

Site Management Inspection

Site Summary

Date of Report	02/02/2022
Date of Last Inspection	02/02/2021
Reference Number	Block 1 - Yearly Inspection
Development Name	Acme House
Type of Property	Commercial
Client Present	Yes



Site Services

Ref	Services	Condition	Notes
1.1	Communal Window Cleaning	Satisfactory	Windows require cleaning
1.2	Internal Cleaning	Satisfactory	Public areas require cleaning
1.4	Exterior Cleaning	Good	No visible issues
1.5	Exterior Lighting	Good	Lighting in working order
1.6	Fire Safety - Alarms	Good	Recently serviced. In working order
1.7	Fire Safety - Lighting	Good	Safety lighting In working order

Exterior

Ref	Item Name	Condition	Notes
2.1	Driveways/Paths etc	Good	No visible issues
2.2	Lawns	Poor	Lawns require attention. Contractor to attend property
2.3	Fencing	Poor	The fencing has rotted badly. Contractor to repair
2.4	Vehicle Gates	Good	In working order
2.5	Pedestrian Gates	Good	In working order
2.6	Exterior Lighting	Excellent	Tested and in working order
2.7	Garages/Out Buildings	Good	No visible issues
2.8	Car Park Lines/Surface	Good	Road lines and surfaces are clean and tidy
2.10	Window Frame Condition	Satisfactory	Damage to window frame. Rotting has eroded the sill. Contractor to attend
2.11	Roof	Good	
2.12	Gutters and Downpipes	Good	No visible issues
2.13	Drains	Good	No visible issues

Driveways/Paths etc



REF: 2.1

Driveways/Paths etc



REF: 2.1

Fencing



REF: 2.3

Car Park Lines/Surface



REF: 2.8

Fencing



REF: 2.3

Car Park Lines/Surface



REF: 2.8

Interior Areas

Ref	Item Name	Condition	Notes
3.1	Lifts	Good	Tested and in working order
3.2	Lift Telephone & Lighting	Good	In working order
3.4	Communal Glazing	Good	No visible issues
3.5	Cleaning	Good	
3.6	Lighting	Good	Tested and in working order
3.7	Emergency Lighting	Good	In working order
3.8	General Decor	Excellent	No visible issues
3.9	CCTV Systems	Good	Tested and in working order
3.10	Door Closer Check	Good	
3.11	Riser Cupboards	Good	No visible issues
3.12	Fuse board	Good	In working order
3.13	Smoke Alarms	Good	In working order
3.16	Fire records	Good	Records are up to date and signed off by the property manager
3.17	Communal areas	Good	Communal areas are well kept, tidy and clear of boxes
3.18	Safety Signage	Excellent	Signage has been appropriately placed on each floor

Estate Areas

Ref	Item Name	Condition	Notes
4.1	Car Park Surface	Good	No visible issues
4.2	Car Park Lighting	Excellent	Tested and in working order
4.3	Street Lighting	Good	In working order
4.4	Roadways	Good	No visible issues
4.5	Footpaths	Poor	Paths are dirty. Contractor to attend

Street Lighting



REF: 4.3

Street Lighting



REF: 4.3

Footpaths



REF: 4.5

Footpaths



REF: 4.5

Lifts

5.1	Alarm Tested	Yes
5.2	Last Service Date	02/02/2021

General Information

Meter Readings

Overall Comments

Overall the asset is well kept.

Areas of concern have been reported along with photos to show where the contractor should repair

Overall Recommendations

Contractor's to attend where issues / repairs have been reported

Signature

Name: Mike Smith

Date: 02/02/2022

A handwritten signature in black ink, appearing to be 'Mike Smith', written over a horizontal line.