

Wrayburn Community Organisation – Estate Inspection Form - 1

Month.....

Each of the categories should be graded from: **A (Excellent), B (Good), C (Fair), D (Poor)**

2nd Sheet: Repairs and visual H&S inspection form – please complete form and note action (if any) taken.

Estate: Wrayburn House	Date:	Time:	TMO Manager:	Res Rep:	Pinnacle Rep:
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<u>Blocks</u>	Lobby	Stairs	Lift	Door Entry	Chute/ Bin	Landings /balconies	Comm windows	Parking Area	Garage Area	Bike Shed	Hard Surface	Grass/ Plant Area	<u>Overall Cleaning</u>
South Block							/		/	/			
Middle Block		/	/	/	/		/	/	/	/	/		
North Block								/					

Signed By: TMO Manager _____ Residents Rep _____ Contractor _____

Grade A – An exceptionally high standard that is unlikely to be maintained at all times but is the aim during the cleaning and servicing operations.

Grade B – The scheme/site is not totally free of litter and dirt but the extent of it is unlikely to be noticed by many and will not cause an adverse perception of the cleanliness of the scheme being surveyed.

Grade C – The issue (litter, dirt etc) is widespread in the area being monitored and many people would notice its presence. Some residents may feel the need to complain

Grade D - Particularly poor standard for this issue, with a heavy presence throughout the area. Majority of people would notice the issue in question and its presence is likely to cause an adverse perception for many”

Wrayburn Community Organisation – Estate Inspection Form - 2

Date.....

Repairs and visual H&S inspection form (please note down all repairs, H&S or fire hazard issues and note down follow up action taken).

Item/ Issues	Description	Action taken	Completed (details/ date/etc.)
Grass Areas & Grass Cutting			
Car Parking Areas			
Walkway/ Paving's			
Garage Area			
Recycling Areas			
Bulk Rubbish			
Lifts			
Chutes			
Door Entry			
Communal Windows			
Sheds			
Lights			
Other			