

## ESTATE INSPECTIONS

SITE:

The Old Police Station

Date:

24<sup>th</sup> March 2011

Neighbourhood Voice or Tenant Rep:

### EXTERNAL

#### CAR PARKS

Tax, condition, where parked, commercial vans, caravans, trailers, disabled space

**Nothing noted**

Action

#### BIN STORE/RUBBISH

Where stored, adequate space, how many bins, cleanliness, weeds, gates, fencing. Bulky items, old furniture, rubbish bags

**Nothing noted**

Action

#### LITTER

Generally around site, old furniture etc

**Nothing noted**

Action

#### DRYING AREA

Gates, fencing, weeds, washing lines, how many, condition

**Nothing noted**

Action

<p><u>GARDENING</u> Maintenance contracts, trees, weeds, shrubs</p> <p><b>Hole in fence at the rear of the car park.</b></p> <p><b>Two trees removed from communal garden.</b> Is the grass more than 60mm in height    YES / NO</p> <p>If YES how high.....</p>	<p><u>Action</u></p> <p><b>Repair reported to maintenance 25/3/11. TWG to attend w/c 4/4/11 works ref: 45509. Work completed.</b></p> <p><b>Tree contractor will replace trees as part of replanting schedule later in the year.</b></p>
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<p><u>SIGNS</u> Readable, secure, replacement</p> <p><b>Nothing noted</b></p>	<p><u>Action</u></p>
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<p><u>PATHS/WALKWAYS</u> Trip hazards, grit boxes</p> <p><b>Nothing noted</b></p>	<p><u>Action</u></p>
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<p><u>INDIVIDUAL PROPERTIES - EXTERNAL</u> Gardens, rubbish, old cars</p> <p><b>Large crack in the render outside of number 7</b></p>	<p><u>Action</u></p> <p><b>Repair inspection request sent to maintenance team 25/3/11. Surveyor inspecting 5.4.11 Work completed to repair damage 6/6/11. wall will be painted when render has dried</b></p>
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## **INTERNAL**

<p><u>LIGHTING</u> Working, flickering, damaged</p> <p><b>Request for communal lighting to stay on for longer</b></p>	<p><u>Action</u></p> <p><b>Request to increase time that lights stay on for sent to maintenance team to arrange. Job completed 14/4/11</b></p>
<p><u>CLEANLINESS/RUBBISH ETC</u> Maintenance Contracts, litter, windows</p> <p><b>Noted that items were being stored in the electricity cupboard</b></p>	<p><u>Action</u></p>
<p><u>INDIVIDUAL METER CUPBOARDS</u> Condition, locks, rubbish, storage</p> <p><b>Doors to meter cupboards in communal hallways have been removed</b></p>	<p><u>Action</u></p> <p><b>Repairs to doors due 22/4/11 works ref no 45628 Work completed.</b></p>
<p><u>GENERAL</u> Condition generally, storage, landings clear</p> <p><b>Section of trunking above notice board in communal hallway of flats 3-5 has come off</b></p> <p><b>2 doors and locks on storage sheds in the communal garden are damaged</b></p>	<p><u>Action</u></p> <p><b>Surveyor inspecting 5/4/11. Surveyor fixed when on site 25/3/11</b></p> <p><b>Express to attend w/c/ 4/4/11 works ref no 45510 Work completed.</b></p>

<p><u>WINDOWS/DOORS/SECURITY</u></p> <p><b>Communal door leading to flats 3-5 has dropped in the frame and catches on tiled floor</b></p>	<p><u>Action</u></p> <p><b>Express to attend w/c 4/4/11 works ref no 45510 Work completed</b></p>
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<p><u>IMPROVEMENTS</u></p> <p><b>Individual letter boxes</b></p> <p><b>Change chippings in the car park for tarmac</b></p>	<p><u>Action</u></p> <p><b>Both items added to estate improvement wish list</b></p>
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<p><u>LANDLORDS SUPPLY METER READING</u></p> <p><u>METER LOCATION</u></p> <p><u>METER READING</u></p>
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<p><b>PET OVERALL ASSESSMENT (RED/AMBER/GREEN – POOR/AVERAGE/GOOD)</b></p>	<p><b>Good</b></p>
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