

# Estate Inspection



## **Hereford Court QP4**

**Date of Inspection: 16<sup>th</sup> January 2018**

**Housing Officer: Bryony Coleborn**

**Attendees:**

Date	No.	Block/ Street	Description of problem	Action taken/Sent to	Job number/ reference	Re-inspection date
16 <sup>th</sup> January 2018	Multiple floors		Fire doors/ cleaning cupboards open	N/A - cleaner was on site so left unlocked		
	Multiple floors		Wires hanging from ceilings	N/A- new door entry system being fitted, advised it was to do with this		30 <sup>th</sup> January 2018
	Multiple floors		Windows stuck open/ closed	Email sent to Mears regarding window standards		
			Plant pot outside flat	Letter sent to tenant		16th February 2018
			Christmas tree outside flat	Will re-inspect and send letter if still there in 1 week		24 <sup>th</sup> January 2018
			Washing machine outside flat	Will re-inspect and send letter if still there in 1 week		24 <sup>th</sup> January 2018
			Mobility scooter in communal area	N/A- Housing already aware		
			Items left outside property	Will re-inspect and send letter if still there in 1 week		24 <sup>th</sup> January 2018
			Items left outside property	Will re-inspect and send letter if still there in 1 week		24 <sup>th</sup> January 2018
			Mobility scooter in communal area	N/A- Housing already aware		
			Items left outside property	Will re-inspect and send letter if still there in 1 week		24 <sup>th</sup> January 2018