

**Company Name:** Cricklade Road Management Company Limited

**Inspector Name:** K. Zak

**Inspection Date:** 14 August 2025

## Purpose

This site inspection record is used when undertaking regular site inspections and is solely for the purpose of recording and monitoring the common (communal) parts on behalf of the above company.

## What Is Included

The below report comments on the general condition of the interior and exterior communal parts (where applicable) as they were found at the time of this inspection.



**Please note:** This inspection is carried out visually by the property manager or a competent person instructed by the property manager and should not be used for any other purpose than to comment and record the general state and condition of the common (communal) parts that are inspected during a routine site visit. Where further investigation, testing or remedial work is required, a competent person is instructed by the property manager.



Internal Inspection	Acceptable	Not Acceptable	N/A	Comments	Action
<b>Entrances</b> (Main doors)	✓			The magnets on the main entrance door (top of the door) need adjustment. The contractor has been instructed to attend and rectify the issue.	None
<b>Hallway</b> (Communal Lobbies and Stairs)	✓			Hallways and stairs were clean, clear and free from obstructions.	None
<b>Lighting</b> (Standard and Emergency Lighting)	✓			Lighting, including emergency units, is operational with no faults reported.	None
<b>Internal Doors</b> (Compartment Doors)	✓			Doors opened and closed properly.	None
<b>Cupboard Doors</b> (Electrical Cupboard Doors)	✓			Electrical cupboard doors were secured and free from visible damage.	None
<b>Windows</b> (Communal Windows)	✓			Windows in communal areas opened and closed correctly.	None
<b>Signage</b> (Communal Notices)	✓			Building noticeboards was clearly displayed and information was up to date.	None
<b>Additional Comments</b>					None



External Inspection	Acceptable	Not Acceptable	N/A	Comments	Action
<b>Exterior Structure</b> (The Building)	✓			Visual inspection of the exterior walls showed no concerns.	None
<b>Guttering</b> (Gutters and Fascia)	✓			Guttering and fascia are intact, with no blockages or damage observed.	None
<b>Roofing</b> (Tiles and Cladding)	✓			Roofing inspected from ground level – no signs of damage noted.	None
<b>Communal Grounds</b> (Gardens and Common Areas)	✓			No concerns observed in communal gardens or pathways.	None
<b>Bin Store</b> (Waste Disposal Areas)		✓		The bin area was found full of house waste like furniture, boxes etc.. The contractor has been instructed to tidy up and collect the waste.	Review
<b>Car Park</b> (Vehicle Parking)				Car park is well-maintained, with no surface damage.	None
<b>Bike Store</b> (Bicycle Areas)					None
<b>Additional Comments</b>					None

**Entrances (Main Doors)**



**Hallway (Communal Lobbies and Stairs)**



**Lighting (Standard and Emergency Lights)**



**Internal Doors (Compartment Doors)**



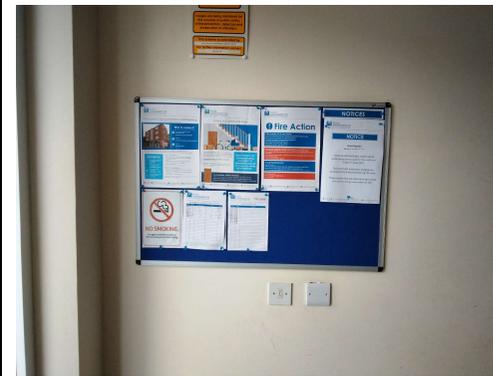
**Cupboard Doors (Electrical Cupboard Doors)**



**Windows (Communal Windows)**



**Signage (Communal Notices)**



**Additional Photos**

**Exterior Structure (The Building)**



**Guttering (Gutters and Fascia)**



**Roofing (Tiles and Cladding)**

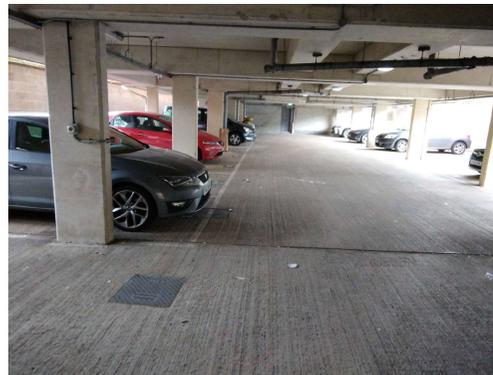


**Communal Grounds (Gardens and Common Areas)**

**Bin Store (Waste Disposal Area)**



**Car Park (Vehicle Parking)**



**Bike Store (Bicycle Areas)**

**Additional Photos**