

Site Visit Form

Property SHERBOURNE HOUSE Block 2
 Inspected By CINDIE BGLI
 Weather RAINING
 Date 3/3/17
 Arrived 10.45 AM
 Departed 11.15 AM



Description	Good	Fair	Poor	General comments	Action
Grounds & Gardening					
Trees		X		ROOTS ARE LIFTING CARPARK SURFACE	X
Bushes/Shrubs/Planting	X			VERY NEAT & TIDY.	
Grass		X		WAS A LITTLE LONG / BAD WEATHER	
Boundaries - Walls/Fences		X		BOUNDARIES MAY NEEDS CLEANING.	
Paths/Paving/Patios	X			GOOD CONDITION (BEN LOOSE)	X
Garages					
Carpark		X		OK (SURFACE IS LIFTING (TREES).	X
Gulley's					
Bin Stores		X		BINS WERE IN CORRECT PLACE	
Gates					
Vehicle Gates					
Pedestrian Gate					
Building External					
Entrance Door/s	X			GOOD CONDITION - NEEDS PAINTING.	
Door Entry	X			WORKS WELL. NO FAULTS.	
Locks	X			GOOD WORKING ORDER.	
Closers	X			WORKING CORRECTLY.	
Post Boxes					
Roof/s		X		NO DEFECTS FROM GROUND LEVEL.	
Aerial/s		X		" " "	
Guttering		X		NO ISSUES.	
Downpipes		X		NO ISSUES.	
Drains		X		NO ISSUES.	
Walls					
External Decorations			X	VERY POOR CONDITION (NEED RE-DEC)	X
Window Cleaning	X			WINDOWS CLEAN.	
Building Internal					
Communal Doors					
Stairs			X	CARPETS IN NEED OF A CLEAN.	X
Post Boxes					
Flooring					
Lights		X		ALL WORKING.	
Riser Cupboards		X		NO ITEMS STORED	
General Maintenance			X	SITE NEEDS SOME ATTENTION IN AREAS	
Plant Rooms					
Communal Area Cleaning			X	PM SET UP NEW CONTRACT WITH DREAM CLEAN	
Internal Decorations		X		LITTLE TILED COULD DO WITH A REFRESH.	
Door Closures & Strips					
Fire Eq & Log books on site and up to date				Yes / No	
Fire Doors & Signage Present				(Yes) No	PM UPDATED NOTICE BOARD
Notice Boards up to Date				(Yes) / No	" "
Smoking Signs Present				(Yes) / No	ALL ON NOTICE BOARD
Fire Action Signs Present				(Yes) / No	" "
Meter Readings					
Electricity	R:				
Water	R:				WILL TAKE ON NEXT VISIT.
Lifts & Plant					
Lift in Working Order					
Lift Alarms Working					
Plant Room					
Are pumps working				Yes / No	

