



## **Communal Area Inspection Checklist**

Whilst carrying out the Estate Walkabouts, Estate Services Officers will be expected to identify any issue or fault, which will have a detrimental effect on the appearance of the building.

### **This will include the following:**

- Main entrance areas, including doors
- Signage in entrance, including duty signs and notice board
- Floors/skirting/Woodwork
- Doors and handles
- Fire doors and fire notices
- Internal communal doors/Windows glass
- Chute rooms
- Bin chambers
- Light fittings
- Stairwells and banisters
- Main riser
- Lifts including doors and panels, preference keys and alarm buttons