

Caretaking Service

Inspection Form

Location.....

Block number.....

Date.....

Names of HRP members inspecting site.....

(To score each area of inspection, tick inside the relevant box)

Area of inspection	A	B	C	D	Notes
Stairs, landings, stairwells Walkways and corridors	All in good condition. No dirt or litter, swept, mopped and clean.	Condition ok. No dust, dirt and litter.	Dust in edges & corners. Little evidence of recent sweeping or mopping.	Very poor. Dirty. Evidence of alcohol & drug use.	
Handrails, ledges & banister rails	Very clean, dust free. Obviously wiped & dusted regularly.	Little dusty. Small bits of dirt present.	Dirty lower section. Old cobwebs & litter.	No evidence of wiping, dusting or cleaning.	
Cleanliness of walls in communal areas	Very clean. No scuff marks.	A few scuff marks on walls.	Very dirty, stained walls.	Very dirty throughout.	
Bin chambers	No litter, no leaves. Evidence of disinfectant used.	Few leaves, no litter or food on floor.	Rotting food & litter on floor & under bin.	Burst plastic sack on floor, dirty walls, flies.	
Rubbish chutes	Clean chute & floor.	Small bits of dirt on hopper, no rotten food.	Chute almost blocked by rubbish.	Hopper blocked with rubbish, rotting food in hopper.	
Graffiti	No graffiti.	A little evidence of graffiti.	Graffiti in many places.	Excessive & offensive graffiti.	

Area of inspection	A	B	C	D	Notes
Light fittings and cobwebs	Excellent condition.	Few cobwebs.	Old cobwebs, dirty light surface.	Poor cleanliness, broken light covers.	
Fly tipping Bulky rubbish & items	Area clear.	Single item on landing, stairwell, or walkway.	Furniture etc or other rubbish on landing, stairwell or walkway	Unsecured fridge etc on landing, stairwell or walkway	
Litter in external areas and bin stores Recycling area: Dumped rubbish & items	No litter.	Some litter.	High build up of litter, cans, newspapers etc.	Excessive amount of litter, some hazardous e.g. broken glass, sharp objects.	
Lifts: (where applicable) Cleanliness of floors, doors, panels and frames	No dirt in corners or stuck on floor. Floor appears to have regular cleaning. Clean door.	Small bits of dirt present. Clear corners. Door clean but with some marks.	Lower walls and corners dirty. One filthy door, dirt comes off in hands. Other doors clean.	Dirt and pieces of broken glass mopped into corners. Doors on several floors dirty.	

Additional comments

Laundry (where applicable)	Minor communal repairs required	Other comments

