

Estate Inspection



Date of Inspection: 9 May 2017
Housing Officer: Helen Burrow
Attendee:
Weather conditions: Sunny

Date	No.	Block/ Street	Description of problem	Action taken	Job number/ reference
09/05/2017		Kingsway	Out of date contact details on notice board	Notices updated by Housing Officer	
09/05/2017		Kingsway	Trailer parked in car park next to bins	Housing Officer to query whether covered by parking enforcement	
09/05/2017		Kingsway	2 x plants on stands by lift on third floor	Items stickered by Housing Officer requesting removal	
09/05/2017		Kingsway	1st floor landing double glazed window at front of block, next to lift - handle ceased	Email sent to Repairs 09/05/17	Job no. 9600014
09/05/2017		Kingsway	Double glazed window at back of block on stairwell to second floor - handle ceased	Email sent to Repairs 09/05/17	Job no. 9600014
09/05/2017		Kingsway	2nd floor landing double glazed window at front of block, next to lift - handle ceased	Email sent to Repairs 09/05/17	Job no. 9600014
09/05/2017		Kingsway	Double glazed window at back of block on stairwell to third floor - handle ceased	Email sent to Repairs 09/05/17	Job no. 9600014
09/05/2017		Kingsway	3rd floor landing double glazed window at back of block, next to lift - handle ceased	Email sent to Repairs 09/05/17	Job no. 9600014
09/05/2017		Portland Road	Contact details for Housing missing	Notices updated by Housing Officer	
09/05/2017		Portland Road	Handwritten sign on inner front door	Removed by Housing Officer	
09/05/2017		Portland Road	Contact details for Housing missing	Notices updated by Housing Officer	
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