

Audit

8 / 13 (61.54%)

15.03.2024 10:00 GMT

Neighbourhood Officer?	Gary J
Attendees?	No
Estate?	Portfleet Place
External Areas Inspected	2 / 4 (50%)
Estate Grounds Maintained and cleaned?	Yes
External Lights checked & working? 2x lamps need replacing. To be done on next routine visit.	Yes
Bulk Items to be cleared? Minor items, to leave until further notice.	no
Play area & equipment checked?	N/A
Premises Information box checked and secure?	N/A
Abandoned Vehicles?	no
Graffiti?	no
Internal Areas Inspected	3 / 5 (60%)
Internal lights checked and working? 1x lamp needs replacing. To be done on next routine visit.	Yes
Internal areas maintained and cleaned?	Yes
Lift phone checked?	N/A
Communal areas clear of obstruction?	Yes
Communal Repairs?	no
Graffiti?	no
Health & Safety / Fire checks	2 / 3 (66.67%)
Meter cupboards checked for theft of earth cables?	Yes

Fire risers secured	N/A
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
AOV's checked and working?	N/A
Other comments? (Write below)	No

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

Attached images for Tenancy Officer?



15.03.2024 10:32 BST