**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;**CarpetWallsCeilingOther |  |  |
| **Kitchen/Dining Room**;DoorWindows & BlindsCarpetLinoWallsCeilingTableChairs (please specify how many)CupboardsWork TopsHobsSink & TapsOvenTelephoneIron Ironing BoardKettleMicrowaveVacuum CleanerFridgeFreezerBins x 3(Red, Blue & Black)Soft SeatingCoffee TableCoffee Table (wooden)Mop & BucketDustpan & BrushRadiatorExtractor 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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