**INVENTORY CHECKS**

Flat No.

Date:

Checked by:

**Windsor House Communal Areas**

Please take care to check all working facilities are tested and all lights are checked.

| **Communal Flat Areas** | **Checked (please tick)** | **Comments on Condition** |
| --- | --- | --- |
| Front Door, inc lock & strong arm |  |  |
| **Corridor;**  Carpet  Walls  Ceiling  Other |  |  |
| **Kitchen/Dining Room**;  Door  Windows & Blinds  Carpet  Lino  Walls  Ceiling  Table  Chairs (please specify how many)  Cupboards  Work Tops  Hobs  Sink & Taps  Oven  Telephone  Iron  Ironing Board  Kettle  Microwave  Vacuum Cleaner  Fridge  Freezer  Bins x 3  (Red, Blue & Black)  Soft Seating  Coffee Table  Coffee Table (wooden)  Mop & Bucket  Dustpan & Brush  Radiator  Extractor Fan |  |  |
| Fire Blanket | DO NOT TEST | DO NOT TEST |
| Fire Extinguisher | DO NOT TEST | DO NOT TEST |
| Other |  |  |

Cleanliness......  Good  Average  Needs attention

Maintenance Reported?  Yes  No

General Comments? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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