**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;**  Carpet  Panels  Walls  Ceiling  Telephone (test)  Other |  |  |
| Fire Door | DO NOT TEST | DO NOT TEST |
| **Bathroom & WC;**  Shower (test)  Toilet (flush)  Mirror  Door & Lock  Extractor Fan  Floor  Walls  Ceiling  Toilet Brush |  |  |
| **Single Toilet;**  Toilet (flush)  Mirror  Door & Lock  Extractor Fan  Floor  Walls  Ceiling  Toilet Brush |  |  |
| **Single Shower**;  Shower  Mirror  Door & Lock  Extractor Fan  Floor  Walls  Ceiling |  |  |
| **Kitchen/Dining Room**;  Door  Windows (frames & locks)  Carpet  Walls  Ceiling  Table  Chairs (please specify how many)  Storage Cupboards  Shelves (open plan)  Work Tops  Hobs x 2  Sink x 2  Oven  Iron  Ironing Board  Microwave  Vacuum Cleaner  Fridge Freezer x 2  Recycling Bins x 3  White bin with lid  Mop & Bucket  Broom  Dustpan & 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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