

Estate Inspection

Appendix B

Estate Inspection

Date of Inspection: 28.5.14

Neighbourhood Officer: Alan Taylor

Attendees: Chloe Goymer,

Date	No.	Block/ Street	Description of problem	Action taken/Sent to	Job number/ reference	Re-inspection date
28/05/2014		Normanhurst	Bulk items in common way	Email to Estates	28/05/2014	9/07/2014
28/05/2014		Normanhurst	Internal fire door requires carpenter	Phone call to MEARS	9358313	9/07/2014
28/05/2014		Normanhurst	Lift alarm phone line not connecting	Phone call to MEARS	9358320	9/07/2014
28/05/2014		Normanhurst	Remove defunct signage	Email to Estates	17.6.14	9/07/2014
28/05/2014		Normanhurst	Internal lights out	Email to Estates	17.6.14	9/07/2014
28/05/2014		Normanhurst	External lights out	Email to Estates	17.6.14	9/07/2014
		Normanhurst	Signage damaged	Email to be sent to Signs, Print & Design		
28/05/2014		Dinapore House	Loose slab at top of external steps	Phone call to MEARS	9358314	9/07/2014
28/05/2014		Dinapore House	Light out	Email to Estates	17.6.14	9/07/2014
28/05/2014		Richmond Heights	Internal fire door requires carpenter	Phone call to MEARS	9358311	9/07/2014
28/05/2014		Richmond Heights	Lift alarm phone line not connecting	Phone call to MEARS	9358319	9/07/2014
28/05/2014		Richmond Heights	Internal fire door repair	Phone call to MEARS	9361962	9/07/2014

Date	No.	Block/ Street	Description of problem	Action taken	Job number/ reference	Re-inspection date
28/05/2014		Chates Farm Court	Adjust internal door overhead closer	Email to Estates	17.6.14	9/07/2014
28/05/2014		Chates Farm Court	Sweep out electric cupboard	Email to Estates	17.6.14	9/07/2014
28/05/2014		Chates Farm Court	Internal light out	Email to Estates	17.6.14	9/07/2014
28/05/2014		Chates Farm Court	Cracked vertical stair tile	Email to MEARS	17.6.14	9/07/2014
28/05/2014		Chates Farm Court	storage / ex-laundry room lock needs repairing	Email to Estates	17.6.14	9/07/2014
28/05/2014		Chates Farm Court	Internal sensor light out	Email to MEARS	17.6.14	9/07/2014
28/05/2014		Chates Farm Court	External light out	Email to Estates	17.6.14	9/07/2014
28/05/2014		Chates Farm Court	Crack in wall	Email to MEARS	17.6.14	9/07/2014
28/05/2014		Chates Farm Court	Items on landing	Letters to nearby tenants, removal notices attached		9/07/2014
28/05/2014		Chates Farm Court	Electronic keep missing from Main Entry Door	Phone call & email to M & E Team	12.6.14	9/07/2014
28/05/2014		Chates Farm Court	Oil electric cupboard door lock	Email to Estates	17.6.14	9/07/2014
28/05/2014		Chates Farm Court	Ease adjust laundry room door	Email to MEARS	17.6.14	9/07/2014
28/05/2014		Highleigh	Porch lights out	Email to Estates	17.6.14	9/07/2014
28/05/2014		Highleigh	Items on landing	Letters to nearby tenants, removal notices attached	17.6.14	9/07/2014
28/05/2014		Highleigh	Lift alarm phone line not connecting	Phone call to MEARS	9358316	9/07/2014
28/05/2014		Highleigh	Repair internal glass panel	Email to MEARS	17.6.14	9/07/2014