

What this checklist is for?

- This checklist has designed to help staff and residents make a full assessment of conditions in the neighbourhood.
- It aims to ensure, during the assessment visit, conditions are recorded systematically.
- Items requiring attention can be identified and corrective action noted
- It will also help to monitor the condition of the neighbourhood over a period of time.

This checklist has 3 Sections:

- Section 1** outside areas of a scheme or estate
Section 2 the grassed area and planted or shrub bed areas
Section 3 Internal communal areas

Section 1 – Outside areas of a scheme or estate		
Ref:	Issue	Standard
1	General sense that estate feels cared for	On first impression: <ul style="list-style-type: none"> • looks reasonably clean and cared for all round • nothing to be seen which might be a danger to residents or visitors • no signs of major vandalism
2	Clear of large dumped items of refuse	No large dumped large items of refuse including furniture
3	Roads, paths, steps etc – clean	Free from piles of leaves and wind blown rubbish, weeds and litter (unless recently dropped)
4	Roads, paths, steps etc – safe	All surfaces in reasonable condition and safe for pedestrians including elderly; free of trip hazards.
5	Garage and parking areas	Free of removable oil deposits, old batteries etc which could be a risk to people
6	Gutters and drains	No signs of any problems such as pools of water or rubbish blocking drain covers etc.
7	Cars and vans	No abandoned, untaxed or obstructive cars or vans
8	Lighting	Lights are working (where possible to check) or appear to be in working order
9	Signage and notice boards	<ul style="list-style-type: none"> • Signs and notices can be read and have a cared-for appearance. • No unusable notice boards • No missing signs where clear need exists
10	Security measures	Anti-crime equipment such as CCTV and alley gates in working condition. (if not applicable score N/A)
11	Gates and fencing	<ul style="list-style-type: none"> • Gates in working order and lockable where needed • Fencing in safe condition and with reasonable appearance
12	Play areas - safe	<ul style="list-style-type: none"> • Free from piles of leaves and wind blown rubbish • Free of litter and broken glass and anything which could be a danger
13	Play areas - safe	All play equipment in good repair and working properly

14	Tenants gardens where visible	<ul style="list-style-type: none"> Gardens have a reasonably cared for appearance Do not present any danger to other residents
15	Graffiti and bills	No graffiti or unauthorised handbills/stickers
16	Dangerous refuse	No broken glass, food or any other dangerous waste
17	Pipe work, gutters and overflows on outside of blocks	No evidence of leaks or defects, or of possible blockages
18	External repairs and decorations	Pointing, external painting and roofs appear to be in good condition
19	Approach to entrances to blocks	Approaches are cared for and safe, and it's clear which is the way in
20	All areas generally	(Apart from items already covered) Nothing major which needs repair or which presents a risk to health & safety

Section 2 - grassed and planted areas

Ref:	Issue	Standard
21	Lawns, beds and other planted areas - tidy	Free of litter, piles of leaves or other wind blown rubbish (taking account of season)
22	Lawns, beds and other planted areas	No evidence of abuse of areas e.g. for car parking
23	Grass	<ul style="list-style-type: none"> No longer than 2" or 5 cm high. No significant worn areas or excessive weeds
24	Shrub and flower beds	<ul style="list-style-type: none"> Planted and maintained to give an overall cared-for and pleasant appearance (taking account of season) Beds have adequate number of shrubs and other plants
25	Shrub and flower beds	Plants are not a danger to pedestrians (e.g. danger of slipping or tripping) on adjacent footways etc.
26	Trees	<ul style="list-style-type: none"> Trees do not present a danger to residents or possible risk of damage to buildings. Do not significantly obstruct light to homes
27	Cuttings and other gardening waste	No evidence of waste being stored in an unsightly or dangerous way, or dumped on estate
28	Large items of rubbish including furniture	No large dumped bulk rubbish inc. furniture
29	Dangerous refuse	No broken glass, food mess or any other dangerous refuse
30	All areas generally	(Apart from items already covered) Nothing needing significant repair or other attention

Section 3 - Internal communal areas

Ref:	Issue	Standard	Score
31	General sense that the block feels cared for	On entering the block: <ul style="list-style-type: none"> looks reasonably clean and cared for all round nothing to be seen which might be a danger to residents or visitors no signs of major vandalism 	
32	Condition of Decor	Paint and other decorations are in a reasonable condition; no large areas of peeling or flaking paint	

33	Clear of large items of refuse	No large dumped bulk rubbish including furniture
34	Areas being used properly	<ul style="list-style-type: none"> • No signs of areas being abused e.g. for storing motor cycles, drug taking • No stairs, landings or corridors obstructed by tenants' belongings including cycles and plant containers
35	Floors (inc. stairs) - sweeping	No litter and small bits of rubbish except things which seem to have just been dropped.
36	Floors (inc. stairs) - washing	Appear clean, with no ingrained dirt or major smearing (taking account of type of floor finish)
37	Floors (inc. stairs) – safe	<ul style="list-style-type: none"> • Floor is even and no risk of being tripped up • Where applicable, coverings are properly fixed • Stair nosing intact and do not cause a hazard
38	Walls and balustrades	<ul style="list-style-type: none"> • Look clean overall, and do not appear patchy or smeared • No noticeable cobwebs or unsightly dust
39	Graffiti	No graffiti or unauthorised handbills / stickers
40	Communal doors - clean	<ul style="list-style-type: none"> • Look clean overall, and do not appear patchy. • Handles look clean and feel smooth to touch.
41	Windows - cleaning	Glass, frames and cills appear clean and cared for (taking account of cleaning cycle and accessibility)
42	Windows - repair	Glass not cracked or broken and catches working.
43	Lighting	Lights are working (where possible to check) or appear to be in working order and free from vandalism
44	Refuse disposal	No bad smells or insects in bin stores
45	Lifts	<ul style="list-style-type: none"> • Lifts are working • Walls and floors, and control panels, clean and cared for • No stickers or handbills, or sticky residues.
46	Signs and notice boards	<ul style="list-style-type: none"> • Signs and notices can be read and have a cared-for appearance • No unusable notice boards.
47	Health and safety (Unless already covered by feature above)	Nothing representing a risk to health and safety of residents or visitors

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