

Location.....

Block number.....

Date.....

Names of HRP members inspecting site.....

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

| <b>Area of inspection</b>   | <b>A</b>  | <b>B</b>   | <b>C</b>   | <b>D</b>  | <b>Notes</b> |
|---|---|--|--|---|--------------|
| Cleanliness of communal windows on doors/landings and staircases, internal and external faces | The windows have no dirt, no dust, no cobwebs and generally the level of cleanliness is excellent | The windows are generally in an acceptable condition   | The condition of the windows is poor (e.g. water streaks on the inside of the windows)   | The condition of the windows is very poor (e.g. frame and glass covered in excessive cobwebs, dust and dirt)  |              |
| Cleanliness of ledges and window cills  | Ledges and window cills in excellent condition and totally litter free                            | The ledges and window cills are in good condition, typically no more litter than would be expected | The ledges and window cills are in poor condition, with a high build up of litter (e.g. old cobwebs, insects dirt, and litter) | The condition of the ledges and window cills is totally unacceptable, with excessive amount of litter and hazardous conditions (e.g. broken glasses or mirror or sharp objects) |              |

**Additional comments**

| <b>Health and Safety issues</b> | <b>Location of any broken glazing</b> | <b>Location of any obstructions preventing window cleaning being carried out</b> |
|---------------------------------|---------------------------------------|--|
|                                 |                                       |  |
|                                 |                                       |  |
|                                 |                                       |  |
|                                 |                                       |  |
|                                 |                                       |  |
|                                 |                                       |  |
|                                 |                                       |  |
|                                 |                                       |  |
|                                 |                                       |  |
|                                 |                                       |  |