

FRA – Action Plan items from High Risk programme – Neighbourhood Management items

1. Trellick – June 2012

ITEM	PRIORITY	IDENTIFIED RISK or HAZARD	ACTIONS TO BE TAKEN	BY WHOM	DATE TO BE COMPLETED BY
2	High	There were cigarette ends and used matches seen in the corridor outside flat number 114.	I would recommend that the residents of this floor level are informed immediately that the corridor is not a smoking area and regular checks of the area are undertaken to see that the corridor is not used as a smoking area.	Christine Carter	
8a	High	The disused car park located under the taller tower block has combustible items, contractors waste and storage in it along with combustible rubbish.	I would recommend that this area is completely tidied up and all the old and stored items are removed and the area secured locked shut.	Christine Carter / Clinton Hegarty	
8b	High	There is contractors waste and combustible storage in the disused boiler room, the 5th, 8th and 26th floor level store areas off the central staircase, the 3rd and 6th floor level store rooms off the lift lobby area	I would recommend that these areas are tidied up with all the combustible items and contractors waste etc removed then the rooms secured locked shut.	Christine Carter / Clinton Hegarty	
12a	High	The entrance doors to flat numbers 1, 13, 24, 193 and 197 do not appear to be fire rated doors.	Can it be confirmed the entrance doors to flats 1, 13, 193 and 197 are 30 minute fire rated doors, each fitted with a self closing device, capable of shutting the door fully on to its stops.	Alasdair Manson / Christine Carter Have these been referred back to Neighbourhood Management to progress the access? Is this in hand?	

12h	Medium	The "Gerda " lock fitted to the roof level external door of the lower level tower is damaged	I would recommend that this lock is either repaired or replaced so that is door to the open roof level can be secured shut	Clinton Hegarty Could you investigate please?	
23b	High	Are the monthly occupier tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as prove of testing having been undertaken.	Christine Carter / Clinton Hegarty Please confirm	
23f	Medium	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes are not being undertaken.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded as prove of testing having been undertaken	Christine Carter / Clinton Hegarty Please confirm	

2. Grenfell Tower – Nov 2012

8a	High	In the basement boiler room area there are empty 25 litre plastic containers and empty cardboard boxes being stored under the staircase. Also in the main boiler room area there is contractors waste, plastic packaging, wrapping and protective material which parts come covered with. These combustible items could provide fuel for a fire.	All these empty containers and boxes along with all the contractors waste should be removed immediately from the boiler room. It appears that some of this combustible waste has been here for some time, can it be confirmed that regular caretaker checks of the boiler room area are being undertaken?	Ricki Sams Siobhan Rumble Do the Inspectors regularly inspect this area?	
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8b	High	In the ground floor electrical room lobby area there are piles of full cardboard boxes. This electrical room is meant to be a restricted area to authorised persons only and these cardboard boxes are a fuel source for any fire that might develop. Also these boxes are restricting access to the main electrical room.	I would recommend that all these cardboard boxes are removed immediately from this area.	Siobhan Rumble Could this area be cleared please?	
8c	Medium	There are some cardboard boxes full of household items on the 12 floor level flat/lift lobby area.	I would recommend that these cardboard boxes are removed.	Siobhan Rumble	
8d	Advice only	In one of the store rooms in the basement area there are a lot of push bike parts, frames, old wheels etc. These are not readily combustible items.	I would recommend that this store room area is tidied up and all any unwanted bike parts are removed.	Siobhan Rumble	
12a	High	There is a secondary exit route from the basement boiler room area. It is not known when this hatch was last opened and checked to see that it operated correctly.	Can it be confirmed that regular inspections and checks are carried out to see that the hatch on this secondary route from the basement boiler room area works correctly and opens easily.	Siobhan Rumble Is this a task the Inspectors regularly carry out?	
22a	High	There are two other occupiers on the ground floor level of this building, the Dale Boxing Club and the Grenfell Nursery.	I would recommend that both of the ground floor level occupants are asked for a copy of their Fire Risk Assessment (FRA's). Once these have been obtained then any actions on the significant findings sheet that may be	Siobhan Rumble Can you please obtain these and pass to H&S	

			applicable to the TMO parts of the building should be action-ed.		
22c	For Information only	If or when the office areas are brought back into use a fire risk assessment should be completed for these areas by the occupant.	When the fire risk assessment is completed for these office areas a copy of each of the significant findings of those documents should be asked for and these findings co-ordinated as in item 22b above.	Siobhan Rumble	
23d	High	The weekly occupiers testing of the fire alarm and warning system of the building appear not to have been undertaken.	It should be confirmed that the weekly occupiers testing of the fire alarm and warning system of the building is being undertaken and that the tests are being recorded in a suitable building fire logbook.	Siobhan Rumble Can these weekly fire alarm tests be reinstated asap please?	
23e	High	Monthly caretaker testing and inspections of the emergency lighting system, fire fighting equipment, fire fighting lifts, automatic vents, dry riser and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed systems and fire fighting equipment/ fittings? With the completed sheets kept as a record. It is an offence under the Fire Safety Order not to undertake these inspections.	Siobhan Rumble Please confirm	

3. Adair Tower – Oct 2010

8a	High		There is storage of combustible materials and waste along with construction materials, old doors, electrical fittings, paint tins etc in the secure flat/lobby area cupboard's.	The cupboards in each flat/lobby area should emptied out and be maintained free from all storage items to reduce fire loading and potential fuel for a fire. I would recommend that in future the caretaker is asked to periodically check	Gary Riley Could you arrange for these to be	
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			these cupboards to ascertain that they are kept empty.	cleared out asap	
8b	High		There are quantities of combustible construction material and waste that could cause an obstruction or provide fuel for a fire in the roof level area.	The combustible construction material and waste should be removed from the roof level area so that it does not provide fuel for a fire or cause an obstruction. I would recommend that in future checks are carried out after contractors have undertaken work in the building to make certain that all waste etc is removed from site.	Gary Riley Could you arrange for these to be cleared out asap

6. Berenger Tower – Nov 2010

2	High		At the time of this risk assessment there was evidence of discarded smoking materials next to the rubbish chute at floor level 17. If the occupants of either of the flats on this floor level are discarding smoking items down the refuse chute this could ignite any refuse in the bin at the base of the chute.	I would recommend that the occupants of the flats on the 17 th floor level are reminded of the TMO's no smoking policy. Checks should be undertaken to ensure that the TMO's no smoking policy in the common parts is being observed after the occupiers have been warned.	Lorraine Squire RAFAEL VALENCIA
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7. Blantyre Tower – Nov 2010

12c	Medium		The directional orientation of the building means that if the wind direction is from a certain angle then the staircase fire doors are pushed open. This can weaken the self closing device attached to the door and require that the self closing device needs adjusting.	I would recommend that the caretakers on their monthly inspections pay particular attention to the functioning of the self closing devices on the staircase fire doors, because of the wind effect on the doors. If it is observed that the devices need adjustment this should be reported to the Hub quickly so that the fire doors shut fully on to their stops.	Wendy Stevenson RAFAEL VALENCIA Can caretakers please pay particular attention & report immediately	
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8. Dartrey Tower – Nov 2010

12c	High		There are items on the 5 th floor level flat/lift lobby area that could cause an obstruction or become a trip hazard. These items are a set of ladders, a metal cabinet and other assorted items.	The items on the 5 th floor level flat/lift lobby area should be remove so that they do not cause an obstruction or become a trip hazard. These items are a set of ladders, a metal cabinet and other assorted items.	Lorraine Squire GARY CHIN-FATT	
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10. Chelsea Reach Tower – Nov 2010

8	Low		The majority of the flat/lift lobby area on	I would recommend that the floor	Lorraine Squire	
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			<p>floor level 13 has been covered with carpet tiles, at present this floor covering is in good condition and well fitted and does not I believe pose any type of hazard. But the floor covering could deteriorate and become a trip hazard.</p>	<p>covering on this floor level is monitored by the caretakers on their monthly inspections and if it becomes a trip hazard or an obstruction it is removed.</p>	<p>RAFAEL VALENCIA</p> <p>Could the caretaker please ensure the condition of this is monitored regularly (& a record kept)</p>	
12b	Medium		<p>The directional orientation of the building means that if the wind direction is from a certain angle then the staircase fire doors are pushed open. This can weaken the self closing device attached to the door and require that the self closing device needs adjusting.</p>	<p>I would recommend that the caretakers on their monthly inspections pay particular attention to the functioning of the self closing devices on the staircase fire doors, because of the wind effect on the doors. If it is observed that the devices need adjustment this should be reported to the Hub quickly so that the fire doors shut fully on to their stops.</p>	<p>Lorraine Squire</p> <p>RAFAEL VALENCIA</p> <p>Can caretakers please pay particular attention & report immediately</p>	

11. Whistler Tower - Nov 2010

12d	Medium		<p>The directional orientation of the building means that if the wind direction is from a certain angle then the staircase fire doors are pushed open. This can weaken the self closing device attached to the door and require that</p>	<p>I would recommend that the caretakers on their monthly inspections pay particular attention to the functioning of the self closing devices on the staircase fire doors, because of the wind effect on the doors. If it is observed that the</p>	<p>Lorraine Squire</p> <p>Gary Chin-Fatt</p> <p>Can caretakers please pay</p>	
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			the self closing device needs adjusting.	devices need adjustment this should be reported to the Hub quickly so that the fire doors shut fully on to their stops.	particular attention & report immediately	
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13. Worlds End Estate 4th Floor Walkways – Dec 2010

8	High		The cupboard on upper Blantyre walk between flats 5 and 6 had a lot of waste and combustible rubbish stored in it. This could be a fuel source for a fire.	All the combustible rubbish and waste stored in the cupboard on upper Blantyre walk between flats 5 and 6 should be removed so it is not a fuel source for a fire.	Lorraine Squire Could the caretaker arrange for this to be cleared & monitor to ensure there is no recurrence	
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14. Dartrey Sheltered Scheme – Dec 2010

23b	Medium		There were records available to show the occupier testing and inspections carried out in the club room for the fire fighting equipment and detectors of the fire alarm system.	Can it be confirmed that occupier testing and inspections are being carried out in the club room on the fire fighting equipment and detectors of the fire alarm system and that records are being kept.	Amie / H&S H&S to draft specific checklist for Caretaker to use regularly in this area.	Checklist drafted – inspection frequency to be confirmed?
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15. Dixon House – Dec 2010

11a	High	Whilst I was in the bulk storage area there were at least four rats, I was told that this storage area has a rat problem.	I would recommend that a pest control company is tasked with eliminating all the rats from this storage area.	Chris Baker	
11b	Medium	There is an old disused bird's nest in the electrical duct in the refuse chute area on floor level 8, this could provide a fuel source for a fire.	I would recommend that the birds nest is removed and any access opening to the external face of the building sealed off to stop any more nests being built.	Martin Barr	
23a	High	Monthly caretaker testing and inspections of the emergency lighting system, fire fighting equipment, fire fighting lifts, dry riser, sprinkler system and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed systems and fire fighting equipment/ fittings? With the completed sheets kept as a record. It is an offence under the Fire Safety Order not to undertake these inspections.	Martin Barr	

16. Frinstead House – Dec 2012

23a	High	Monthly caretaker testing and inspections of the emergency lighting system, fire fighting equipment, fire fighting lifts, dry riser and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed systems and fire fighting equipment/ fittings? With the completed sheets kept as a record. It is an offence under the Fire Safety Order not to undertake these inspections.	Martin Barr As with Whitstable – please confirm	
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17. Markland House – Dec 2012

8	Medium	On the 7 th floor level flat/lift lobby area there is an old fridge/freezer.	These fridge/freezer should be removed from this flat/lift lobby area.	Martin Barr	
23a	High	Monthly caretaker testing and inspections of the emergency lighting system, fire fighting equipment, fire fighting lifts, dry riser, sprinkler system and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed systems and fire fighting equipment/fittings? With the completed sheets kept as a record. It is an offence under the Fire Safety Order not to undertake these inspections.	Martin Barr	

18. Whitstable House – Dec 2012

2	High	Next to the refuse chute opening on the 3 rd floor level there are discarded cigarette ends on the floor. If the person smoking here was to discard their cigarette ends down the refuse chute the rubbish bin at the base of the refuse chute could catch fire.	I would recommend that the flats of this floor level are visited by a housing officer or the caretaker and the occupants of these flats are reminded about the “No Smoking” policy. Also it should be explained to them about the dangers of potentially setting fire to the rubbish bin at the base of the refuse chute.	Martin Barr	
8	High	There are cardboard boxes of ceramic floor tiles on the flat/lift lobby area outside flat 13 and on the 20 th floor level pieces of kitchen work surface on the flat/lift lobby area.	I would recommend that these items are removed from these flat/lift lobby areas and the residents of these floor levels are reminded that the flat/lift lobby areas are not	Martin Barr	

			to be used as general storage areas.		
22a	High	There is another occupier located on the ground floor level of this building, ADKC.	I would recommend that the other occupant is asked for a copy of their Fire Risk Assessment (FRA). Once this has been obtained then any actions on the significant findings sheet that may be applicable to the TMO parts of the building should be action-ed.	Alasdair Manson / Kiran Singh to advise – should RBKC General Services request this & then pass to TMO H&S ?	
22b	High	Once the other occupiers FRA and significant findings have been obtained it should be passed on to the person or department who will co-ordinating all the occupier's significant responses into one single set of significant findings.	Once finalised and co-ordinated all the relevant items indicated on the whole buildings significant findings should be action-ed.	See above	
23a	High	Monthly caretaker testing and inspections of the emergency lighting system, fire fighting equipment, fire fighting lifts, dry riser, sprinkler system and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed systems and fire fighting equipment/ fittings? With the completed sheets kept as a record. It is an offence under the Fire Safety Order not to undertake these inspections.	Martin Barr Please confirm caretaker carrying out monthly inspection / testing of emergency lighting, visual inspection of extinguishers and other fire safety aspects of building and written records are being	

				maintained.	
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19. King Charles House – Nov 12

3	High	There were old kitchen units and other assorted combustible waste in a pile outside the doors of the bin store room.	These items should be removed from the outside of this building so as not to be a fuel source for an arsonist. I would recommend that regular checks are carried out so that combustible items are not dumped outside this building.	Wendy Stevenson Nicola Rees MIGUEL DE ALMEIDA	
23b	High	Monthly caretaker testing and inspections of the emergency lighting system, fire fighting equipment, fire fighting lifts, dry riser and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed systems and fire fighting equipment/fittings? With the completed sheets kept as a record.	Wendy Stevenson Nicola Rees MIGUEL DE ALMEIDA	

20. Raymede Tower – June 2011

23b	Medium	Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure etc.	Can it be confirmed that the caretakers are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Annabel Davidson	
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21. Treverton Tower – June 2011

8	High		<p>There is combustible storage on the balconies outside the following flat entrance doors:</p> <p>Flat 16 some old household doors etc and items of furniture</p> <p>Flat 50 old kitchen units</p> <p>Flat 51 old kitchen units</p>	<p>I would recommend that the residents are asked to remove the items outside their flats. The residents should be reminded that the balconies should be maintained free of all items of storage so there is no fuel source for a fire and the fire loading is kept as low as possible.</p>	Annabel Davidson	
12a	High		<p>The fire exit door from the basement area at the rear of the building, by the secondary exit from the boiler room was blocked by a parked car a soft topped BMW.</p>	<p>I would recommend that there area outside the basement exit door is hatched out or a bollard erected so that the door cannot be blocked.</p>	Annabel Davidson	
12c	Medium		<p>Outside flats 22, 25, 42 and 43 there are considerable amount of plants in pots and large planters. These are restricting the width of the balcony, causing an obstruction and could be a trip hazard.</p>	<p>I would recommend that the occupant of these flats are asked to remove some of the pots of plants from the balcony so they are not causing an obstruction or become a trip hazard. I would recommend that the caretaker is asked to regularly check the balconies to make certain that they do not become obstructed, if they do then all</p>	Annabel Davidson	

			the plants etc should be removed		
23	Medium		Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure etc.	Can it be confirmed that the caretakers are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Annabel Davidson

22. Burleigh House, Thomas More Estate – Jan 2013

23b	Medium		Caretaker testing and inspections of the device marked “Fire Alarm” any occupier inspections or testing of the extraction systems and the inspections of the buildings structure etc.	Can it be confirmed that the caretaker is undertaking the tasks as per the caretakers check list in this building, with the fire alarm device and the extraction system added if necessary as extra checks, with the completed sheets kept as a record.	Wendy Stevenson Yasmin Alam Miguel De Almeida
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23. Cadogan House – Jan 2013

23	High		Caretaker testing and inspections of the buildings structure.	Can it be confirmed that the caretaker(s) are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Wendy Stevenson Yasmin Alam Miguel De Almeida
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24. Dacre House – Jan 2013

3	Advice only	By the end wall of the estate near to the cleaners hut, there is an old settee, soft chairs, a fridge and some other bulk items, these are awaiting collection to be disposed of.	These items are located away from this building but I would recommend that the date for collection of these bulk items is checked because they look to have been here quite a while. It is better to have regular collections to minimise the amount of items and combustible waste located on site.	Wendy Stevenson Yasmin Alam Miguel De Almeida	
8	High	In the lower ground floor electrical rooms/cupboards there are old unit fittings in cardboard boxes.	I would recommend that these cardboard boxes of old light fittings are removed from these electrical rooms/cupboards.	Wendy Stevenson Yasmin Alam Miguel De Almeida	

25. Winchester House – Jan 2013

23b	High	Are the monthly occupier tests and inspections of the emergency lighting systems/units in this building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing having been undertaken.	Yasmin Alam Miguel De Almeida Wendy Stevenson	
23c	High	Caretaker testing and inspections of the device marked "Fire Alarm" any occupier inspections or testing of the extraction systems and the inspections of the buildings	Can it be confirmed that the caretaker is undertaking the tasks as per the caretakers check list in this building, with the fire alarm device and the extraction system added if necessary as extra checks, with the completed	Wendy Stevenson Yasmin Alam Miguel De Almeida	

		structure etc.	sheets kept as a record.		
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26. Kingsley House – Jan 2013

23b	High	Are the monthly occupier tests and inspections of the emergency lighting systems/units in this building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing having been undertaken.	Wendy Stevenson Yasmin Alam Miguel De Almeida	
23c	High	Caretaker testing and inspections of the device marked "Fire Alarm" any occupier inspections or testing of the extraction systems and the inspections of the buildings structure etc.	Can it be confirmed that the caretaker is undertaking the tasks as per the caretakers check list in this building, with the fire alarm device and the extraction system added if necessary as extra checks, with the completed sheets kept as a record.	Wendy Stevenson Yasmin Alam Miguel De Almeida	

27. Gilray House – Nov 2012

23d	Medium	Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed emergency lighting system, the fire extinguishers and the buildings structure. With the completed sheets kept as a record.	Wendy Stevenson Yasmin Alam Miguel De Almeida	
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28. Riley House – Nov 2012

23b	Medium	Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed emergency lighting system, the fire extinguishers and the buildings structure. With the completed sheets kept as a record.	Yasmin Alam Miguel De Almeida	
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29. Lacland House – Nov 2012

8a	Medium	There is contractors waste and quantities of combustible construction material and rubbish in the roof level water tank room above the staircase of flats 17 to 32.	The combustible construction material and waste should be removed from the roof level water tank room. I would recommend that in future checks are carried out after contractors have undertaken work in the building to make certain that all waste etc is removed from site.	Wendy Stevenson Could we arrange for this area to be cleared please Yasmin Alam Miguel De Almeida	
8b	Medium	There are items of decorating equipment being stored on the landings of the secondary staircase flats 17 to 32.	I would recommend that this storage is removed from this staircase.	Yasmin Alam	
23c	Medium	Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed emergency lighting system, the fire extinguishers and the buildings structure.	Yasmin Alam	

			With the completed sheets kept as a record.		
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30. Milmans House – Nov 2012

23b	Medium	Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed emergency lighting system, the fire extinguishers and the buildings structure. With the completed sheets kept as a record.	Wendy Stevenson Yasmin Alam Miguel De Almeida	
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31. Elm Park House – June 2011

8	Medium	There are some items of storage under the rear staircase at the basement level, this storage could provide fuel for a fire.	This storage should be remove completely as this staircase is open the height of the building.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

33. 7 Elm Park Gdns – Feb 2010

2.3	2	The quantities of combustible waste within the locked cupboards on the ground and first floors of the right hand side staircase should be removed i.e. Lift/lobby landings of Flats 21 and 22 ground floor. Flats 23, 24 and 25 first floor.	1	N'hood Services to remove asap	N'hood services	GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
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35. 1 Elm Park Gdns – April 2012

8	High	On the third floor landing outside flat 5's entrance door there is a wardrobe containing clothes and lots of pairs of shoes scattered on the landing. This is the top floor landing.	I would recommend that the occupant of flat 5 is asked to remove the wardrobe from this landing and the space kept free of any storage. The shoes could stay as long as they are placed on a shoe rack and kept tidy so as not to be a trip hazard.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as prove of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

23e	Medium	Are the monthly occupier's inspections of the exit door and the escape route being undertaken with records kept?	Monthly occupier testing and inspections of the exit door and escape route in this building should be undertaken, with the results recorded as prove of testing and inspections having been undertaken.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
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36. 2 & 4 Elm Park Gdns – Apr 2012

8	Medium	There were combustible household items being stored in the roof level water tank room. Suitcases, boxes of kitchen utensils etc and garden furniture and plant pots etc. The lock on this door is a gerda lock so access is restricted to persons with this type of key.	I would recommend that all person items are removed from this water tank room.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as prove of testing and inspections having been undertaken.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

23e	Medium	Are the monthly occupier's inspections of the exit doors and escape routes being undertaken with records kept?	Monthly occupier testing and inspections of the fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded as prove of testing and inspections having been undertaken.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
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37. 10 Elm Park Gardens – March 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded in the buildings logbook.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Are the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes are not being undertaken with records kept.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded in the fire log book.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

38. 16 Elm Park Gdns – March 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded in the buildings logbook.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	High	Are the weekly and monthly occupier's tests and inspections of all the mechanical and electrical components that make up the water protection system installed within flat 16A being undertaken according to the manufacturers guidance.	Weekly and monthly occupier testing and inspections of the water protection system installed within flat 16A should be undertaken according to the manufactures guidance, with the results recorded in the buildings logbook.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23e	Medium	Are the monthly occupier's inspections of the fire extinguishers, exit doors and escape routes are not being undertaken with records kept.	Monthly occupier testing and inspections of the fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded in the fire log book.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

39. 22 Elm Park Gdns – March 2012

8a	Medium	In the boiler room there is a large cardboard box full of combustible rubbish and waste plus an assortment of empty cardboard boxes.	I would recommend that all the rubbish and waste items are removed from this boiler room.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
8b	Medium	Outside flats 5 and 6 on the landing there is a very large empty wicker basket.	This basket should be removed from the landing outside flats 5 and 6.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	High	Are the weekly and monthly occupier's tests and inspections of all the mechanical and electrical components that make up the water protection system installed within flat 22A being undertaken according to the manufactures guidance.	Weekly and monthly occupier testing and inspections of the water protection system installed within flat 22A should be undertaken according to the manufactures guidance, with the results recorded in the buildings logbook.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23e	High	Are the monthly occupier's tests and inspections of the emergency lighting systems in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting systems in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

23f	Medium	Are the monthly occupier's inspections of the exit doors and escape routes being undertaken with records kept?	Monthly occupier testing and inspections of the exit doors and escape routes in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

40. 28 Elm Park Gdns – March 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Are the monthly occupier's inspections of the fire extinguishers, exit doors and escape routes being undertaken with records kept?	Monthly occupier testing and inspections of the fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

41. 34 Elm Park Gdns – March 2012

12a	Medium	On the first floor level landing outside flats 3 and 4 there is a large welsh type dresser containing household items.	This is a solid piece of furniture but I would recommend that all the contents are emptied out of this unit and it is not used for storage. If the owner wants the dresser to stay this is I believe acceptable but it must be empty of all items.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as prove of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Are the monthly occupier's inspections of the fire extinguishers, exit doors and escape routes being undertaken with records kept.	Monthly occupier testing and inspections of the fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded as prove of testing and inspections having been undertaken.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

42. 35 Elm Park Gdns – March 2012

23d	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded in the buildings logbook.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23e	Medium	Are the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes are not being undertaken with records kept.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded in the fire log book.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

43. 40 Elm Park Gdns – March 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded in the buildings logbook.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Are the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes are not being undertaken	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be	Nicola Rees GREG DYER /MARTIN MARTIN	

		with records kept.	undertaken, with the results recorded in the fire log book.	WALSH /DARREN SHORT	
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44. 49 Elm Park Gdns – July 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Should the monthly occupier's inspections of the exit door and the escape route not be being undertaken with records kept.	Monthly occupier testing and inspections of the exit door and escape route in this building should be undertaken as per the caretakers checklist, with the results recorded as proof of testing and inspections having been undertaken.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

45. 52 Elm Park Gdns – June 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with	Monthly occupier testing and inspections of the emergency lighting system in the building should be	Nicola Rees GREG DYER /MARTIN	
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		records kept?	undertaken, with the results recorded as proof of testing.	MARTIN WALSH /DARREN SHORT	
23c	Medium	Are the monthly occupier's inspections of the exit door and the escape route being undertaken with records kept?	Monthly occupier testing and inspections of the exit door and escape route in this building should be undertaken as per the caretakers checklist, with the results recorded as proof of testing and inspections having been undertaken.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

46. 55 Elm Park Gdns – June 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Are the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes are not being undertaken with records kept.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

			as proof of testing.		
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47. 62 Elm Park Gdns – April 2012

23c	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as prove of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23e	Medium	Are the monthly occupier's inspections of the exit door and the escape route being undertaken with records kept?	Monthly occupier testing and inspections of the exit door and escape route in this building should be undertaken, with the results recorded as prove of testing and inspections having been undertaken.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

48. 68 Elm Park Gdns – Jul 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing.	Please confirm Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN	
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				SHORT	
23c	Medium	Should the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes not be being undertaken with records kept.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

49. 71 Elm Park Gdns – March 2012

23c	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded in the buildings logbook.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23d	Medium	Are the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes are not being undertaken with records kept.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded in the fire log book.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

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50. 74 Elm Park Gdns – July 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing.	Please confirm Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Should the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes not be being undertaken with records kept.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT See above	

51. 86 Elm Park Gdns – March 2012

23c	High	Are the monthly occupier's tests and inspections of the emergency lighting	Monthly occupier testing and inspections of the emergency lighting	Nicola Rees GREG DYER	
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		systems in this building being undertaken with records kept?	systems in the building should be undertaken, with the results recorded as proof of testing.	/MARTIN MARTIN WALSH /DARREN SHORT	
23d	Medium	Are the monthly occupier's inspections of the fire extinguishers, exit doors and escape routes being undertaken with records kept?.	Monthly occupier testing and inspections of the fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

52. 92 Elm Park Gdns – March 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded in the buildings logbook.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Are the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes are not being undertaken with records kept.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded in	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

		the fire log book.		
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53. 98 Elm Park Gdns – March 2012

8	Medium	In the roof level water tank room there are old McDonalds Wrappers and containers along with Sainbury's carrier bags of food wrappings, empty drinks cans etc. I believe that there has recently been TV aerial work undertaken in this building.	I would recommend that all the rubbish is removed from the roof level water tank.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded in the buildings logbook.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Are the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes are not being undertaken with records kept.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded in the fire log book.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

55. 104 Elm Park Gdns – June 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
23c	Medium	Are the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes are not being undertaken with records kept.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded as proof of testing.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	

56. 110 Elm Park Gdns – March 2012

23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded in the buildings logbook.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
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23c	Medium	Are the monthly occupier's inspections of the portable fire extinguishers, exit doors and escape routes are not being undertaken with records kept.	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken, with the results recorded in the fire log book.	Nicola Rees GREG DYER /MARTIN MARTIN WALSH /DARREN SHORT	
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58. Whitchurch House – June 2011

12	Medium	Outside flat 38 in the corridor there are considerable amount of plants in pots and large planters. These could restricting the width of the corridor and causing an obstruction and be a trip hazard.	I would recommend that warden is asked to regularly check the corridor outside flat 38 to make certain that it does not become obstructed by the pots of plants. If it does then some of them should be removed and if this is an issue with the resident of the flat then all the plants etc should be removed.	Everine Shand	
23d	High	Wardens/Caretaker testing and inspections of the emergency lighting system, fire alarm system, ventilation system, fire fighting equipment and the buildings structure.	Can it be confirmed that the wardens/ caretakers are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record. The quarterly safety inspection sheet does not indicate that monthly occupier checks of the emergency lighting are being undertaken.	Gary Riley (Oswaldo Martinez?)	Caretaker confirms checks on emergency lighting & caretaker inspections undertaken Fridays and Mondays

62. Jean Darling House – July 2011

23c	Medium		Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the newly installed emergency lighting system and the fire extinguisher. With the completed sheets kept as a record.	Yasmin Alam MIGUEL DE ALMEIDA	
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63. Cheslea Farm House – July 2011

8	High		There were some combustible items being stored in the ground floor electrical room/cupboard by flat 1 and the pipework duct on the ground floor by the lift. These items could provide fuel for a fire and they increase the fire loading of the room.	The electrical room/cupd and the pipework duct should be emptied out of all the stored items/rubbish thus removing a fuel source and reducing the fire loading of the areas.	Yasmin Alam MIGUEL DE ALMEIDA	
23c	Medium		Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the newly installed emergency lighting system along with the other checks. As per the caretakers check list with the completed sheets being kept as a record.	Yasmin Alam MIGUEL DE ALMEIDA	

64. Cremorne Sheltered Clubroom – Dec 2009

2.5	3	Confirmation should be obtained that the carpets and blinds (soft furnishings) within the building meet the fire resisting standards in line with HM Government guidelines.	2	Supported Hsg			
2.5	4	Confirm that a policy for appropriate procurement of soft furnishings / fabrics is in place – should this not be the case it is recommended that it be instigated.	2	Supported Hsg			
2.6	4	It is recommended that TMO puts in place a checking system to prevent any build up of combustible materials in the laundry equipment , ie lint in a tumble dryer – records of such checks may prove beneficial	3	Community Officer			

65. 6 Hesketh Place – Nov 2012

23b	Medium	Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed emergency lighting system, the fire extinguishers and the buildings structure. With the completed sheets kept as a record.	Susan Anim-Boadu Please confirm	
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69. 118 Cambridge Gdns – Dec 2012

1a	High	There are electrical wall sockets on each flat/lift landing areas, on the first floor level flat 2 is running an extension cable from this electrical	I would recommend that the occupant of flat 2 is asked to stop using this landing electrical wall socket because the trailing lead is a trip hazard. Also it is not known how many	Felicia Karikari / Martin Barr	
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		socket into their flat.	electrical appliances are connected to the plug on the end of the trailing lead. The electrical circuit could be overloaded.		
8a	High	There are soft chairs and other items stored under the staircase of this building at the ground floor level.	I would recommend that these items are removed from the staircase enclosure immediately, the storage room by the rear exit door is nearly empty and these items could be placed in here.	Martin Barr	
8b	High	On the first and second floor level flat/lift landing areas there are household items of furniture.	I would recommend that all the household furniture is removed from the flat/lift landing areas. These items are a fuel source for a fire and these landing areas should be maintained free from combustible storage.	Martin Barr	
8c	High	On the second floor level flat/lift landing outside flat 4 there are numerous pots of plants, these pots of plants are obstructing the staircase fire door.	I would recommend that the number of pots of plants on this flat/lift landing area is reduced and the tenant asked not to obstruct the staircase fire door. If the tenant cannot agree a suitable number and arrangement for the plants then they all should be removed.	Martin Barr	
23b	Medium	Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed emergency lighting system, the fire extinguishers and the buildings structure. With the completed sheets kept as a record.	Martin Barr ? Susan Anim-Boadu?	

72. Grove House – Jan 2013

23	High	Caretaker inspections of the buildings structure etc.	Can it be confirmed that the caretaker is undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Wendy Stevenson Nicola Rees Jimmy Lemos
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73. Hereford House – Feb 2013

8a	High	In the roof space area by the loft hatch above flats 38A, 38B and 39 there are some household items being stored.	I would recommend that all of the household items are removed from the roof space area.	Wendy Yasmin Alam MIGUEL DE ALMEIDA Stevenson
8b	Low	In the basement level cupboard by flat number 26 there is a small empty kitchen unit being stored.	I would recommend that unless this kitchen unit is required it should be removed from this cupboard. If it is required it could remain in situ.	Wendy Stevenson Yasmin Alam MIGUEL DE ALMEIDA

23b	High	Are the monthly occupier tests and inspections of the emergency lighting systems/units in this building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing having been undertaken.	Wendy Stevenson Yasmin Alam MIGUEL DE ALMEIDA	
23b	High	Monthly occupier testing and inspections of the portable fire extinguishers, are not being undertaken, because the last service date on the fire extinguishers was in 2009. Are the monthly occupiers inspections of the buildings structure being undertaken?	Monthly occupier testing and inspections of the portable fire extinguishers, exit doors and escape routes in the building should be undertaken as per the caretakers checklist, with the completed sheets kept as a record.	Wendy Stevenson Yasmin Alam MIGUEL DE ALMEIDA	

74. Kensal House – March 2010

2.3	2	The quantities of combustible waste within the locked ground floor entrance lobby electrical cupboards should be removed.	1	Neighbourhood Services to arrange clearance	Neigh Serv		
2.3	3	It is recommended that TMO carry out regular inspections and checks of the cupboards, especially after any contractors have had access, to prevent any recurrence of combustible materials being left within the cupboards and that these checks should be included in the regular warden checks and appropriate records kept in future..	1	N'hood Services as part of their regular inspections	Neigh Serv		

75. Nottingwood House – March 2010

2.2	2	The stored quantities of combustible waste on the top floor landings of staircases 1, 2, 4, 5, 7 and 9 should be removed.	1	N'hood Services to arrange removal asap	N'hood Services		
2.2	3	It is recommended that TMO investigates the top floor landings of staircases 3 and 5 to confirm if residents are using these areas to store household items.	2	N'hood Services to investigate	N'hood Services		
2.2	3	If it is found that residents are using these areas to store household items the items should be removed and the gates secured so that this practice cannot continue.	1	N'hood Services to action	N'hood Services		
2.2	2 - 3	TMO should confirm if these areas are regularly checked to ensure the cleanliness and security of these areas is maintained properly, and that records of such checks are kept.	1	N'hood Services to confirm part of regular inspections	N'hood Services		
2.3	2	The quantities of combustible waste within the locked ground floor electrical meter rooms should be removed.	1	N'hood Services to arrange removal asap	N'hood Services		
2.3	3	It is recommended that TMO carry out regular inspections and checks of the rooms, especially after any contractors have had access, to prevent any recurrence of combustible materials being left within the rooms and that these checks should be included in the regular warden checks and appropriate records kept in future.	1	N'hood Services	N'hood Services		

77. 9 Colville Square – Dec 2012

8a	High	On the half landing between flats C and D there is bedroom furniture being stored, bedside units and dismantled wardrobes etc.	These items should be removed immediately from the building. I would recommend that residents are reminded of the TMO policy for storage of items in the staircase enclosure. Has the caretaker reported that there are items being stored in this half landing area?	Sera Kennedy / Yasmin Alam / Martin Barr	
8b	High	There are two chairs, some other household items and a shoe rack on the landing area of the staircase outside flat E, these could cause an obstruction, are a trip hazard and are increasing the fire loading of the	These items should be removed from the means of escape route, the staircase should be maintained free of all obstructions that reduce the width of the escape route and could cause a trip or fall. The occupant of flat E should be	Sera Kennedy / Yasmin Alam / Martin Barr	

		staircase.	reminded of the TMO policy for storage of items in the staircase enclosure.		
23	High	Are the monthly occupier's tests and inspections of the emergency lighting units/system and the structural item within the buildings being undertaken?	Can it be confirmed that the caretaker(s) are undertaking the tasks as per the caretakers check list in this building, with the sheets kept as a record if they, are especially the testing and inspections of the emergency lighting units.	Martin Barr Please confirm	

78. 11-12 Colville Square – Dec 2012

23b	High	Are the monthly occupier tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded as proof of testing having been undertaken.	Martin Barr	
23c	High	Are the monthly caretakers test and inspections being undertaken in this building?	Can it be confirmed that the caretaker(s) are undertaking the tasks as per the caretakers check list in this building, with the sheets kept as a record if they	Martin Barr	

70. 14 Colville Square – Jan 2011

23b	Medium	Caretaker testing and inspections of the emergency lighting system and the buildings structure.	Can it be confirmed that the caretakers are undertaking the tasks as per the caretakers check list in this building, with the sheets kept as a record if they	Annabel Davidson Can you please confirm that the caretakers are testing	
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			are.	the emergency lighting on a monthly basis (& recording these tests)	
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80. 32 Dawson Place – Dec 2012

12e	Low	The door to the cupboard at the base of the staircase which contains the gas and electrical meters was not locked shut.	I would recommend that this cupboard door is locked shut at all times to stop items being stored in this cupboard.	Martin Barr	
12f	Low	There are no guard rails around the edges of the flat roofs and there is an external metal staircase.	I would recommend that the occupants of flat 4 are advised not to climb up/use the external metal steps that can be accessed from the flat roof outside one of their windows. All the occupants of the building could be given this advice if required.	Sera Kennedy / Yasmin Alam	
23	High	Are the monthly occupier's tests and inspections of the emergency lighting units/system and the structural item within the buildings being undertaken?	Can it be confirmed that the caretaker(s) are undertaking the tasks as per the caretakers check list in this building, with the sheets kept as a record if they, are especially the testing and inspections of the emergency lighting units.	Martin Barr	

81. 140 Lexham Gdns – Mar 2010

2.2	3	The household items and furniture, a wardrobe and other bedroom items stored in the alcove off the first to second floor half landing as you go out to the small external balcony should be removed.	1	N'hood Services to remove asap	N'hood Services	ADELOLA DAIRO JOHN WHALL	
2.2	3	The old wooden internal doors and off cuts of wood etc in the ground floor corridor lobby area should be removed.	1	N'hood Services to remove asap	N'hood Services	ADELOLA DAIRO JOHN WHALL	
2.2	4	A letter to the residents should be sent by TMO to confirm that items that present a fire risk or trip hazard should not be placed within the staircase landing areas – see management report ref regular inspections.	3	N'hood Services to write to residents asap	N'hood Services	ADELOLA DAIRO JOHN WHALL	
2.3	3	The boxes of combustible waste in the ground floor entrance lobby should be removed.	1	N'hood Services to remove asap	N'hood Services	ADELOLA DAIRO JOHN WHALL	
6.8	2	The piece of flooring laid on the first floor landing should be removed as this is a potential trip hazard.	1	N'hood Services to arrange asap	N'hood Services	ADELOLA DAIRO JOHN WHALL	

82. 65 Elgin Crescent – Dec 2012

8a	High	The roof space of this building is being used as a storage area by resident (s) there are black plastic bags of curtains and bedding, cardboard boxes of household items and tins of paint and decorating equipment including stepladders, dust sheets and off cuts of timber etc.	I would recommend that all the storage is removed from this roof space area.	Martin Barr / Steve Rowe	
12a	High	There is no access to the lobby area outside flats 2 and 3 because the lobby door is locked shut.	I would recommend that keys are obtained for the lock of this ground floor lobby door so that the caretaker can access the communal corridor outside flats 2 and 3. As this is a communal area it should be accessible to the landlord and kept free of any combustible storage.	Steve Rowe	

12b	High	There is no access to the corridor/lobby area outside flats 2 and 3 because the lobby door is locked shut so it is not known if the flat entrance doors are acceptable or the glazing in the transom areas above these doors is ok.	Flats 2 and 3 entrance doors are being replaced shortly but are the transom light areas above them also being replaced? If they are not as per the transom light areas above flats 4 and 5's doors then it must be confirmed that these glazed areas are still fire rated and in a good condition.	Steve Rowe Please advise H&S when access is available so that the assessor can return and assess these flat entrance doors.	
23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded in the buildings logbook.	Martin Barr Please confirm	
23c	Medium	Are the monthly occupier's inspections of the exit doors and escape routes being undertaken with records kept?	Monthly occupier testing and inspections of the exit doors and escape routes in the building should be undertaken, with the results recorded in the fire log book.	Martin Barr Please confirm	

83. 67 Elgin Crescent – Dec 2012

8a	High	In the roof space there is an old door and some other items being stored.	I would recommend that all the storage is removed from the roof space area.	Martin Barr / Steve Rowe	
23b	High	Are the monthly occupier's tests and inspections of the emergency lighting system in the building being undertaken with records kept?	Monthly occupier testing and inspections of the emergency lighting system in the building should be undertaken, with the results recorded in the buildings logbook.	Martin Barr	

23c	Medium	Are the monthly occupier's inspections of the exit doors and escape routes being undertaken with records kept?	Monthly occupier testing and inspections of the exit doors and escape routes in the building should be undertaken, with the results recorded in the fire log book.	Martin Barr	
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84. 62 Finborough Road – Jan 2012

3b	Medium	At the lower ground floor level there is a brick cupboard which is secured shut, which is I believe for the refuse bins it appears to be being used as private storage area.	Is the lower ground floor level brick cupboard for refuse or is it a private storage area?	ADELOLA DAIRO JIMMY LEMOS	
23b	High	Caretaker testing and inspections of the emergency lighting system installed in the building and the inspections of the buildings structure.	Can it be confirmed that the caretaker is undertaking the monthly occupier tests of the installed emergency lighting system and the other tasks as per the caretakers check list with the completed sheets kept as a record?	ADELOLA DAIRO JIMMY LEMOS	

86. 68 Flood Street - Jan 2013

12a	Medium	There is a small writing bureau on the top	As this writing bureau is empty I would recommend that it is removed from this landing	Wendy Stevenson Yasmin Alam	
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		floor level landing.	as it appears that it is being stored here.	MIGUEL DE ALMEIDA	
23a	High	Are the weekly occupier's tests of the fire alarm system in this building being undertaken?	Can it be confirmed that the caretaker(s) are undertaking the weekly occupiers testing of the fire alarm system with records being kept?	Wendy Stevenson Yasmin Alam MIGUEL DE ALMEIDA	
23c	High	Are the monthly occupier's inspections and tests being undertaken on the emergency lighting system/units installed within this building and the inspections of the buildings structure?	Can it be confirmed that the caretaker(s) are undertaking the monthly occupier's tests and inspections of the emergency lighting system installed in this building and the structural items? With the results recorded as proof of testing having been undertaken.	Wendy Stevenson Yasmin Alam MIGUEL DE ALMEIDA	
23e	High	There is an automatic opening ventilation unit at the head of the staircase in this building, it is not known if this unit being tested and inspected at the same time as the weekly test is carried out on the buildings fire alarm?	Can it be confirmed that the caretaker(s) are undertaking the weekly occupiers testing of the ventilation unit in this building with records kept as proof of testing?	Wendy Stevenson Yasmin Alam MIGUEL DE ALMEIDA	

88. Mulberry Close – Jan 2013

8	Medium	In the electrical cupboard by the entrance door flat 8 there were 3 carrier bags of	These bags of rubbish should be removed from	Wendy Stevenson	
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		rubbish, old sandwich wrappers, drinks cans etc.	this electrical cupboard.	Yasmin Alam MIGUEL DE ALMEIDA	
23a	High	Are the monthly inspections of the fire fighting equipment and the testing and inspections of the buildings structure being undertaken by the caretaker	Can it be confirmed that the caretaker(s) are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Wendy Stevenson Yasmin Alam MIGUEL DE ALMEIDA	

90. Cecil Court – Feb 2013

8	Medium	In the basement area outside the residents storage cupboards there are some items of furniture and cardboard boxes, these cardboard boxes contain household items or are empty	I would recommend that the residents are asked to remove all items of furniture and cardboard boxes that are not inside their storage cupboards. Any items that then remain should be removed from this basement area so that it is kept free of all storage not within the resident's cupboards.	Wendy Stevenson / Adelola Dairo JOHN WHALL	
12b	High	There is a table opposite flat 19 with some pots of plants on it, this table is presently located next to the staircase and could be a trip hazard and cause a person to fall down the stairs.	I would recommend that this table and the plants on it are relocated away from the staircase to against the wall in line with the flat entrance doors. If the resident who placed this table next to the staircase objects to this proposal then I would recommend that the table is removed	Adelola Dairo JOHN WHALL Could this table be relocated as per the assessor's	

			completely along with the plants.	suggestion ?	
23a	High	Are the weekly occupier's tests of the fire alarm system in this building being undertaken?	Can it be confirmed that the caretaker(s) are undertaking the weekly occupiers testing of the fire alarm system with records kept?	Wendy Stevenson Adelola Dairo JOHN WHALL	
23b	High	Are the monthly occupier's inspections and tests being undertaken on the emergency lighting system/units installed within this building?	Can it be confirmed that the caretaker(s) are undertaking the monthly occupier's testis and inspections of the emergency lighting system installed in this building? With the results recorded as proof of testing having been undertaken.	Wendy Stevenson Adelola Dairo JOHN WHALL	
23c	High	Are the monthly inspections of the fire fighting equipment and the testing and inspections of the buildings structure being undertaken by the caretaker	Can it be confirmed that the caretaker(s) are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Wendy Stevenson Adelola Dairo JOHN WHALL	

91. Clydesdale House – Jan 2011

1.5	2	It is strongly recommended that the refuse bin store should be kept locked when not in use. As this is a TMO Controlled area, it may be prudent to remind key holding staff of their responsibilities in relation to securing the store at all times access is not required.	1	Neighbourhood Services	Neighbourhood Serv		
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92. Lowerwood Court - March 2011

8	High		There were combustible items and waste stored on the 4 th floor level walkway, by the lifts, 2 suitcases, a	These items should be removed from the walkway.	Annabel Davidson	
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			large damage mirror and a lot of pictures.			
12b	Medium		Outside flat 36 there are considerable amount of plants in pots and large planters. These are restricting the width of the walkway/balcony, causing an obstruction and could be a trip hazard.	I would recommend that the occupant of flat 36 is asked to remove some of the pots of plants from the walkway/balcony so they are not causing an obstruction or become a trip hazard.	Annabel Davidson	
23b	Medium		Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Annabel Davidson	

93. Lonsdale House – Dec 2012

No Item Number	For Information only	Flat 1 is presently being used as a cleaner's rest room/welfare area and a work area for the caretaker, there is no sleeping accommodation provided in this flat. It is not in constant use only used on an infrequent basis.	I believe that no action needs to be taken unless the use of the flat changes from its present use or from that of a domestic dwelling. If this happens then a fire risk assessment should be completed and any findings from it should be implemented immediately.	Martin Barr Please advise H&S of any future change of use for this area	
8	High	On the staircase landing outside flat 78 there is an air conditioning unit, 3 full black plastic	I would recommend that the occupant of flat 78 is asked to remove the items from the staircase	Martin Barr	

		bags, a large full cardboard box and a small empty cardboard box. Some of these items could provide fuel for a fire and they increase the fire loading in the staircase.	landing. The occupant should be reminder that the staircases should be maintained free of all items of storage so there is no fuel source for a fire and the fire loading of the staircase is kept as low as possible.		
23c	High	Caretaker testing and inspections of the fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Martin Barr	
23d	High	Are the monthly occupier's tests and inspections of the emergency lighting units installed in the lift motor rooms being undertaken?	Can it be confirmed that the caretaker(s) are undertaking the tasks as per the caretakers check list in this building, with the sheets kept as a record if they, the monthly testing and inspections of the emergency lighting units in the lift motor rooms.	Martin Barr	

95. Campden Houses – Feb 2010

2.2	3	The combustible rubbish and household items stored in all of the locked ground floor electrical rooms should be removed.	2	N'hood Services to arrange removal asap	N'hood services	Adelola Dairo JOHN WHALL	
2.2	2 - 3	TMO should confirm if these areas are regularly checked to ensure the cleanliness and security of these areas is maintained properly, and that records of such checks are kept.	1	N'hood Services to confirm included in regular inspections	N'hood services	Adelola Dairo JOHN WHALL	

96. 359-361 Fulham Rd – Feb 2013

23b	High	Are the monthly occupier's inspections and tests being undertaken on the emergency lighting system/units installed within this building and the inspections of the buildings structure?	Can it be confirmed that the caretaker(s) are undertaking the monthly occupier's tests and inspections of the emergency lighting system installed in this building and the structural items? With the results recorded as proof of testing having been undertaken.	Nicola Rees Jimmy Lemos	
23c	Medium	Caretaker testing and inspections of the fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the monthly occupier tests of the installed the fire extinguishers and the buildings structure. With the completed sheets kept as proof of testing having been undertaken..	Nicola Rees Jimmy Lemos	

97. 94 Ladbroke Grove – Feb 2010

2.2	3	The combustible materials stored in the space under the ground floor staircase should be removed.	1	N'hood Services to arrange asap	N'hood Services		
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99. 6 Stanley Gdns – Feb 2010

2.3	3	The boxes of combustible waste in the ground floor entrance lobby should be removed.	1	N'hood Service to clear asap	N'hood Services		
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100. 1-48 Longlands Court – July 2011

8a	High	At the roof space level contractors have recently carried out work on some of	This contractor's waste etc should be removed so that it does not provide fuel	Mandy Warriar /	
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			the lift motor room doors. There is contractors waste and combustible items left in the roof space area after this work.	for a fire. I would recommend that in future checks are carried out after contractors have undertaken work in the building to make certain that all waste etc is removed from site.	Ken Wilson	
12a	High		Outside flat 13 there is an electric buggy/chair in the entrance lobby area of the staircase. This buggy was not causing an obstruction etc but it appears that the occupant of flat 13 is charging the battery of the buggy in the staircase enclosure. An electrical cable has been passed through the flat's letter box.	The occupant/owner of the electric buggy/chair should be told that under no circumstances should he/she charge the battery of the electrical buggy in the staircase enclosure of the building. I would recommend that the caretakers are asked to monitor this area and if charging of the battery continues then the buggy is removed from the staircase enclosure completely. This issue was first highlighted in the FRA dated the 15th February 2010.	Mandy Warriar / Ken Wilson	
23b	Medium		Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Mandy Warriar / Ken Wilson	

49-81 Longlands Court

23b	Medium		Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Mandy Warrier / Ken Wilson	
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82-87 Longlands Court

8	Low		There were a lot of items stored in the walkways outside the lower ground floor resident's storage rooms/areas.	I would recommend that the residents are asked to tidied up all the stored items in the walkways outside the storage rooms on the lower ground floor area. Also the caretakers should check to see that the residents are complying with the conditions of their tenancy agreements about storage of items etc and that this area is tidy with no excessive amounts of combustible items etc.	Mandy Warrier / Ken Wilson	
23b	Medium		Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Mandy Warrier / Ken Wilson	

88-93 Longlands Court

8	Low		No access could be gained to the lower ground floor resident's storage room/area.	I would recommend that the caretaker is asked to carry out a checks of this room/area to see that the residents are complying with the conditions of their tenancy agreements about storage of items etc and that this area is tidy with no excessive amounts of combustible items etc.	Mandy Warriar / Ken Wilson	
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94-102 Longlands Court

8	Low		No access could be gained to the three lower ground floor level resident's storage rooms/areas.	I would recommend that the caretaker is asked to carry out a check of this rooms/areas to see that the residents are complying with the conditions of their tenancy agreements about storage of items etc and that this area is tidy with no excessive amounts of combustible items etc.	Mandy Warriar / Ken Wilson	
23b	Medium		Caretaker testing and inspections of the emergency lighting system, fire fighting equipment and the buildings structure.	Can it be confirmed that the caretakers are undertaking the tasks as per the caretakers check list in this building, with the completed sheets kept as a record.	Mandy Warriar / Ken Wilson	