

ESTATE INSPECTIONS

SITE: Hicks Court

Date: 22nd October 2010

Neighbourhood Voice or Tenant Rep:

EXTERNAL

<u>CAR PARKS</u> Tax, condition, where parked, commercial vans, caravans, trailers, disabled space 1 Large piece of wood left in the car park.	<u>Action</u> Report to repairs to arrange removal.
<u>BIN STORE/RUBBISH</u> Where stored, adequate space, how many bins, cleanliness, weeds, gates, fencing. Bulky items, old furniture, rubbish bags 1 Bath and 1 TV left in the bin area.	<u>Action</u> Report to repairs to arrange removal.
<u>LITTER</u> Generally around site, old furniture etc All OK	<u>Action</u>
<u>DRYING AREA</u> Gates, fencing, weeds, washing lines, how many, condition N/A	<u>Action</u>

<p><u>GARDENING</u> Maintenance contracts, trees, weeds, shrubs</p> <p>All OK</p> <p>Is the grass more than 60mm in height? NO</p> <p>If YES how high.....</p>	<p><u>Action</u></p>
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<p><u>SIGNS</u> Readable, secure, replacement</p> <p>All OK</p>	<p><u>Action</u></p>
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<p><u>PATHS/WALKWAYS</u> Trip hazards, grit boxes</p> <p>All OK</p>	<p><u>Action</u></p>
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<p><u>INDIVIDUAL PROPERTIES - EXTERNAL</u> Gardens, rubbish, old cars</p> <p>Toys, bikes and other items left out on communal hallways.</p> <p>Hole in plasterboard next to door on the top floor</p>	<p><u>Action</u></p> <p>Remind all residents that items should not be left in these areas.</p> <p>Report to Maintenance team to repair.</p>
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INTERNAL

<p><u>LIGHTING</u> Working, flickering, damaged</p> <p>2 lights in Main entrance corridor not working.</p>	<p><u>Action</u></p> <p>Report to Maintenance team to arrange repair.</p>
<p><u>CLEANLINESS/RUBBISH ETC</u> Maintenance Contracts, litter, windows</p> <p>Carpets are soiled.</p>	<p><u>Action</u></p> <p>Report to maintenance to find out if the carpets can be replaced.</p>
<p><u>INDIVIDUAL METER CUPBOARDS</u> Condition, locks, rubbish, storage</p> <p>All OK</p>	<p><u>Action</u></p>
<p><u>GENERAL</u> Condition generally, storage, landings clear</p> <p>All OK</p>	<p><u>Action</u></p>

<u>WINDOWS/DOORS/SECURITY</u> All OK	<u>Action</u>
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<u>IMPROVEMENTS</u> Site is due to have improvements to security and a play area.	<u>Action</u>
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<u>LANDLORDS SUPPLY METER READING</u> <u>METER LOCATION</u> <u>METER READING</u>
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PET OVERALL ASSESSMENT (RED/AMBER/GREEN – POOR/AVERAGE/GOOD)	Amber
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