

SITE INSPECTIONS POLICY

Objective:

The primary objective of site inspections is to ensure the effective management and maintenance of residential blocks of flats, creating a safe, secure, and pleasant living environment for residents. These inspections aim to identify any issues promptly and address them in a timely manner.

Frequency of Inspections:

Regular site inspections will be conducted on a scheduled basis. The frequency of these inspections may vary based on the size and specific needs of the property, but at a minimum, inspections will occur monthly.

Scope of Inspections:

Common Areas:

- Hallways, stairwells, and lobbies
- Lifts
- Communal spaces
- Rubbish and recycling areas
- Car Parks and driveways (if applicable)

Exterior Areas:

- Building facades
- Roofs and gutters
- Grounds and landscaping
- Fencing and gates
- Lighting fixtures

Utilities and Systems:

- Plumbing and drainage systems
- Electrical systems
- Fire safety equipment
- Security systems

Inspection Procedure:

Preparation:

Coordinate with relevant service providers and contractors for access to specific areas.

Checklist:

Utilise a comprehensive checklist covering all relevant aspects of the property.

Record observations, take photographs, and document any issues identified during the inspection.

Documentation:

Maintain detailed records of each inspection, including date, time, and staff involved.

Log attendance in on site visitors book

Document any actions taken or recommendations for future maintenance.

Communication:

Clearly outline any required maintenance or repairs and establish a timeline for resolution.

Follow-Up Actions:

Maintenance Requests:

Promptly address any maintenance or repair needs identified during inspections.

Ensure timely communication with residents on the status of their maintenance requests.

Contractor Management:

Regularly review and evaluate the performance of contracted service providers involved in property maintenance.

Feedback Mechanism:

Establish a feedback mechanism for residents to report issues not covered during routine inspections.

Use resident feedback to continuously improve the effectiveness of the inspection process.

Compliance and Review:

Legal Compliance:

Ensure that all inspections adhere to relevant local laws, regulations, and building regulations.

Periodic Review:

Regularly review and update the site inspection policy to incorporate any changes in regulations or industry best practices.

Approval

This Site Inspections Policy is approved by Johnson Burke and Co Ltd and is effective as of January 2024.



Vedia Johnson
Director
Johnson Burke and Co Ltd