**INVENTORY CHECKS**

Flat:

Date:

Checked by:

**Brook Street Flat 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;**CarpetPanelsWallsCeilingTelephone (test)Other |  |  |
| Fire Door | DO NOT TEST | DO NOT TEST |
| **Bathroom & WC;**Shower (test)Toilet (flush)MirrorDoor & LockExtractor FanFloorWallsCeilingToilet Brush |  |  |
| **Single Toilet;**Toilet (flush)MirrorDoor & LockExtractor FanFloorWallsCeilingToilet Brush |  |  |
| **Single Shower**;ShowerMirror Door & LockExtractor FanFloorWallsCeiling |  |  |
| **Kitchen/Dining Room**;DoorWindows (frames & locks)CarpetWallsCeilingTableChairs (please specify how many)Storage CupboardsShelves (open plan)Work TopsHobs x 2Sink x 2OvenIron Ironing BoardMicrowaveVacuum CleanerFridge Freezer x 2Recycling Bins x 3White bin with lidMop & BucketBroomDustpan & Brush |  |  |
| Fire Blanket | DO NOT TEST | DO NOT TEST |
| Fire Extinguisher | DO NOT TEST | DO NOT TEST |
| Other |  |  |

Cleanliness......  Good  Poor  Needs attention

Maintenance Reported?  Yes  No

General Condition of Area ?

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