

Estate Inspection

Date of Inspection: 17/10/2016

Housing Officer: Helen Burrow

Attendee: Members of Ingram Estate Residents Association

Date	No.	Block/ Street	Description of problem	Action taken	Job number/ reference
24/10/2016		Mountbatten Court	1 piece of MDF under stairs	Common ways reminder notice in block and request sent to Estates to remove	
24/10/2016		Mountbatten Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Mountbatten Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Mountbatten Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Mountbatten Court	Top double glazed window at front of block ceased open	Reported to Repairs	Raised to Thomas Doors and Windows to attend - Job Ref 9552619
24/10/2016		Mountbatten Court	Washing machine in common way	7 day notice to remove	
24/10/2016		Mountbatten Court	Pushchairs under stairs	Common ways reminder notice and letter sent to block	
24/10/2016		Mountbatten Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Mountbatten Court	Bikes under stairs	7 day notice to remove and letter sent to block	

Date	No.	Block/ Street	Description of problem	Action taken	Job number/ reference
24/10/2016		Mountbatten Court	Window opener for top double glazed window at front of block not working. The opener is a handle that connects via a cable to the top window.	Reported to Repairs	Raised to Thomas Doors and Windows to attend -Job Ref 9552623
24/10/2016		Mountbatten Court	Doormat	Common ways reminder notice in block	
24/10/2016		Mountbatten Court	Doormat	Common ways reminder notice in block	
24/10/2016		Mountbatten Court	Resident reports that motorbike is usually parked on path to block	Reported to parking management contractors, Ethical Parking	
24/10/2016		Mountbatten Court	Trades button for main entry door not working	Reported to Repairs	Job number 9553008
24/10/2016		Mountbatten Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Mountbatten Court	Building materials under stairs	7 day notice to remove and letter to be sent to block	
24/10/2016		Mountbatten Court	Window opener for top double glazed window at front of block not working. The opener is a handle that connects via a cable to the top window.	Reported to Repairs	Raised to Thomas Doors and Windows to attend - Job Ref 9552633
24/10/2016		Mountbatten Court	Childs toy in common way	Common ways reminder notice in block	
24/10/2016		Mountbatten Court	Skateboard and shoes in common way	Common ways reminder notice in block	

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24/10/2016		Mountbatten Court	Metal stairs edging loose on side of stairs	Reported to Repairs	Raised for a Specialist to attend on the next available appointment of Wednesday 9th November 2016 between 08.00-17.00pm job ref 9552637
24/10/2016		Mountbatten Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Mountbatten Court	Armchair in common way	7 day notice to remove and letter to be sent to block	
24/10/2016		Mountbatten Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Mountbatten Court	Mobility scooter and chair under stairs	Housing Officer to visit tenant following inspection with H&S manager	
24/10/2016		Mountbatten Court	Bannister cracked on stairs to first floor (covered with tape)	Reported to Repairs	Raised for a specialist to attend on 9th November - Job ref 9552642.
24/10/2016		Mountbatten Court	Window opener for top window at front of block not working. Window opener for top double glazed window at front of block not working. The opener is a handle that connects via a cable to the top window.	Reported to Repairs	Raised to Thomas Doors and Windows to attend - Job Ref 9552645
24/10/2016		Mountbatten Court	Stair lift to first floor	Housing Officer to investigate whether still in use	
24/10/2016		Mountbatten Court	Window opener for top window at front of block not working.	Reported to Repairs	Raised to Thomas Doors and Windows to attend - Job Ref 9552648

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24/10/2016		Mountbatten Court	Doormat	Common ways reminder notice in block	
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24/10/2016		Mountbatten Court	Doormat	Common ways reminder notice in block	
24/10/2016		Mountbatten Court	Doormat	Common ways reminder notice in block	
24/10/2016		Mountbatten Court	Light out (second light located by door)	Reported to Repairs	Raised for an Electrician to attend on Thursday 10th November 2016 between 12.00-17.00pm - Job Ref 9552692
24/10/2016		Mountbatten Court storage room	Exercise bike	7 day notice to remove followed up with letter to block	
24/10/2016		Mountbatten Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Mountbatten Court	Child bike under stairs	7 day notice to remove	
24/10/2016		Mountbatten Court	Doormat	Common ways reminder notice in block	
24/10/2016		Mountbatten Court	Doormat	Common ways reminder notice in block	
24/10/2016		Mountbatten Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Mountbatten Court	Window opener for top window at front of block not working.	Reported to Repairs	Raised to Thomas Doors and Windows to attend - Job Ref 9552697

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24/10/2016		Mountbatten Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Mountbatten Court	Shopping basket in common way	Common ways reminder notice in block followed up with letter to block	
24/10/2016		Lovegrove Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Lovegrove Court	Doormat	Common ways reminder notice in block	
24/10/2016		Lovegrove Court	Doormat and pushchair	Common ways reminder notice in block	
24/10/2016		Lovegrove Court	Bike chained to railings on stairs to back entrance	7 day notice to remove, removed by Estates	
24/10/2016		Lovegrove Court	Railings rusty (on stairs to back entrance)	Housing Officer to raise with Planned Maintenance	Not on the current Investment Programme therefore Mears raised a job under the day to day maintenance. Job reference: 9553059, booked for 04/11/16
24/10/2016		Lovegrove Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Lovegrove Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Lovegrove Court	Handle broken to double glazed window on landing	Reported to Repairs	Raised to Thomas Doors and Windows to attend - Job Ref 9552702

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24/10/2016		Lovegrove Court storage room	Bikes and other items	ICRA to explore EDB funding for bike rails. Block letter sent re. other items.	
24/10/2016		Lovegrove Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Lovegrove Court	Doormat	Common ways reminder notice in block	
24/10/2016		Lovegrove Court	Shoes in common way	Common ways reminder notice in block	
24/10/2016		Lovegrove Court	Computer on first floor landing	7 day notice to remove	
24/10/2016		Lovegrove Court	Doormat	Common ways reminder notice in block	
24/10/2016		Lovegrove Court	Doormat	Common ways reminder notice in block	
24/10/2016		Lovegrove Court	No smoking sign missing from ground floor	Reported to Estates	
24/10/2016		Lovegrove Court	Abandoned bike by roundabout opposite block	Reported to Estates to clear	
24/10/2016		Lovegrove Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Lovegrove Court	Double glazed window on first floor landing not opening fully (far left)	Reported to Repairs	Raised to Thomas Doors and Windows to attend - Job Ref 9552713
24/10/2016		Lovegrove Court	Doormat	Common ways reminder notice in block	
24/10/2016		Lovegrove Court	Doormat	Common ways reminder notice in block	
24/10/2016		Lovegrove Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	

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24/10/2016		Lovegrove Court	Main entry door insecure, no lock or intercom system	Reported to Repairs	Door entry system has been condemned by Knightguard Securities as it is un-repairable so it has been removed to allow access to the building. M&E Team have confirmed that the entry system is on the programme for replacement and should be completed by Christmas 2016.
24/10/2016		Lovegrove Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Lovegrove Court	Bag of decorating materials in common way	Housing Officer to re-visit	
24/10/2016		Lovegrove Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Lovegrove Court	Doormat	Common ways reminder notice in block	
24/10/2016		Lovegrove Court	Fire exit sign needs re-fixing to wall on first floor	Reported to Estates	
24/10/2016		Lovegrove Court	Doormat, door, skateboard and foot stool in common way	7 day notice to remove	
24/10/2016		Ingram Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Ingram Court	Worktop in hallway	No further action as works in progress	

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24/10/2016		Ingram Court	Doormat	Common ways reminder notice in block	
24/10/2016		Ingram Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Ingram Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Ingram Court	Net curtains on landing shared by 17, 18, 19 and 20	Letter to residents requesting removal	
24/10/2016		Ingram Court	Doormat	Common ways reminder notice in block	
24/10/2016		Ingram Court	Doormat	Common ways reminder notice in block	
24/10/2016		Ingram Court	Meter cupboard unlocked	Estates to lock cupboard	
24/10/2016		Ingram Court	Fire exit sign needs re-fixing to wall on first floor	Reported to Estates	
24/10/2016		Ingram Court storage room	Doors, table, childs bike and boxes	Block letter to all residents	
24/10/2016		Ingram Court	Doormat	Common ways reminder notice in block	
24/10/2016		Ingram Court	Doormat	Common ways reminder notice in block	
24/10/2016		Ingram Court	Childs bikes and 2 pushchairs	Common ways reminder notice in block followed up with letter to block	
24/10/2016		Ingram Court	Doormat	Common ways reminder notice in block	
24/10/2016		Ingram Court	Doormat	Common ways reminder notice in block	
24/10/2016		Ingram Court	Doormat	Common ways reminder notice in block	

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24/10/2016		Ingram Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Ingram Court	Edging to side of stairs loose	Reported to Repairs	Raised for a specialist to attend 27/10 between 08.00-17.00pm to adjust the door - Job Ref 9552723
24/10/2016		Ingram Court	Main entry door not shutting properly, hinges to be adjusted (metal / glazed door)	Reported to Repairs	Raised for a specialist to attend 27/10 between 08.00-17.00pm to adjust the door - Job Ref 9552723
24/10/2016		Ingram Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
24/10/2016		Ingram Court storage room to right of main entry door	Washing machine, four tyres and worktop	7 day notice to remove	
24/10/2016		Ingram Court	Meter cupboard on ground floor unlocked	Estates to lock cupboard	
24/10/2016		Ingram Court	Common way carpet to be cleaned	Reported to Estates	
24/10/2016		Ingram Court	Bike on top landing	7 day notice to remove	
31/10/2016		Kingsway	2 x plants on stands by lift on third floor	Common ways reminder letters to be sent	
31/10/2016		Kingsway	Update block info (notice boards on ground floor)		
31/10/2016		Kingsway	Trailer by bins	Query whether covered by parking enforcement	
31/10/2016		Bolsover Road	Front garden overgrown and ivy overhanging fence	Request to clear sent to Property & Investment Team	
31/10/2016		Portland Road	Buggy in hallway	Common ways reminder letter to be sent	

