - Responses</b> Y	<b>3.57 - Comments</b> 12/08/2025 Q57 – Are there any communal repairs to raise , none noted
<b>3.58 - Question</b> Are there any Communal lighting repairs?	<b>3.58 - Responses</b> Y	<b>3.58 - Comments</b> 12/08/2025 Q58 – are there any communal lighting issues to raise? All lights in working order
<b>3.59 - Question</b> Are there any Window repairs?	<b>3.59 - Responses</b> Y	<b>3.59 - Comments</b> 12/08/2025 Q59 – Are there any window repairs? Windows are in fully operation condition with all handles and restrictors in place
<b>3.60 - Question</b> Are there any Door Handles and Closures repairs?	<b>3.60 - Responses</b> Y	<b>3.60 - Comments</b> 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.
<b>3.61 - Question</b> Are there any Drying Areas repairs?	<b>3.61 - Responses</b> Y	<b>3.61 - Comments</b> 12/08/2025 Q61 – Are there any drying area repairs? None noted
<b>3.62 - Question</b> Are there any Electrical Cupboard Doors repairs?	<b>3.62 - Responses</b> Y	<b>3.62 - Comments</b> 12/08/2025 Q62 – Are there any electrical cupboard repairs? Locks working and cupboards secure, no rubbish in the shed
<b>3.63 - Question</b> Are there any Garage Area repairs?	<b>3.63 - Responses</b> Y	<b>3.63 - Comments</b> 12/08/2025 Q63 – Are there any garage area repairs? None noted – awaiting demolishing.
<b>3.64 - Question</b> Are there any Graffiti repairs?	<b>3.64 - Responses</b> Y	<b>3.64 - Comments</b> 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.
<b>3.65 - Question</b> Are there any Vandalism repairs?	<b>3.65 - Responses</b> Y	<b>3.65 - Comments</b> 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
<b>3.66 - Question</b> Are there any Laundry room repairs?	<b>3.66 - Responses</b> Y	<b>3.66 - Comments</b> 12/08/2025 laundry area next to car park drying area only.
<b>3.67 - Question</b> Are there any Flooring repairs?	<b>3.67 - Responses</b> Y	<b>3.67 - Comments</b> 12/08/2025 flooring in adequate condition.

### 4 Block 3

<b>4.1 - Question</b> Please state the name of the block you are inspecting	<b>4.1 - Responses</b> Percy gardens block 13 to 18	
<b>4.2 - Question</b> Please confirm you have checked everything at this block?	<b>4.2 - Responses</b> N	<b>4.2 - Comments</b> 12/08/2025 As lone working unable to check the loft.
<b>4.3 - Question</b> Are there any issues to raise at this block?	<b>4.3 - Responses</b> Y	
<b>4.4 - Question</b> Are there any Ground Maintenance Issues?	<b>4.4 - Responses</b> Y	
<b>4.5 - Question</b> Are there Grass Cutting issues?	<b>4.5 - Responses</b> Y	<b>4.5 - Comments</b> 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.
<b>4.6 - Question</b> Are there Weeding issues?	<b>4.6 - Responses</b> Y	<b>4.6 - Comments</b> 12/08/2025 Q6 – Are there any Weeding issues to raise – some weeds in flower beds, grass beds and in and amongst the paths.
<b>4.7 - Question</b> Are there Flower/Shrub Areas issues?	<b>4.7 - Responses</b> Y	<b>4.7 - Comments</b> 12/08/2025 Q7 – Are there any Flower/shrub area issues – poor planting, overgrown shrubs require reduction, some weed issues
<b>4.8 - Question</b> Are there Trees: Pruning issues?	<b>4.8 - Responses</b> Y	<b>4.8 - Comments</b> 12/08/2025 Q8 – Are there any Tree: Pruning issues – trees require reducing by a third as unbalanced, no disease issues noticed.
<b>4.9 - Question</b> Are there Safety – Foliage & Root Problems issues?	<b>4.9 - Responses</b> Y	<b>4.9 - Comments</b> 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.
<b>4.10 - Question</b> Are there Hedges Trimmed issues?	<b>4.10 - Responses</b> Y	<b>4.10 - Comments</b> 12/08/2025 Q10 – Are there Hedges Trimming issues – hedges require new planting as planting has died back and hedge is thin, overgrown and need

		trimmed back down to 4ft or reduce by a third due to height next to windows.
<b>4.11 - Question</b> Are there any Internal Caretaking issues?	<b>4.11 - Responses</b> Y	<b>4.11 - Comments</b> 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.
<b>4.12 - Question</b> Are there any Cleanliness: Stairs issues?	<b>4.12 - Responses</b> Y	<b>4.12 - Comments</b> 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.
<b>4.13 - Question</b> Are there any Landings issues?	<b>4.13 - Responses</b> Y	<b>4.13 - Comments</b> 12/08/2025 Q13 – Are there any landing issues. wipe over glass, scrub kick plates, wipe door entry buttons, dust skirtings, remove marks from walls/ skirtings
<b>4.14 - Question</b> Are there any Entrances issues?	<b>4.14 - Responses</b> Y	<b>4.14 - Comments</b> 12/08/2025 Q14 – Are there any entrance issues – checked to be working - Fire key/ button panels/ lock/ handle/ kick plate/push plate/ glass panels/ door closer/ door stop/ Notice board. Ensure the door entry buttons are cleaned, that the kick plates are scrubbed to remove any marking including push plates where fingerprints are
<b>4.15 - Question</b> Are there any Lifts issues?	<b>4.15 - Responses</b> Y	<b>4.15 - Comments</b> 12/08/2025 Q15 – Are there any lift issues – Flooring / lift buttons and panelling – Floor needs to be cleaned and free of any dirt and litter, lift panel buttons should be wiped down and all fingerprint markings should be removed on the doors inside and out, and in the lift cabin. Freshening up required if persons have urinated.
<b>4.16 - Question</b> Are there any Door and Window Glazing issues?	<b>4.16 - Responses</b> Y	<b>4.16 - Comments</b> 12/08/2025 Q16 – Are there any door and window glazing issues – Communal windows are under external contract cleaning - dates affixed to Notice boards - cleaning; caretaker to ensure any dirty marks are removed along with finger prints on any glazing internally and communal doors and side panelling.
<b>4.17 - Question</b> Are there any Ledges issues?	<b>4.17 - Responses</b> Y	<b>4.17 - Comments</b> 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.
<b>4.18 - Question</b> Are there any Walls issues?	<b>4.18 - Responses</b> Y	<b>4.18 - Comments</b> 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.
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<b>4.21 - Question</b> Are there any Chute Rooms issues?	<b>4.21 - Responses</b> Y	<b>4.21 - Comments</b> 12/08/2025 chute rooms closed not applicable /closed off
<b>4.22 - Question</b> Are there any Signage issues?	<b>4.22 - Responses</b> Y	<b>4.22 - Comments</b> 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.
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<b>4.35 - Question</b> Are there any Numberings issues?	<b>4.35 - Responses</b> Y	<b>4.35 - Comments</b> 12/08/2025 Q35 – Are there any numbering issues? Any signage or numbering issues need to be reported.
<b>4.36 - Question</b> Are there any Notice Boards issues?	<b>4.36 - Responses</b> Y	<b>4.36 - Comments</b> 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.
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<b>4.38 - Question</b> Are there any Abandoned Vehicles?	<b>4.38 - Responses</b> Y	<b>4.38 - Comments</b> 12/08/2025 Q38 – Are there any abandoned vehicles – See Photographs of suspected abandoned Vehicles – details passed to estate Enforcement Team.
<b>4.39 - Question</b> Are there any Street Lighting Issues?	<b>4.39 - Responses</b> N	
<b>4.40 - Question</b> Are there any Pot holes?	<b>4.40 - Responses</b> Y	<b>4.40 - Comments</b> 12/08/2025 Q40 – Are there any pot holes? Any roadway with Potholes or deterioration of going beyond the top layer of tarmac need to be marked and reported through to Repairs
<b>4.41 - Question</b> Are there any issues with the Cleanliness of roads/car parks?	<b>4.41 - Responses</b> Y	<b>4.41 - Comments</b> 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.
<b>4.42 - Question</b> Are the notice boards are up to date?	<b>4.42 - Responses</b> Y	<b>4.42 - Comments</b> 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.
<b>4.43 - Question</b> Is there any old signage to report?	<b>4.43 - Responses</b> Y	<b>4.43 - Comments</b> 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.
<b>4.44 - Question</b> Are there any Items stored in drying areas?	<b>4.44 - Responses</b> Y	<b>4.44 - Comments</b> 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.
<b>4.45 - Question</b> Are there any Items stored in Communal areas?	<b>4.45 - Responses</b> Y	<b>4.45 - Comments</b> 12/08/2025 Q45 – Are there any items stored in communal areas? Caretaking should remove any items left 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!
<b>4.46 - Question</b> Is the roof access doors locked?	<b>4.46 - Responses</b> Y	<b>4.46 - Comments</b> 12/08/2025 Q46 – is the roof access doors locked? Yes roof is locked with FB key, and access ladder is also locked in position. Defects reported to repairs.
<b>4.47 - Question</b> Are there any Bulk rubbish items?	<b>4.47 - Responses</b> Y	<b>4.47 - Comments</b> 12/08/2025 Q47 – Any there any bulk rubbish items ? Any bulk rubbish or fly tipping should be reported by the caretaker to the Bulk removal team for removal within 3 to 7 days depending on what has been fly tipped.
<b>4.48 - Question</b> Are there any Untidy gardens?	<b>4.48 - Responses</b> Y	<b>4.48 - Comments</b> 12/08/2025 Q48 – Are there any untidy 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.
<b>4.49 - Question</b> Are there any Fire Risk Issues?	<b>4.49 - Responses</b> Y	<b>4.49 - Comments</b> 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 combustible items will be removed immediately.
<b>4.50 - Question</b> Are the Fire Doors in place and closing mechanisms checked?	<b>4.50 - Responses</b> Y	<b>4.50 - Comments</b> 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 on testing closes door fully without jamming.
<b>4.51 - Question</b> Are the Fire Extinguishers in place?	<b>4.51 - Responses</b> Y	<b>4.51 - Comments</b> 12/08/2025 Q51 – are the Fire extinguishers in place? Fire extinguishers in position and secure with up to date checks. See dates
<b>4.52 - Question</b> Are the Electrical Cupboards locked?	<b>4.52 - Responses</b> Y	<b>4.52 - Comments</b> 12/08/2025 Q52 – Are the electrical cupboards locked? Electrical cupboards locked with FB key and are clear of any stored items and rubbish.
<b>4.53 - Question</b> Are the Bin chute fire stoppers/blanking plates in place?	<b>4.53 - Responses</b> Y	<b>4.53 - Comments</b> 12/08/2025 Q53 – Are the Bin chute fire stoppers/blanking plates in place? Bin plates and Fire stoppers in place and secure.
<b>4.54 - Question</b> Have the Dry Risers been checked?	<b>4.54 - Responses</b> Y	<b>4.54 - Comments</b> 12/08/2025 Q54 – Have the Dry Risers been checked? Dry Risers checked by fire brigade and all glass panels and covers in positions.
<b>4.55 - Question</b> Has the firefighting equipment been checked (where applicable)?	<b>4.55 - Responses</b> Y	<b>4.55 - Comments</b> 12/08/2025 Q55 – Has the fire fighting equipment been checked (where applicable) Fire fighting

		equipment in place checked and in full working order up to current standards.
<b>4.56 - Question</b> Have you checked access with a fire drop key?	<b>4.56 - Responses</b> Y	<b>4.56 - Comments</b> 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.
<b>4.57 - Question</b> Are there Communal Repairs to raise?	<b>4.57 - Responses</b> Y	<b>4.57 - Comments</b> 12/08/2025 Q57 – Are there any communal repairs to raise none noted
<b>4.58 - Question</b> Are there any Communal lighting repairs?	<b>4.58 - Responses</b> Y	<b>4.58 - Comments</b> 12/08/2025 Q58 – are there any communal lighting issues to raise? All lights in working order
<b>4.59 - Question</b> Are there any Window repairs?	<b>4.59 - Responses</b> Y	<b>4.59 - Comments</b> 12/08/2025 Q59 – Are there any window repairs? Windows are in fully operation condition with all handles and restrictors in place
<b>4.60 - Question</b> Are there any Door Handles and Closures repairs?	<b>4.60 - Responses</b> Y	<b>4.60 - Comments</b> 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.
<b>4.61 - Question</b> Are there any Drying Areas repairs?	<b>4.61 - Responses</b> Y	<b>4.61 - Comments</b> 12/08/2025 Q61 – Are there any drying area repairs? None noted
<b>4.62 - Question</b> Are there any Electrical Cupboard Doors repairs?	<b>4.62 - Responses</b> N	
<b>4.63 - Question</b> Are there any Garage Area repairs?	<b>4.63 - Responses</b> Y	<b>4.63 - Comments</b> 12/08/2025 Q63 – Are there any garage area repairs? None noted – awaiting demolishing.
<b>4.64 - Question</b> Are there any Graffiti repairs?	<b>4.64 - Responses</b> Y	<b>4.64 - Comments</b> 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.
<b>4.65 - Question</b> Are there any Vandalism repairs?	<b>4.65 - Responses</b> N	
<b>4.66 - Question</b> Are there any Laundry room repairs?	<b>4.66 - Responses</b> N	
<b>4.67 - Question</b> Are there any Flooring repairs?	<b>4.67 - Responses</b> Y	<b>4.67 - Comments</b> 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

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

<b>5.3 - Question</b> Are there any issues to raise at this block?	<b>5.3 - Responses</b> Y	
<b>5.4 - Question</b> Are there any Ground Maintenance Issues?	<b>5.4 - Responses</b> Y	
<b>5.5 - Question</b> Are there Grass Cutting issues?	<b>5.5 - Responses</b> Y	<b>5.5 - Comments</b> 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.
<b>5.6 - Question</b> Are there Weeding issues?	<b>5.6 - Responses</b> Y	<b>5.6 - Comments</b> 12/08/2025 Q6 – Are there any Weeding issues to raise – some weeds in flower beds, grass beds and in and amongst the paths.
<b>5.7 - Question</b> Are there Flower/Shrub Areas issues?	<b>5.7 - Responses</b> Y	<b>5.7 - Comments</b> 12/08/2025 Q7 – Are there any Flower/shrub area issues – poor planting, overgrown shrubs require reduction, some weed issues
<b>5.8 - Question</b> Are there Trees: Pruning issues?	<b>5.8 - Responses</b> Y	<b>5.8 - Comments</b> 12/08/2025 Q8 – Are there any Tree: Pruning issues – trees require reducing by a third as unbalanced, no disease issues noticed.
<b>5.9 - Question</b> Are there Safety – Foliage & Root Problems issues?	<b>5.9 - Responses</b> Y	<b>5.9 - Comments</b> 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.
<b>5.10 - Question</b> Are there Hedges Trimmed issues?	<b>5.10 - Responses</b> Y	<b>5.10 - Comments</b> 12/08/2025 Q10 – Are there Hedges Trimming issues – hedges require new planting as planting has died back and hedge is thin, overgrown and need trimmed back down to 4ft or reduce by a third due to height next to windows.
<b>5.11 - Question</b> Are there any Internal Caretaking issues?	<b>5.11 - Responses</b> Y	<b>5.11 - Comments</b> 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.
<b>5.12 - Question</b> Are there any Cleanliness: Stairs issues?	<b>5.12 - Responses</b> Y	<b>5.12 - Comments</b> 12/08/2025 Q12 – Are their 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.
<b>5.13 - Question</b> Are there any Landings issues?	<b>5.13 - Responses</b> Y	<b>5.13 - Comments</b> 12/08/2025 Q13 – Are there any landing issues. wipe over glass, scrub kick plates, wipe door entry buttons, dust skirtings, remove marks from walls/ skirtings
<b>5.14 - Question</b> Are there any Entrances issues?	<b>5.14 - Responses</b> Y	<b>5.14 - Comments</b>

		12/08/2025 Q14 – Are there any entrance issues – checked to be working - Fire key/ button panels/ lock/ handle/ kick plate/push plate/ glass panels/ door closer/ door stop/ Notice board. Ensure the door entry buttons are cleaned, that the kick plates are scrubbed to remove any marking including push plates where fingerprints are
<b>5.15 - Question</b> Are there any Lifts issues?	<b>5.15 - Responses</b> Y	<b>5.15 - Comments</b> 12/08/2025 Q15 – Are there any lift issues – Flooring / lift buttons and panelling – Floor needs to be cleaned and free of any dirt and litter, lift panel buttons should be wiped down and all fingerprint markings should be removed on the doors inside and out, and in the lift cabin. Freshening up required if persons have urinated.
<b>5.16 - Question</b> Are there any Door and Window Glazing issues?	<b>5.16 - Responses</b> Y	<b>5.16 - Comments</b> 12/08/2025 Q16 – Are there any door and window glazing issues – Communal windows are under external contract cleaning - dates affixed to Notice boards - cleaning; caretaker to ensure any dirty marks are removed along with finger prints on any glazing internally and communal doors and side panelling.
<b>5.17 - Question</b> Are there any Ledges issues?	<b>5.17 - Responses</b> Y	<b>5.17 - Comments</b> 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.
<b>5.18 - Question</b> Are there any Walls issues?	<b>5.18 - Responses</b> Y	<b>5.18 - Comments</b> 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.
<b>5.19 - Question</b> Are there any Lighting issues?	<b>5.19 - Responses</b> Y	<b>5.19 - Comments</b> 12/08/2025 Q19 – are there any lighting issues? Damaged lights should be reported, light diffusers should be dusted to remove dust and cobwebs, internal parts of the fittings which become dusted should be reported for programmed cleaning.
<b>5.20 - Question</b> Are there any Handrails secure issues?	<b>5.20 - Responses</b> Y	<b>5.20 - Comments</b> 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.

<p><b>5.21 - Question</b> Are there any Chute Rooms issues?</p>	<p><b>5.21 - Responses</b> Y</p>	<p><b>5.21 - Comments</b> 12/08/2025 chute room closed off. metro store units now in operation.</p>
<p><b>5.22 - Question</b> Are there any Signage issues?</p>	<p><b>5.22 - Responses</b> Y</p>	<p><b>5.22 - Comments</b> 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.</p>
<p><b>5.23 - Question</b> Are there any Graffiti issues?</p>	<p><b>5.23 - Responses</b> Y</p>	<p><b>5.23 - Comments</b> 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.</p>
<p><b>5.24 - Question</b> Are there any issues with cleaning completion sheets?</p>	<p><b>5.24 - Responses</b> Y</p>	<p><b>5.24 - Comments</b> 12/08/2025 Q24 – Are there any issues with completing 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.</p>
<p><b>5.25 - Question</b> Are there any issues with Notice Boards?</p>	<p><b>5.25 - Responses</b> Y</p>	<p><b>5.25 - Comments</b> 12/08/2025 Q25 – Are there any issues with Notice boards? Any notice board damage should be reported for replacement.</p>
<p><b>5.26 - Question</b> Are there any External Caretaking issues?</p>	<p><b>5.26 - Responses</b> Y</p>	<p><b>5.26 - Comments</b> 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.</p>
<p><b>5.27 - Question</b> Are there any Cleanliness: Grassed Areas issues?</p>	<p><b>5.27 - Responses</b> Y</p>	<p><b>5.27 - Comments</b> 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 fitting of litter bins may be one possibility, or to engage with residents.</p>
<p><b>5.28 - Question</b> Are there any Paved Areas issues?</p>	<p><b>5.28 - Responses</b> Y</p>	<p><b>5.28 - Comments</b> 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.</p>
<p><b>5.29 - Question</b> Are there any Car Parks issues?</p>	<p><b>5.29 - Responses</b> Y</p>	<p><b>5.29 - Comments</b> 12/08/2025 Q29 – Are there any car park issues? Litter issues from residents cleaning their cars, leaves from trees, may require being taken forward to the residents with the installation of Litter bins.</p>
<p><b>5.30 - Question</b></p>	<p><b>5.30 - Responses</b></p>	<p><b>5.30 - Comments</b></p>



Are there any Play Areas (Cleanliness, condition of play equipment, surfaces and fencing) issues?	Y	12/08/2025 Q30 – Are there any play areas (cleanliness condition of equipment / fencing) All equipment checked six monthly by ADR , any graffiti needs to be cleaned off by caretaking where possible, but then passed on to Repairs graffiti team. Any damaged equipment should be taken out of use.
<b>5.31 - Question</b> Are there any Litter Picking issues?	<b>5.31 - Responses</b> Y	<b>5.31 - Comments</b> 12/08/2025 Q31 – Are there any Litter picking 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.
<b>5.32 - Question</b> Are there any Bin Rooms issues?	<b>5.32 - Responses</b> Y	<b>5.32 - Comments</b> 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. Lighting/ water supply / locking systems should be in place.
<b>5.33 - Question</b> Are there any Bulk Refuse and Graffiti issues?	<b>5.33 - Responses</b> Y	<b>5.33 - Comments</b> 12/08/2025 Q33 – Are there any Bulk refuse/ Graffiti issues? Any fly tipping should be reported to the estate enforcement for investigation and the use of CCTV to track those persons responsible. Graffiti should also be reported for investigation. Where upon the caretaking will remove fly – tipping and try cleaning off graffiti, which if they are unable to carry out is passed on to contractors or the Repairs team.
<b>5.34 - Question</b> Are there any Signs issues?	<b>5.34 - Responses</b> Y	<b>5.34 - Comments</b> 12/08/2025 Q34 – Are there any external sign issues? All signage should be clean, up to date and in a serviceable condition.
<b>5.35 - Question</b> Are there any Numberings issues?	<b>5.35 - Responses</b> Y	<b>5.35 - Comments</b> 12/08/2025 Q35 – Are there any numbering issues? Any signage or numbering issues need to be reported.
<b>5.36 - Question</b> Are there any Notice Boards issues?	<b>5.36 - Responses</b> Y	<b>5.36 - Comments</b> 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.
<b>5.37 - Question</b> Are there any Communal Issues?	<b>5.37 - Responses</b> Y	<b>5.37 - Comments</b> 12/08/2025 Q37 – Are there any communal issues - Yes see details on separate questions.
<b>5.38 - Question</b> Are there any Abandoned Vehicles?	<b>5.38 - Responses</b> Y	<b>5.38 - Comments</b> 12/08/2025 Q38 – Are there any abandoned vehicles – See Photographs of suspected abandoned Vehicles – details passed to estate Enforcement Team.
<b>5.39 - Question</b> Are there any Street Lighting Issues?	<b>5.39 - Responses</b> Y	<b>5.39 - Comments</b> 12/08/2025 Q39 – Are there any street lighting issues - Street lighting

		maintained by Highways; any non LED lights need to be reported to EME for upgrading, LED lights should be at correct light settings. Any defects to be reported to repairs.
<b>5.40 - Question</b> Are there any Pot holes?	<b>5.40 - Responses</b> Y	<b>5.40 - Comments</b> 12/08/2025 Q40 – Are there any pot holes? Any roadway with Potholes or deterioration of going beyond the top layer of tarmac need to be marked and reported through to Repairs
<b>5.41 - Question</b> Are there any issues with the Cleanliness of roads/car parks?	<b>5.41 - Responses</b> Y	<b>5.41 - Comments</b> 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.
<b>5.42 - Question</b> Are the notice boards are up to date?	<b>5.42 - Responses</b> Y	<b>5.42 - Comments</b> 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.
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<b>5.44 - Question</b> Are there any Items stored in drying areas?	<b>5.44 - Responses</b> Y	<b>5.44 - Comments</b> 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.
<b>5.45 - Question</b> Are there any Items stored in Communal areas?	<b>5.45 - Responses</b> Y	<b>5.45 - Comments</b> 12/08/2025 Q45 – Are there any items stored in communal areas? Caretaking should remove any items left 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!
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<b>5.47 - Question</b> Are there any Bulk rubbish items?	<b>5.47 - Responses</b> Y	<b>5.47 - Comments</b> 12/08/2025 Q47 – Any there any bulk rubbish items ? Any bulk rubbish or fly tipping should be reported by the caretaker to the Bulk removal team for removal within 3 to 7 days depending on what has been fly tipped.

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<p><b>5.49 - Question</b> Are there any Fire Risk Issues?</p>	<p><b>5.49 - Responses</b> Y</p>	<p><b>5.49 - Comments</b> 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 combustible items will be removed immediately.</p>
<p><b>5.50 - Question</b> Are the Fire Doors in place and closing mechanisms checked?</p>	<p><b>5.50 - Responses</b> Y</p>	<p><b>5.50 - Comments</b> 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 on testing closes door fully without jamming.</p>
<p><b>5.51 - Question</b> Are the Fire Extinguishers in place?</p>	<p><b>5.51 - Responses</b> Y</p>	<p><b>5.51 - Comments</b> 12/08/2025 Q51 – are the Fire extinguishers in place? Fire extinguishers in position and secure with up to date checks. See dates</p>
<p><b>5.52 - Question</b> Are the Electrical Cupboards locked?</p>	<p><b>5.52 - Responses</b> Y</p>	<p><b>5.52 - Comments</b> 12/08/2025 Q52 – Are the electrical cupboards locked? Electrical cupboards locked with FB key and are clear of any stored items and rubbish.</p>
<p><b>5.53 - Question</b> Are the Bin chute fire stoppers/blanking plates in place?</p>	<p><b>5.53 - Responses</b> Y</p>	<p><b>5.53 - Comments</b> 12/08/2025 Q53 – Are the Bin chute fire stoppers/blanking plates in place? Bin plates and Fire stoppers in place and secure.</p>
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<p><b>5.55 - Question</b> Has the firefighting equipment been checked (where applicable)?</p>	<p><b>5.55 - Responses</b> Y</p>	<p><b>5.55 - Comments</b> 12/08/2025 Q55 – Has the fire fighting equipment been checked (where applicable) Fire fighting equipment in place checked and in full working order up to current standards.</p>
<p><b>5.56 - Question</b> Have you checked access with a fire drop key?</p>	<p><b>5.56 - Responses</b> Y</p>	<p><b>5.56 - Comments</b> 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.</p>
<p><b>5.57 - Question</b> Are there Communal Repairs to raise?</p>	<p><b>5.57 - Responses</b> Y</p>	<p><b>5.57 - Comments</b> 12/08/2025 Q57 – Are there any communal repairs to raise</p>
<p><b>5.58 - Question</b> Are there any Communal lighting repairs?</p>	<p><b>5.58 - Responses</b> Y</p>	<p><b>5.58 - Comments</b> 12/08/2025 Q58 – are there any communal lighting issues to raise? All lights in working order</p>
<p><b>5.59 - Question</b> Are there any Window repairs?</p>	<p><b>5.59 - Responses</b> Y</p>	<p><b>5.59 - Comments</b> 12/08/2025 Q59 – Are there any window repairs? Windows are in fully</p>

		operation condition with all handles and restrictors in place
<b>5.60 - Question</b> Are there any Door Handles and Closures repairs?	<b>5.60 - Responses</b> Y	<b>5.60 - Comments</b> 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.
<b>5.61 - Question</b> Are there any Drying Areas repairs?	<b>5.61 - Responses</b> Y	<b>5.61 - Comments</b> 12/08/2025 Q61 – Are there any drying area repairs? None noted
<b>5.62 - Question</b> Are there any Electrical Cupboard Doors repairs?	<b>5.62 - Responses</b> Y	<b>5.62 - Comments</b> 12/08/2025 Q62 – Are there any electrical cupboard repairs? Locks working and cupboards secure, no rubbish in the shed
<b>5.63 - Question</b> Are there any Garage Area repairs?	<b>5.63 - Responses</b> Y	<b>5.63 - Comments</b> 12/08/2025 Q63 – Are there any garage area repairs? None noted – awaiting demolishing.
<b>5.64 - Question</b> Are there any Graffiti repairs?	<b>5.64 - Responses</b> Y	<b>5.64 - Comments</b> 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.
<b>5.65 - Question</b> Are there any Vandalism repairs?	<b>5.65 - Responses</b> Y	<b>5.65 - Comments</b> 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
<b>5.66 - Question</b> Are there any Laundry room repairs?	<b>5.66 - Responses</b> Y	<b>5.66 - Comments</b> 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.
<b>5.67 - Question</b> Are there any Flooring repairs?	<b>5.67 - Responses</b> Y	<b>5.67 - Comments</b> 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 Rating

<b>17.1 - Question</b> Please rate the overall Grounds Maintenance of the estate	<b>17.1 - Responses</b> B	
<b>17.2 - Question</b> Please rate the overall Internal Caretaking of the estate	<b>17.2 - Responses</b> A	
<b>17.3 - Question</b> Please rate the overall External Caretaking of the estate	<b>17.3 - Responses</b> B	
<b>17.4 - Question</b> Please rate the overall Communal Issues of the estate	<b>17.4 - Responses</b> B	
<b>17.5 - Question</b> Please rate the overall Fire Risks of the estate	<b>17.5 - Responses</b> A	

