

Block Management - Monthly Inspection



**ABC COMMERCIAL
PROPERTY MANAGEMENT**

info@propertyinspect.com

Property inspected by I Crawford

Address

BLOCK
MANAGEMENT
1 Sample St
Portsmouth
Hampshire
IBA 123



Carried Out

**July
7th 2021**

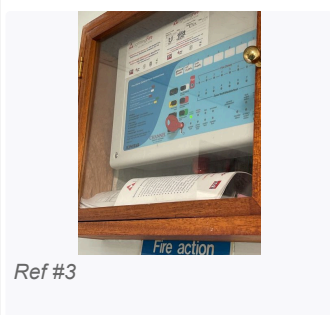
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1. SUMMARY OF REPORT		
Ref	Name	Description
1.1	Points To Note	In the main the main the property is in good co and grounds are in good condition with only minor issues as noted. Fire risk assessment needs to be consulted / updated to ensure that safety protocols are in place and any need for fire extinguishers is addressed.
1.2	Maintenance Issues	See actions as listed / responsible person or department
1.3	Internal Redecoration	Date of Last Redecoration: 24/09/2020
1.4	External Redecoration	Date of Last Redecoration: N/A

2. CERTIFICATES		
Ref	Name	Description
2.1	EICR Certificate	Date of Issue: 24/09/2019 Note: To be renewed every 5 years; 10 years if new build
2.2	Buildings Insurance	Date of Reinstatement Valuation: 04/05/2018 Next Due: 04/05/2022 Note: Should be renewed every 4 -5 years
2.3	Fire Risk Assessment	Date of Issue: 07/02/2020 Review Date: 07/02/2021 Note: As advised by risk assessment

3. HEALTH & SAFETY | SMOKE & CARBON MONOXIDE ALARMS

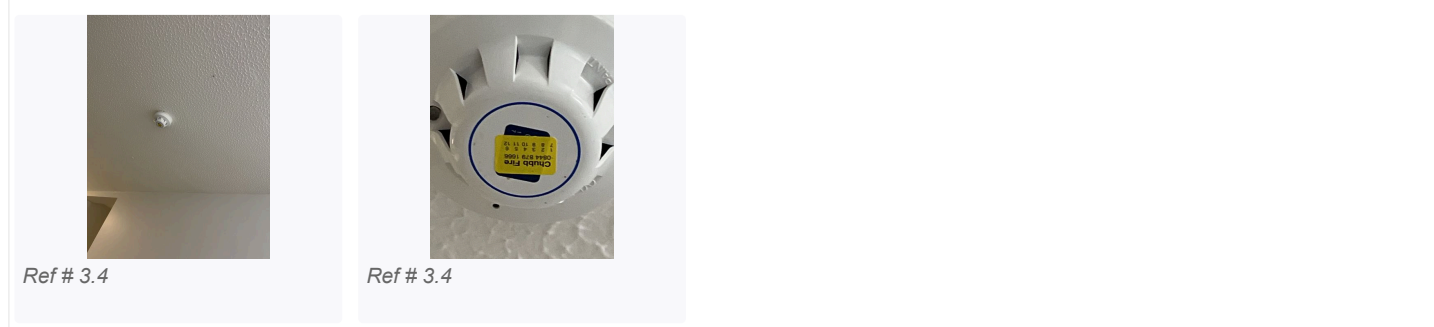
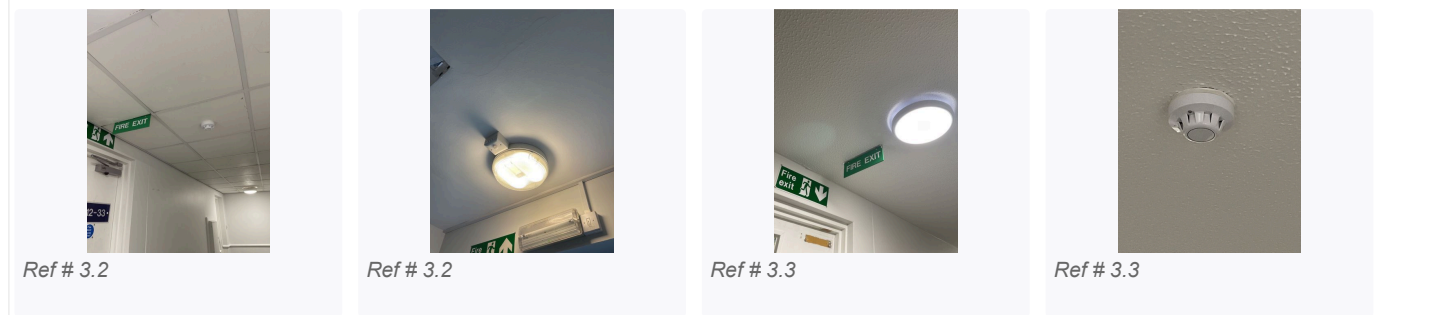
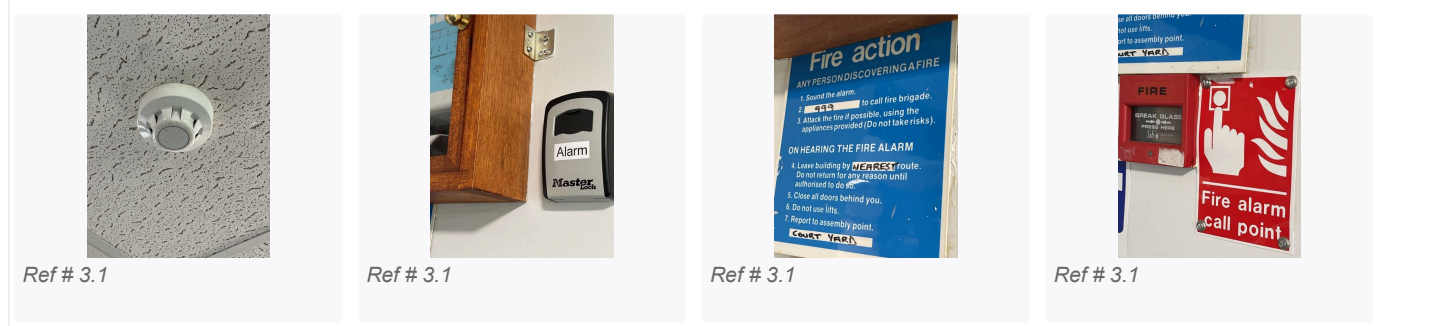


Ref #3

Ref	Name	Description	Condition
3.1	Smoke Alarm	Ground Alarm panel and signage located to communal entrance Please Note: BS 5839-6: 2019 Fire detection and fire alarm systems for buildings - Section 25.2 states that all fire alarm systems in commercial premises need to be tested weekly	Alarm operating and emitting an audible tone - area / zone confirmed on panel

3. HEALTH & SAFETY | SMOKE & CARBON MONOXIDE ALARMS (CONT.)

3.2	Smoke Alarm	1st Floor	Alarm operating and emitting an audible tone - area / zone confirmed on panel
3.3	Smoke Alarm	2nd Floor	Alarm operating and emitting an audible tone - area / zone confirmed on panel
3.4	Smoke Alarm	3rd Floor	Alarm operating and emitting an audible tone - area / zone confirmed on panel
3.5	Carbon Monoxide Alarm	Ground 1st Floor 2nd Floor 3rd Floor 4th Floor	Not applicable



4. COMMUNAL METERS

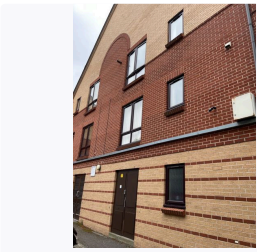
Ref	Name	Description	Condition
4.1	Electric Meter	Location: Communal cupboard to front entrance Serial No: LS1234567	Unable to access / no key provided Re Visit - Landlord
4.2	Gas Meter	Location: Communal cupboard to front entrance Serial No: G4A 344567889	Unable to access / no key provided Re Visit - Landlord

4. COMMUNAL METERS (CONT.)

4.3	Water Meter	Location: Not located Serial No:	Unable to locate Re Visit - Landlord
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5. EXTERNAL CONDITION | SIDE ELEVATIONS

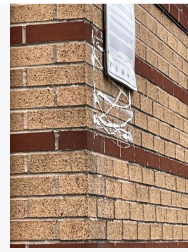
Ref	Name	Condition
5.1	Left Elevation	Junction box rusting Car park signage missing Satellite dish / aerial pole appears unstable Needs Maintenance - Landlord
5.2	Right Elevation	Overflow pipe leaking causing discolouration to side wall Rubbish piled to bottom of wall Needs Maintenance - Landlord Needs Removing - Landlord
5.3	Front Elevation	No issues to note
5.4	Rear Elevation	No issues to note



Ref # 5.1



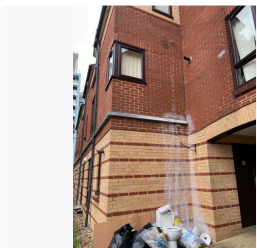
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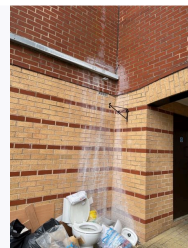
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Ref # 5.2



Ref # 5.2



Ref # 5.3



Ref # 5.4

6. EXTERNAL | GROUNDS



Ref #6



Ref #6

Ref	Name	Condition	Comments
6.1	Garden Area / Trees / Planting	Moderate	Weeds to gravel Rubbish accumulating to right elevation Pest control box present Needs Removing - Landlord Needs Maintenance - Landlord
6.2	Fences / Boundary Walls / Gates	Good	Repainted Aug 2020
6.3	Electronic Gates	N/A	
6.4	Walkways / Paved Areas	Good	Minor weeds / weathering Needs Maintenance - Landlord
6.5	External Drainage / Guttering / Overflows	Good	Overflow to right elevation leaking onto walls Needs Maintenance - Landlord
6.6	Metal Work / Balconies / Emergency Staircase	N/A	
6.7	Roof / Tiles / Chimney	Good	Visible moss to tiles where visible Needs Maintenance - Landlord
6.8	External Lighting	Good	No issues noted - not seen working as inspection conducted in the AM
6.9	CCTV Equipment / Alarms	Good	Appropriate stickers / warning signs present to external areas
6.10	Refuse Areas	Good	Locked - no rubbish to surround areas - no odour or pest issues noted during inspection
6.11	Parking Areas / Driveway	Good	Clear of debris or any major damage
6.12	Windows / Sills	Good	All windows replaced 2020

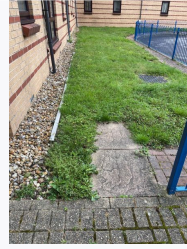
6. EXTERNAL | GROUNDS (CONT.)



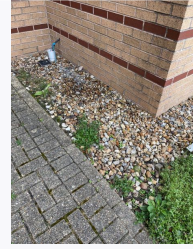
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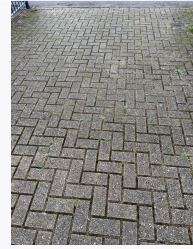
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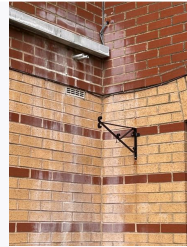
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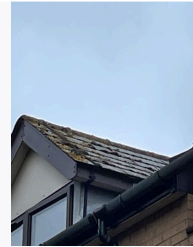
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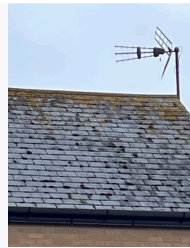
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Ref # 6.8

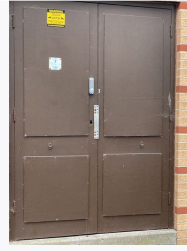
6. EXTERNAL | GROUNDS (CONT.)



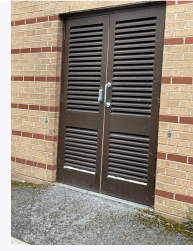
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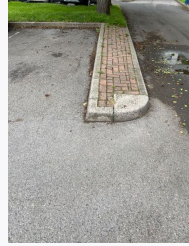
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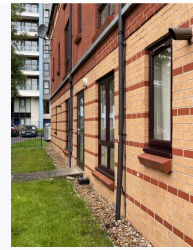
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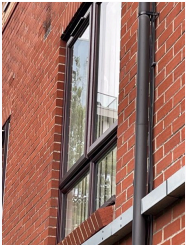
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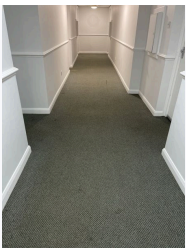


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Ref # 6.12

7. INTERNAL AREAS | GROUND FLOOR



Ref #7



Ref #7

7. INTERNAL AREAS GROUND FLOOR (CONT.)			
Ref	Name	Condition	Comments
7.1	Front Door / Main Entry Point	Good	Appropriate exit and safety signs present No damage or issues noted Smoking receptacle full Needs Maintenance - Landlord
7.2	Internal Doors	Good	No damage - minor marks and wear Appropriate safety and no smoking signage
7.3	Ceiling(s)		Minor damage / indents to suspended ceiling panels to main entrance Monitor - Landlord
7.4	Lights	Good	
7.5	Walls	Good	Repainted Aug 2020
7.6	Carpets	Moderate	Worn; grubby and stained but serviceable Needs Cleaning - Landlord
7.7	Security / Entry Phone	Moderate	Display not working - unit worn and grubby in appearance Needs Maintenance - Landlord
7.8	Communal Radiators	N/A	
7.9	Signage / Notice Board(s)	Good	Appropriate signage for flats locations, fire alarms and evacuation procedures in place Information board present but not up to date Update Board - Landlord
7.10	Fire Equipment - Extinguishers	Defect	No extinguishers to building - signage in place for no smoking - fire doors - evacuation Fire Safety - Landlord
7.11	Obstructions	Good	No obstructions to any entrance areas / communal areas
7.12	Communal Staircase To 1st Floor	Good	Appropriate no smoking / emergency exit signage Doors and emergency exit in good order Carpets - stained / marked but in serviceable condition Emergency lighting working Minor marks to walls - repainted Aug 2020



Ref # 7.1



Ref # 7.1



Ref # 7.1



Ref # 7.1

7. INTERNAL AREAS | GROUND FLOOR (CONT.)



Ref # 7.1



Ref # 7.2



Ref # 7.2



Ref # 7.2



Ref # 7.2



Ref # 7.3



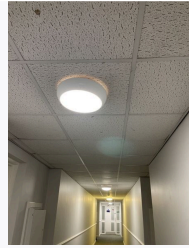
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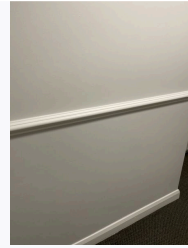
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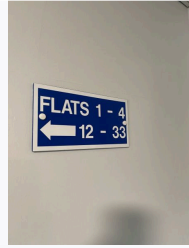


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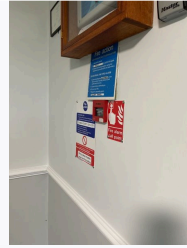
7. INTERNAL AREAS | GROUND FLOOR (CONT.)



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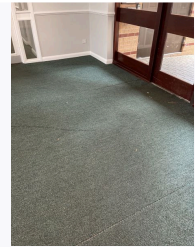
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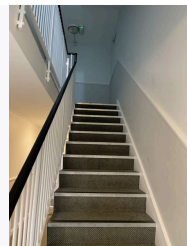
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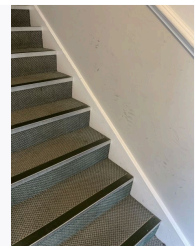
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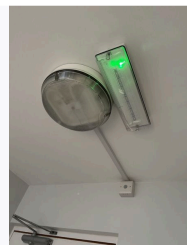
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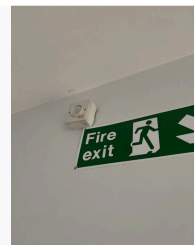
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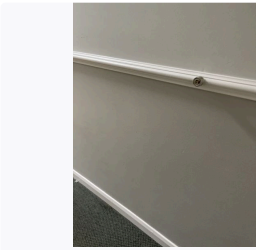


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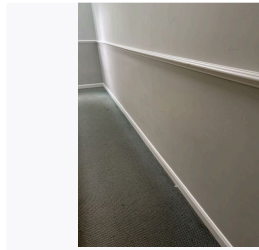


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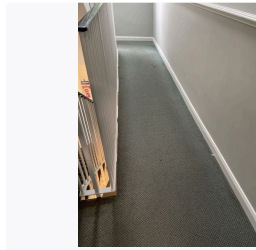
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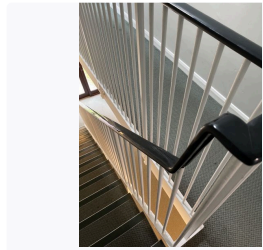
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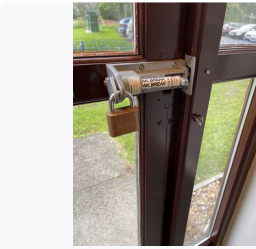
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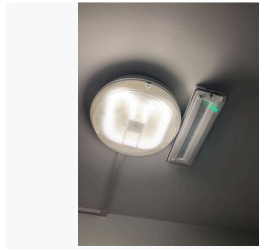
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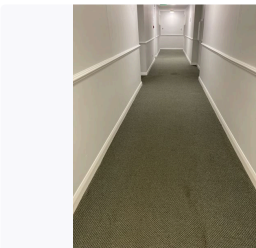


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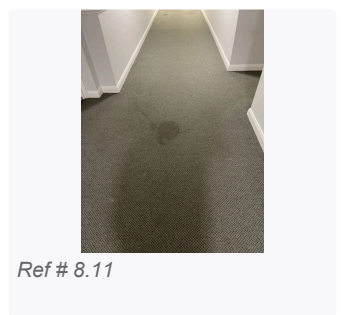
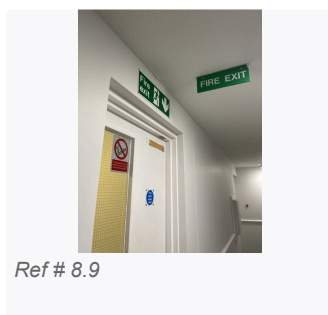
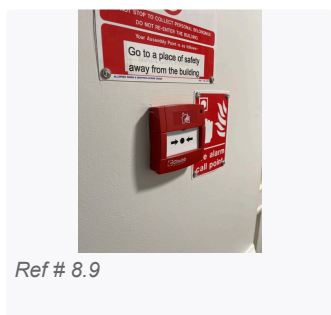
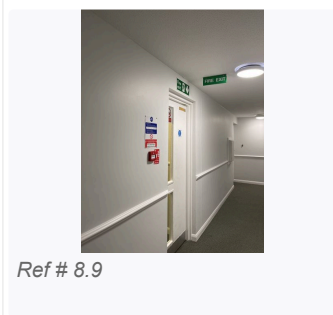
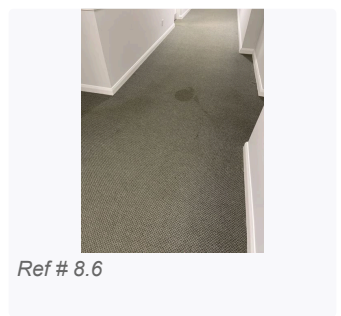
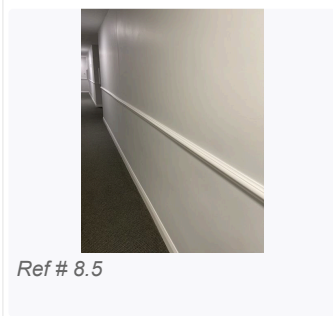
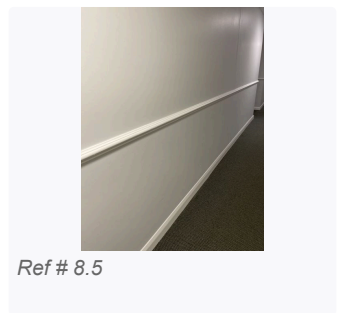
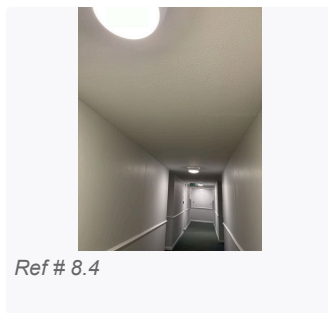
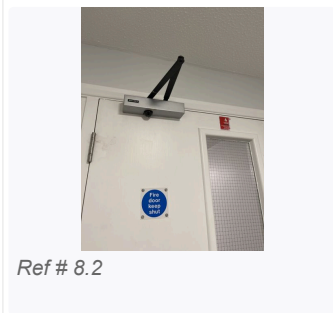
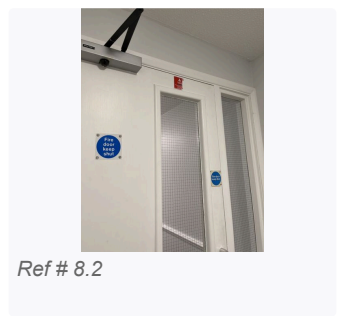
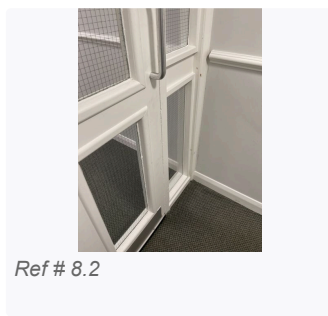
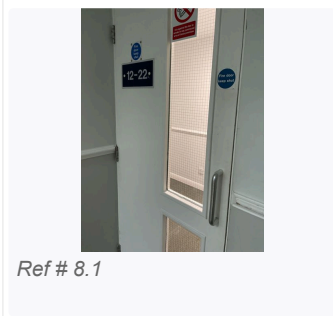
8. INTERNAL AREA | 1ST FLOOR



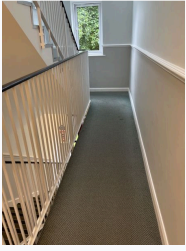
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Ref	Name	Condition	Comments
8.1	Front Door / Main Entry Point	Good	Appropriate exit and safety signs present No damage or issues noted
8.2	Internal Doors	Good	Appropriate exit and safety signs present Self closure working No damage or issues noted
8.3	Ceiling(s)		Repainted Aug 2020
8.4	Lights	Good	All working
8.5	Walls		Repainted Aug 2020
8.6	Carpets	Moderate	Worn; stained but serviceable Needs Cleaning - Landlord
8.7	Security / Entry Phone	N/A	
8.8	Communal Radiators	N/A	

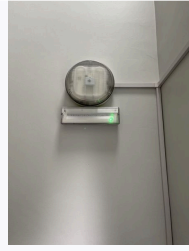
8. INTERNAL AREA 1ST FLOOR (CONT.)			
8.9	Signage / Notice Board(s)	Good	Appropriate signage for flats locations, fire alarms and evacuation procedures in place No notice boards
8.10	Fire Equipment - Extinguishers	Good	No extinguishers to building Signage in place for no smoking - fire doors - evacuation Fire Safety - Landlord
8.11	Obstructions	Good	No obstructions to communal areas
8.12	Communal Staircase To 2nd Floor	Good	Appropriate no smoking / emergency exit signage Doors and emergency exit in good order Carpets - stained / marked but in serviceable condition Emergency lighting working Minor marks to walls - repainted Aug 2020



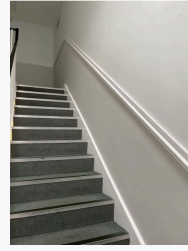
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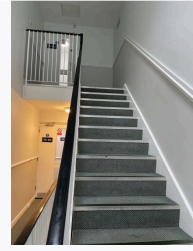
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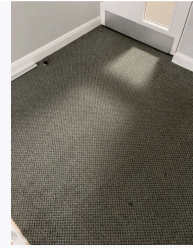
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9. INTERNAL AREA | 2ND FLOOR



Ref #9

Ref	Name	Condition	Comments
9.1	Front Door / Main Entry Point	Good	Appropriate exit and safety signs present No damage or issues noted
9.2	Internal Doors		Appropriate exit and safety signs present Self closure working No damage or issues noted
9.3	Ceiling(s)	Good	Repainted Aug 2020
9.4	Lights	Good	All working
9.5	Walls	Good	Repainted Aug 2020 Minor marks to lower aspects
9.6	Carpets	Moderate	Worn; stained but serviceable Needs Cleaning - Landlord
9.7	Security / Entry Phone	N/A	
9.8	Communal Radiators	N/A	
9.9	Signage / Notice Board(s)	Good	Appropriate signage for flats locations, fire alarms and evacuation procedures in place except for ceiling No notice boards Needs Maintenance - Landlord
9.10	Fire Equipment - Smoke Detector(s)	Good	No extinguishers to building Signage in place for no smoking - fire doors - evacuation Fire Safety - Landlord
9.11	Obstructions	Good	No obstructions to communal areas
9.12	Communal Staircase To 3rd Floor	N/A	



Ref # 9.1



Ref # 9.1



Ref # 9.2



Ref # 9.2

9. INTERNAL AREA | 2ND FLOOR (CONT.)

Ref # 9.3

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10. EXTERNAL AREA | ROOF

Ref	Name	Condition	Comments
10.1	State Type	Pitched	<p>State condition: Not able to see from ground level but not major issues visible</p> <p>Flat Roof Renew Date: N/A</p> <p>Yearly Inspection Date (after 7 yrs): Needs Investigation - Landlord</p>

11. PLANT / MACHINERY			
Ref	Name	Condition	Comments
11.1	Communal Boiler / Pumps	N/A	
11.2	Lift Service Phone	N/A	Service Date:
11.3	Lift Room	N/A	
11.4	Other		

Miscellaneous Actions			
Ref	Responsibility	Action	Comments
4.1 Communal Meters » Electric Meter	Landlord	Re Visit	Unable to access / no key provided - speak with VOID manager and arrange revisit within 7 days to note reading
4.2 Communal Meters » Gas Meter	Landlord	Re Visit	Unable to access / no key provided - speak with VOID manager and arrange revisit within 7 days to note reading
4.3 Communal Meters » Water Meter	Landlord	Re Visit	Unable to access / no key provided - speak with VOID manager and arrange revisit within 7 days to note reading
5.2 External Condition Side Elevations » Right Elevation	Landlord	Needs Removing	Remove rubbish to avoid potential issues with pets / vermin
6.1 External Grounds » Garden Area / Trees / Planting	Landlord	Needs Removing	Remove rubbish to right elevation area
7.3 Internal Areas Ground Floor » Ceiling(s)	Landlord	Monitor	Check at next inspection for any increase in damage
7.9 Internal Areas Ground Floor » Signage / Notice Board(s)	Landlord	Update Board	Update board to reflect current planned maintenance / alarm testing schedule, tenant and management information
7.10 Internal Areas Ground Floor » Fire Equipment - Extinguishers	Landlord	Fire Safety	Check Fire Risk Assessment - are extinguishers needed / recommended and act appropriately
8.10 Internal Area 1st Floor » Fire Equipment - Extinguishers	Landlord	Fire Safety	Check Fire Risk Assessment - are extinguishers needed / recommended and act appropriately
9.10 Internal Area 2nd Floor » Fire Equipment - Smoke Detector(s)	Landlord	Fire Safety	Check Fire Risk Assessment - are extinguishers needed / recommended and act appropriately
10.1 External Area Roof » State Type	Landlord	Needs Investigation	FM services - check schedule for next roof inspection - add to task list

Needs Maintenance		
Ref	Responsibility	Comments
5.1 External Condition Side Elevations » Left Elevation	Landlord	Replace junction box cover Replace car parking signage Fix communal aerial / satellite to wall securely
5.2 External Condition Side Elevations » Right Elevation	Landlord	Check overflow pipework for damage / maintenance
6.1 External Grounds » Garden Area / Trees / Planting	Landlord	Minor grounds works / tidying up to grassed / gravel areas
6.1 External Grounds » Garden Area / Trees / Planting	Landlord	Check pest control replacement schedule
6.4 External Grounds » Walkways / Paved Areas	Landlord	Check schedule for garden maintenance - add to list of works
6.5 External Grounds » External Drainage / Guttering / Overflows	Landlord	Overflow to right elevation leaking onto walls
6.7 External Grounds » Roof / Tiles / Chimney	Landlord	Add to planned roof maintenance to task list - non urgent
7.1 Internal Areas Ground Floor » Front Door / Main Entry Point	Landlord	Arrange for smoking unit to be cleared / cleaned
7.7 Internal Areas Ground Floor » Security / Entry Phone	Landlord	FM services - repair / replace
9.9 Internal Area 2nd Floor » Signage / Notice Board(s)	Landlord	Install emergency exit notification to ceiling

Needs Cleaning		
Ref	Responsibility	Comments
7.6 Internal Areas Ground Floor » Carpets	Landlord	Add to management task list for cleaning
8.6 Internal Area 1st Floor » Carpets	Landlord	Add to management task list for cleaning
9.6 Internal Area 2nd Floor » Carpets	Landlord	Add to management task list for cleaning

Declaration

I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing within seven days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property.

Signed by the
Signature
Print Name
Date	/ /

Signed by the
Signature
Print Name
Date	/ /