

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
17/10/2016		Jordan Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Jordan Court	Missing one bin and one bin broken	Reported to CityClean	
17/10/2016		Jordan Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Jordan Court	Bike on tree outside block	7 day notice to remove. Request sent to Estates to remove on 01/11/16	
17/10/2016		Jordan Court	Doormat	Common ways reminder notice in block	
17/10/2016		Jordan Court	Shoe storage unit in common way	Housing Officer spoke to tenant to request removal	
17/10/2016		Jordan Court	Doormat	Common ways reminder notice in block	
17/10/2016		Jordan Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Jordan Court	Two small pictures on wall in common way	Common ways reminder notice in block	

Date	No.	Block/ Street	Description of problem	Action taken	Job number/ reference
17/10/2016		Jordan Court	Plant pot on wall, letterbox and doormat	Common ways reminder notice in block	
17/10/2016		Jordan Court	Exercise machine in common way	Common ways reminder notice in block	
17/10/2016		Jordan Court	Letterbox and bell affixed to wall	Common ways reminder notice in block	
17/10/2016		Jordan Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Jordan Court	External storage shed door rotten	Reported to Repairs	Job no. 9551638
17/10/2016		Jordan Court	Bulk items in storage room including mattress, NRS equipment, MDF, ironing board, suitcase, radiator, fan	Block letter to all residents and Housing Officer to make enquiries regarding collection of NRS equipment	
17/10/2016		Jordan Court	Bikes in storage room	ICRA to explore EDB funding for bike rails	
17/10/2016		Jordan Court	Doormat	Common ways reminder notice in block	
17/10/2016		Jordan Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Jordan Court	Doormat	Common ways reminder notice in block	
17/10/2016		Jordan Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Jordan Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Stevens Court	Motorbike parked outside block	Reported to parking management contractors, Ethical Parking	

Date	No.	Block/ Street	Description of problem	Action taken	Job number/ reference
17/10/2016		Stevens Court	Pushchair in common way	Common ways reminder notice in block and letter sent to block	
17/10/2016		Stevens Court	Mobility scooter, wheelchair and flooring in common way	Visit to be arranged with H&S manager	
17/10/2016		Stevens Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Stevens Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Stevens Court	Doormat	Common ways reminder notice in block	
17/10/2016		Stevens Court	Doormat	Common ways reminder notice in block	
17/10/2016		Stevens Court	Bikes under stairs	Common ways reminder notice and letter sent to block	
17/10/2016		Stevens Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Stevens Court	Doormat	Housing Officer spoke to tenant to request removal	
17/10/2016		Stevens Court	Doormat and old letterbox affixed to common ways (not in use)	Common ways reminder letter and request to Estates to remove letterbox	
17/10/2016		Stevens Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Stevens Court	Window on first floor landing not opening	Reported to Repairs	Job no. 9553915

Date	No.	Block/ Street	Description of problem	Action taken	Job number/ reference
17/10/2016		Stevens Court	Carpet lifting on the stairs to the top landing	Reported to Repairs	Job no. 9553888
17/10/2016		Stevens Court	Fire assembly information missing	Housing Officer and H&S manager to agree meeting point	
17/10/2016		Stevens Court	Mobility scooter on ground floor	Housing Officer to visit tenant following inspection with H&S manager	
17/10/2016		Stevens Court	Mobility walker on ground floor	Housing Officer to visit tenant following inspection with H&S manager	
17/10/2016		Stevens Court	Doormat	Common ways reminder notice in block	
17/10/2016		Wish Court	Paint peeling in common way on first floor landing	Housing Officer to raise with EDB	Tracey Horner, EDB team inspected 28/10/16 and job raised to scrap, file and sealed affected area before applying top coat
17/10/2016		Wish Court	Abandoned furniture	7 day notice to remove	
17/10/2016		Wish Court	Metal stairs edging falling off	Reported to Repairs	Job no. 9551639
17/10/2016		Wish Court	No smoking sign missing	Reported to Estates	
17/10/2016		Wish Court	Fire door wedged open	Housing Officer to re-visit and send block letter if a regular occurrence	
17/10/2016		Wish Court	Doormat and shoes	Common ways reminder notice in block	
17/10/2016		Wish Court	Children's bikes and surf boards in common way	7 day notice to remove	
17/10/2016		Wish Court	Metal stairs edging falling off	Reported to Repairs	Job no. 9551639
17/10/2016		Wish Court	Doormat	Common ways reminder notice in block	
17/10/2016		Wish Court	Main entry door insecure	Reported to Repairs	Job no. 9552453

Date	No.	Block/ Street	Description of problem	Action taken	Job number/ reference
17/10/2016		Wish Court	Mobility scooter and items in common way	Housing Officer to visit tenant following inspection with H&S manager	
17/10/2016		Wish Court	Two lights out in storage room	Reported to Repairs	Job no. 9552457
17/10/2016		Wish Court	Sofa, mobility scooter and box of camping equipment in storage shed	7 day notice to remove	
17/10/2016		Wish Court	Mobility scooter on ground floor	Housing Officer to visit tenant following inspection with H&S manager	
17/10/2016		Wish Court	Metal stairs edging falling off	Reported to Repairs	Job no. 9551645
17/10/2016		Wish Court	Edging to bannister at bottom of first flight of stairs broken	Reported to Repairs	Job no. 9551645
17/10/2016		Wish Court	NRS equipment in storage shed	Housing Officer to make enquiries re. removal	
17/10/2016		Wish Court	Mobility scooter in common way	Housing Officer to visit tenant following inspection with H&S manager	
17/10/2016		Wish Court	Fire door propped open	Housing Officer to re-visit and send block letter if a regular occurrence	
17/10/2016		Wish Court	Carpet lifting slightly on landing	Reported to Repairs	Job no. 9551645
17/10/2016		Wish Court	Doormat	Common ways reminder notice in block	
17/10/2016		Wish Court	2 prams, shopping trolley and bag under stairs in common way	7 day notice to remove	
17/10/2016		Wish Court	Bookcase in common way	7 day notice to remove	