

Queens Park 16 Tyson Place

Date	No	Floor/ Block	Description of problem	Action taken	Job number
18/03/16			Belongings in cupboard left of lift, incs, 1 small coffee table and fake xmas tree, suitcase.	<b>Becky attached 7 days notice on (23.03)</b>	
			Fire exit signing off wall, please refix to wall	<b>Estates</b>	
			Fire door to fire lobby bangs loudly – please adjust	<b>Estates</b>	
			Fire exit signage left on floor please refix to wall on level 2 as no signage there in fire lobby	<b>Estates</b>	
			Fire door to fire lobby bangs loudly – please adjust	<b>Estates</b>	
			Laundry room very dirty needs sweeping	<b>Caretakers</b>	
			Fire door to fire lobby bangs – please adjust	<b>Estates</b>	
			Fire door to fire lobby creaky – please oil	<b>Estates</b>	
			Fire door to lift lobby scrapes on floor and doesn't close easily, , the door will have to be taken off as it needs wood planning on the bottom of the door	<b>Mears</b>	
			No fire exit signage – use spare on floor on level 7	<b>Estates</b>	

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			Door matt letter	<b>Becky</b>	
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			Stairwell door to fire lobby – doesn't close properly	<b>Estates</b>	
		Outside	Old bike frame - remove	<b>Estates</b>	
		Outside	Litterpick around back of block and car park	<b>payback</b>	

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