

Audit

14.05.2024

Neighbourhood Officer

Timothy Ayling

Other Attendees?

No

Estate?

Willow Tree Court

External Areas Inspected

Estate Grounds Maintained and cleaned?

Yes

External Lights checked & working?

No, arranged a WO

Bulk Items to be cleared?

Yes, Bin shed and outside

Play area & equipment checked?

Yes

Premises Information box checked and secure?

Yes

Abandoned Vehicles?

Yes, 2

Graffiti?

No

Internal Areas Inspected

Internal lights check and working?	Yes
Internal areas maintained and cleaned?	yes
Lift phone checked?	N/A
Communal areas clear of obstruction?	No, Will issue removal notices
Communal Repairs?	No
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	No
AOV's checked and working?	I believe so

Other comments? (Write below)

Pics of abandoned cars, lights not working, bulk waste, door handle, Notifications to remove materials from passage

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

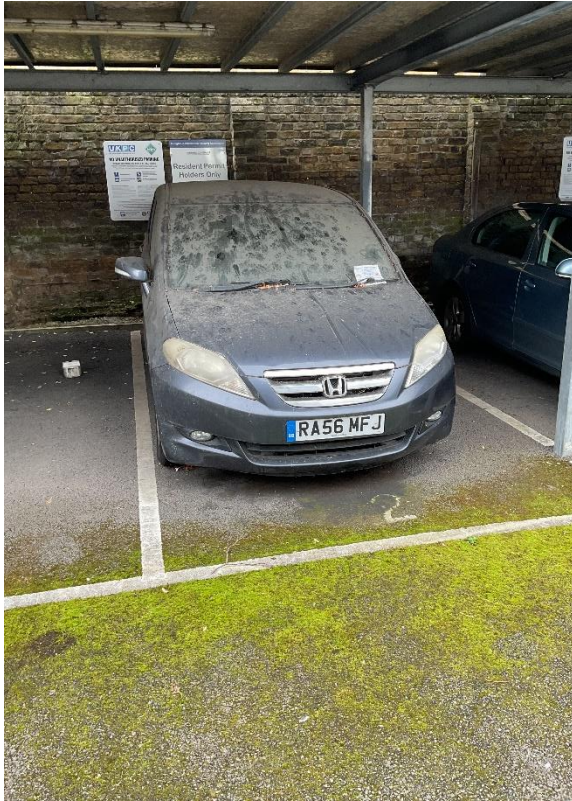


Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9