

Flat Inspection Sheet

Category	Low 1 (green)	Medium 2 (Amber)	High 3 (Red)
First Impression External Inspection of front of building	All clear of litter No cobwebs lights clean No marks on windows	Some litter evident Marks on entrance door or windows	Litter/rubbish evident Cobwebs around lights Door & windows require cleaning
Lobby Foyer Stairwell Walls Doors Corridors & landings	Clean walls / ceilings No evidence of litter No scuff marks No dirt / swept Mopped and clean To a good standard	Minor scuffs on floors / doors/walls Dust on stairs or corridors Small amount of rubbish	Dirty stairs / Corridors Litter Drugs / alcohol Paraphernalia Rubbish or large items evident
Internal trip hazards	Clear of all trip hazards Apart from mats outside front doors	Minor trip hazards i.e mats in corridors & some plants	Lots of trip hazards i.e mats, plant containers, chairs & carpets
Bin stores or Chute As applicable	Clean bin store No evidence of fly tipping No litter No leaves Well maintained Chute unblocked in good state of repair	Small amounts of litter Area in need TLC Chute minor blockage Some rubbish in surrounding area	Chute blocked Bin area dirty Evidence of rubbish discarded i.e settees or fridges
Drying area	Clear of weeds and moss Rotary or lines in good condition	Minor weeds / moss Small amount of leaves/litter Some strings broken to rotary lines	Weeds / moss quite evident rotary and line Missing Rubbish evident
Communal grounds boundary fence and gates	No damage to gates or fences	Minor damage to fence / gates i.e pales missing broken gate catches	Fencing damaged Gates/posts broken or rotten
External & Internal Repair & Maintenance issues	To include all doors, windows, gutters down pipes and paths etc Minor issues	To include all doors, windows, gutters down pipes and paths etc Some larger issues i.e downpipes or gutters loose or broken, smaller cracks to paths, window boarded	To include all doors, windows, gutters down pipes and paths etc i.e internal walls poor, doors damaged, downpipes guttering missing, paths very bad/damaged/rotten windows
Shrub beds	Shrub/flower beds well maintained	Shrub/flower beds need attention/some weeds evident but likely to be restored with routine maintenance	Shrubs/flower beds/grassed areas overgrown/weeds evident
Grassed areas	Grassed areas well maintained	Grassed areas need attention likely to be restored with routine maintenance	Grass overgrown requires cutting
Litter	Area around the block clear No sign of litter/rubbish	Area around the block Some evidence of litter/rubbish	Area around the block - High build up of litter/fly tipping
Graffiti	No graffiti inside or outside of the block	1-2 lots of Graffiti evident either inside or outside of the block	More than 2 lots of graffiti evident either inside or outside of the block

