**Well Managed Estate Checklist and Guide**

**Checklist One: For estates with internal communal areas**

**Inspector(s)………………………………………………………………………………………………………………………………………………………………**

**Name of scheme inspected…………………………………………………………………………………………………………………………………………………………………**

**Date of Inspection…………………………………………………………………………………………………………………………………………………………………**

**Overall Score…………………………………………………………………………………………………………………………………………………………………………**

**Overall comments………………………………………………………………………………………………………………………………………………………………..**

**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..**

**Guide to using the checklist:**

* The checklist has been developed by tenant inspectors on behalf of the CRF.
* The checklist uses a simple ‘traffic light’ grading of **Red** **– Amber – Green** to identify the quality of the estate.
* Guidance on how to judge the quality for each aspect of the estate is integrated into the checklist overleaf.
* The overall score is the average of the scores **Red** **– Amber – Green** unless there is a **Red** item **and** it raises a serious health and safety issue when the overall score should be shown as Red and immediate action taken
* For each issue please write in your comments under the appropriate box. For example if the condition of fencing is Amber comments should be written in the blank space under Amber.
* If you have no comments just tick under the appropriate box or write N/A if not applicable
* Feel free to provide photographic evidence if appropriate
* The first part of the checklist is for externals and is common to all checklists
* The second part of the checklist is for internals and is only shown on Checklist One for estates with communal areas

**Externals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fencing** | **Green** | **Amber** | **Red** |
| **Guidance:** **Fencing** | No missing panels of fencing; good use of fencing for defence; good perimeter fencing; clean and painted/stained | Some damaged or missing panels; need for re-staining or painting | Lots of missing panels threatening security of scheme or individual properties |
| **Condition/repair** |  |  |  |
| **Paint condition** |  |  |  |
| **Gardens** | Green | **Amber** | **Red** |
| **Guidance Gardens** | Very few untidy or overgrown gardens or communal areas.Well maintained shrubs/trees; weeded and kept clean; paved areas well maintained; grass cut regularly and no trip hazards  | Minimal untidy or overgrown gardens or communal areas.Reasonable grass length; minimal weeding; minimal uneven surfaces | Lots of overgrown gardens or communal areas.Lots of overgrown areas and long grass; poorly maintained paved areas; missing manhole covers  |
| **Gardens of tenants (self-contained)** |  |  |  |
| **Communal grounds overall** |  |  |  |
| **Communal grounds weeding/grass cutting and shrubs** |  |  |  |
| **Tree maintenance** |  |  |  |
| **Graffiti/fouling and fly tipping** | **Green** | **Amber** | **Red** |
| **Guidance: Graffiti/fouling and fly tipping** | No graffiti or dog fouling. No flytipping or bulk rubbish | Some graffiti easily removed. Some dog fouling. Some flytipping or bulk rubbish | Long standing graffiti; Racist/hate graffiti. Lots of dog fouling particularly around play space and paths. Lots of flytipping or bulk rubbish which may attract vermin and be a health hazard |
| **Free of graffiti**  |  |  |  |
| **No dog fouling** |  |  |  |
| **Bulk rubbish and/or flytipping**  |  |  |  |
| **General appearance of scheme** | **Green** | **Amber** | **Red** |
| **Guidance: General appearance of scheme**  | Generally well maintained footpaths, external paintwork and gutters. Clear signage to the scheme. Good lighting and security | Some problems with uneven footpaths or could be improved. External paintwork or gutters in need of some planned maintenance; Lighting or security could be improved | Poor general appearance. Problems with footpaths; external paintwork and gutters need immediate attention. Security and/or lighting is poor |
| **Condition of footpaths** |  |  |  |
| **Security and lighting**  |  |  |  |
| **Drainage** |  |  |  |
| **External paintwork**  |  |  |  |
| **Gutter maintenance** |  |  |  |
| **Signage** |  |  |  |
| **Meter box condition**  |  |  |  |
| **Car parking**  | **Green** | **Amber** | **Red** |
| **Guidance: Illegal parking and abandoned vehicles, in communal areas** | No abandoned or unauthorised vehicles. Dropped kerbs; good parking; even surfaces; level access | Adequate car parking facilities. Vehicle(s) in garden without hard-standing area. Minimal facilities; some access arrangements for disabled people  | Inadequate car parking facilities. Illegally parked; abandoned or burnt out vehicles; A number of vehicles in gardens without hard-standing area.No recognition of the needs of disabled people; no dropped kerbs or other measures; access exists but is blocked |
| **Unauthorised vehicles or illegal parking** |  |  |  |
| **Car parking facilities**  |  |  |  |
| **Access/disability**  |  |  |  |
| **Internal Communal areas** | **Green** | **Amber** | **Red** |
| **Guidance: Internal Communal areas** | Halls, stairs and passageways clean, free of clutter and rubbish; well maintained and well decorated. Communal doors and letterboxes secure and in good condition. Fire-detection equipment in place  | Halls, stairs and passageways fairly clean; only a small amount of clutter and rubbish; reasonable standard of maintenance and decoration. Communal doors and letterboxes secure but not in good condition. Fire detection equipment in place  | Halls, stairs and passageways dirty: large amount of clutter and rubbish: poor standard of maintenance and decoration. Communal doors and letterboxes not secure. No fire detection equipment in place  |
| **Communal cleaning**  |  |  |  |
| **General condition of communal areas e.g.:*** **Paintwork**
* **Floor covering**
* **lighting**
 |  |  |  |
| **Free of clutter and rubbish** |  |  |  |
| **Fire detecting equipment in place**  |  |  |  |
| **Communal door secure?**  |  |  |  |
| **Condition of letterboxes**  |  |  |  |
| **Comments from residents: Did you speak to any residents. If so who did you speak to and what did they tell you**  |
|  |
| **Are there any obvious health and safety hazards? If so please list with clear description of fault and location and any photographs**  |
|  |
| **STAFF USE ONLY (Action taken – please complete after finishing inspection)** |
| **Description of item reported**  | **Date reported** | **Who reported to**  | **Follow up – date completed or if no action say why not** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |