

Estate Inspection

Date of Inspection: 20 February 2018

Housing Officer: Lisette Glanvill

Attendee: None

Weather conditions: Dry/sunny

QP15 – St James's House

Block	Flat	Description of problem	Action taken	Job number
15 th floor		Electrical cupboard bolt/catch not secure, padlock can be slipped off.	Estates – urgent	
		Fire door by F117/120 may need sanding down – sticking open?	Mears	
		North staircase fire door – not closing	Estates	
		Landing light in main corridor isn't working	Mears	
14 th floor		Electrical cupboard bolt/catch not secure, padlock can be slipped off.	Estates – urgent	
13 th floor		Electrical cupboard bolt/catch not secure, padlock can be slipped off.	Estates – urgent	

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		Light by F101 broken – needs fixing to wall	Mears	
		Lift area light not working	Mears	
12 th floor		Main corridor light if off	Mears	
10 th Floor		Main corridor light on sensor – should be on timer (on all time when dark)	Estates	
10/9 th floor		South stairwell – blue wrap – drugs – TBR	Estates	
8 th floor		Fire cupboard damaged, looks like it's been punched – opposite electrical cupboard	Estates	
		Main corridor light off	Mears	
		Lift area light on – should be on sensor	Estates	
7 th floor		Fire door north staircase – catch stuck open, door not closing	Estates – urgent	
6 th floor		Electrical cupboard bolt/catch not secure, padlock can be slipped off	Estates – urgent	
		Window opposite corridor to life won't open	Mears	
		2 bikes in common way –tenants have been advised on previous visit. Estates to remove ASAP	Estates	

Block	Flat	Description of problem	Action taken	Job number
5 th floor		Sign missing – Floor 5 Flats 33-44	HO	
4 th floor		Sign missing – Floor 4 Flats 25-32	HO	
3 rd floor		2 large speakers outside – TBR	Estates	
		Main corridor landing light on sensor (should be on timer – on all time when dark)	Estates	
		Large scooter & large tricycle – HO to advise to tricycle must be stored in bike storage	HO	
		Fire door by F 20 not closing properly – closure mechanism may need adjusting. Wind opens this door too.	Estates	
		When windy front door doesn't close properly advised it's the seal preventing it. Will need adjusting	Mears	
		North staircase fire door wedged open (may need sanding)	Mears	
3 rd floor		Remove all items outside this flat & charge leaseholder for removal costs	Estates	
2 nd floor		Main corridor light on sensor - change to timer so on when dark	Estates	
Ground floor		North stair case fire door – not closing, closure needs adjusting?	Estates	
Whole block		South staircase – adjust, oil & treat windows so they can be closed	Mears	

Block	Flat	Description of problem	Action taken	Job number
Whole block		South staircase needs sanding & repainting where temporary handrail was fitted during the lift works. Still not be made good.	Mears	
Whole block		North staircase – many windows seized, oil & repair	Mears	

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