



Site Report: THE BLOCK

Site Ref: 0056S

Site Surveyor Reporting: Ringley's Estate Manager
Date Of Inspection: dd/mm/yyyy
Weather Condition: Dry & Bright
Date Report Typed : dd/mm/yyyy

<u>ITEM</u>	<u>REPORT</u>	<u>ACTION</u>
<u>SAFE WORKING ISSUES</u>	No works in progress	
<u>ENVIRONMENT</u> Cleaning, bulbs, carpets, etc.	Lights in working order, cleaning standard good except for hall No. 3 where a high level cobweb was noted and scuff marks. No trip hazards, no excessive junk mail. Service on fire extinguishers up to date.	Put in writing to cleaner areas of concern hall No. 3
<u>EQUIPMENT</u> Doors, closers, entry-phone, lift, lift phone, fire alarm, etc.	There seems to be a constant buzz on the entryphone Block 2, book maintenance call out.	Interphone contacted on dd/mm/yyyy awaiting report as the system is old and may need replacing.
<u>GARDENS</u> Gardens, planting, trees, shrubs, etc.	Gardener on site, discussed pruning programme. Agreed that leaves not to be stored on site. Additional planting quotation requested. Area generally tidy and maintained.	
<u>PARKING AREAS</u> Parking area, (dumped cars, gates, lights, etc.)	Dumped car registration M18ANK untaxed and smashed window. Initiate removal process	DVLA search done dd/mm/yyyy. Owner notified. Removal scheduled for dd/mm/yyyy.
<u>REFUSE AREAS</u> Bin area (dumped large items)	Oversize rubbish dumped around bin store, wooden bits etc. Can we get the Council to attend to clear this.	Anytown Council Contacted...dd/mm/yyyy. Rubbish collection scheduled dd/mm/yyyy. Ref : 1368216
<u>SUGGESTED ESTATE IMPROVEMENTS</u>		

THE SITE REPORT IS JUST A TASTER
RINGLEY CLIENTS GET AN AGREED NUMBER OF SITE VISITS
EACH EXCEL WORKBOOK CONTAINS ALL SITE VISIT REPORTS