

Audit

14.05.2024

Neighbourhood Officer

Timothy Ayling

Other Attendees?

No

Estate?

Merriam Close

External Areas Inspected

Estate Grounds Maintained and cleaned?

Yes

External Lights checked & working?

Yes

Bulk Items to be cleared?

Yes, in both bin sheds

Play area & equipment checked?

Yes

Premises Information box checked and secure?

Yes

Abandoned Vehicles?

No

Graffiti?

No

Internal Areas Inspected

Internal lights check and working?	Yes
Internal areas maintained and cleaned?	yes
Lift phone checked?	Yes
Communal areas clear of obstruction?	yes
Communal Repairs?	Yes, 2 smoke alarms faulty, 2 bin doors not closing properly, 2 x cctv rooms require upgrade – code and recording issues – require quote
Graffiti?	No
Health & Safety / Fire checks	
Meter cupboards check for theft of earth cables?	Yes
Fire risers secured	Yes
Fire doors checked for satisfactory self-closure?	Yes
Fire signs & notices (inc lifts) in place?	Yes
Plant rooms/bike stores/cleaner cupboards checked?	Yes
Railings and balconies checked and secure?	Yes
CCTV system checked	Yes, requires upgrade
AOV's checked and working?	I believe so

Other comments? (Write below)

Bulk waste in both bin sheds, they were not fully closing at the time. This has been rectified since. CCTV systems need a review with starlight - recording and access issues. Intruders are getting in with a fire key. We are looking to resolving this by putting a cover over these shortly.

To update notice boards.

Issues to be address for Tenancy Officer? (ASB, Tenancy related matters) (Write in box below)

Attached images for Tenancy Officer?

Media summary



Photo 1

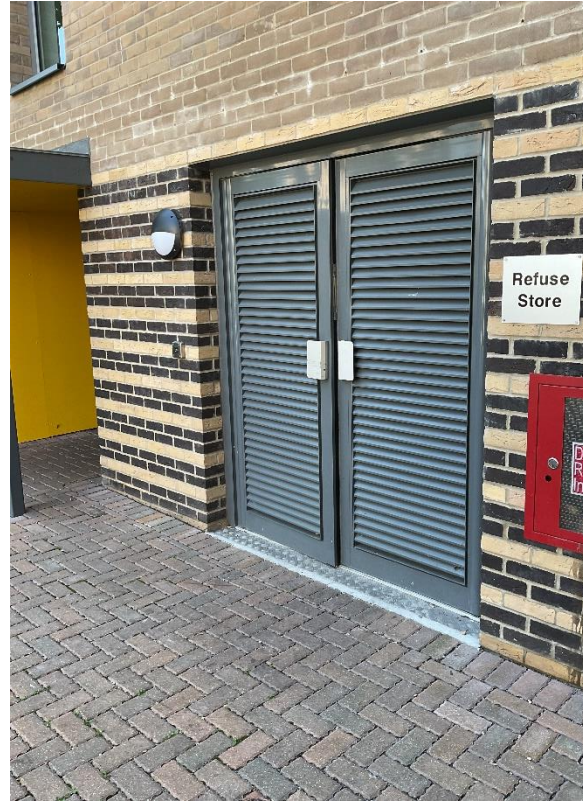


Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7