

**Audit - 22.99%**

22.99%

24.11.2022 11:36 GMT

Neighbourhood Officer?	Jeffrey
Attendees? With Teslim	Yes
Estate?	Lear Court
<b>External Areas Inspected - 80%</b>	80%
Estate Grounds Maintained and cleaned?	Yes
External Lights checked & working?	Yes
Bulk Items to be cleared?	no
Play area & equipment checked?	Yes
Premises Information box checked and secure?	N/A
Abandoned Vehicles?	n/a
Graffiti?	no
<b>Internal Areas Inspected - 66.67%</b>	66.67%
Internal lights checked and working?	Yes
Internal areas maintained and cleaned?	Yes
Lift phone checked?	Yes
Communal areas clear of obstruction?	Yes
Communal Repairs?	no
Graffiti?	no
<b>Health &amp; Safety / Fire checks - 100%</b>	100%

Meter cupboards checked 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 CCTV managed by managing agent Optic Realm.	No
AOV's checked and working?	Yes
Other comments? (Write below)	N/A

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

Attached images for Tenancy Officer?



01.12.2022 06:14 GMT