Estate Inspection

Brighton & Hove City Council

Date of Inspection: 18 September 2018
Housing Officer: Lisette Glanvill
Attendee: None
Weather conditions: Very windy & dry

QP17 – Ardingly Court

Block	Flat	Description of problem	Action taken	Job number
1-6		**Door mat**	**HO**	
		GF bin room – remove bags of roof mortar	**Mears**	
		TF bin room – remove paint	**Estates**	
		Missing notice board – Keely	**RIO**	
		GF 2 x Concrete blocks – to be removed	**Estates**	
7-12		No issues		

Block	Flat	Description of problem	Action taken	Job number
13-18		GF – pushchair	**HO block letter**	
		Large extension cable	**HO block letter**	
		Bin room – mops x 2, broom handle – TBR	**Estates**	
		FF bin room – remove large boxes, 2 x shopping trolleys & bike basket	**HO block letter**	
19-24		TF – bin room – box of tiles & floor strips - to be removed	**Estates**	
25-30		GF – child's bike & scooter, trolley & 2 x concrete blocks	**HO block letter**	
		MED not closing – could be closure issue?	**Mears**	
		GF bin room to be cleaned out, old mats, rubbish & concrete blocks	**Estates**	
		GF fire door not closing – closure adjustment	**Mears**	
		TF bin room, clear out 3 large boxes, rubbish & icepacks	**Estates**	
31-36		GF – bench to be removed	**HO block letter**	
		8th stair from FG – no tread	**Estates**	

Block	Flat	Description of problem	Action taken	Job number
31-36		11th step (from GF) tread loose	**Estates**	
		1-2nd floor – 3rd stair tread loose	**Estates**	
		2nd floor – 3rd stair down – no tread	**Estates**	
		2nd floor – 5th stair down – loose tread	**Estates**	
		2nd floor – missing loft hatch padlock	**M&E team**	
		2nd floor – clear out bin room, 2 x metal shelves, 2 chairs (F 35 – HO to advise) & large wooden draw	**Estates**	
37-42		GF entrance – remove 2 concrete blocks	**Estates**	
		GF bin room – clear out blinds & brooms x 3	**Estates**	
		2nd floor – window locked & can't open, supply key & unlock	**Mears**	
43-48		2 scooters		
		Plant stand, plant, mat & dog leads	**HO letter**	
		GF bin room – remove large plastic box & piece of wood	**Estates**	

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43-48		Plastic bag outside flat – remove	**HO letter**	