

**Company Name:** Sweet Briar Court Management Limited

**Inspector Name:** K. ZAK

**Inspection Date:** 31 March 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)	✓			All main access points were safe and functional at the time of inspection.	None
<b>Hallway</b> (Communal Lobbies and Stairs)	✓			Communal areas were tidy and in good visual condition.	None
<b>Lighting</b> (Standard and Emergency Lighting)	✓			Emergency lights were tested and passed functionality check.	None
<b>Internal Doors</b> (Compartment Doors)	✓			Internal compartment doors operated as intended and were damage-free.	None
<b>Cupboard Doors</b> (Electrical Cupboard Doors)	✓			Cupboards were locked and in good operational condition.	None
<b>Windows</b> (Communal Windows)	✓			Communal windows appeared clean and fully operational.	None
<b>Signage</b> (Communal Notices)	✓			All statutory and building-related notices were present and legible	None
<b>Additional Comments</b>	No defects or safety concerns were observed inside the building.				None



External Inspection	Acceptable	Not Acceptable	N/A	Comments	Action
<b>Exterior Structure</b> (The Building)	✓			No signs of damage or wear were visible on the building's exterior.	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)	✓			Roof tiles and cladding appear intact with no visible dislodgement.	None
<b>Communal Grounds</b> (Gardens and Common Areas)	✓			Outdoor spaces were accessible and presented in good condition.	None
<b>Bin Store</b> (Waste Disposal Areas)	✓			Waste disposal area is in good condition and appropriately used.	None
<b>Car Park</b> (Vehicle Parking)	✓			Car park is well-maintained, with no surface damage or obstructions.	None
<b>Bike Store</b> (Bicycle Areas)			✓		None
<b>Additional Comments</b>	No follow-up required at this time based on external observations.				None

**Entrances (Main Doors)**



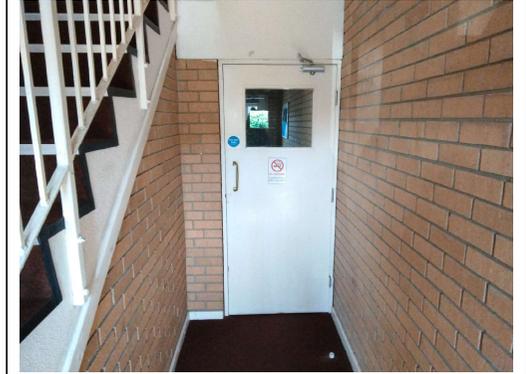
**Hallway (Communal Lobbies and Stairs)**



**Lighting (Standard and Emergency Lights)**



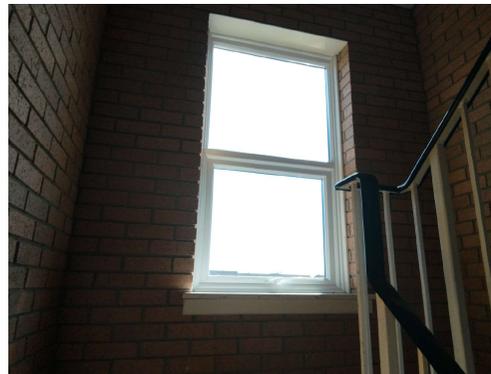
**Internal Doors (Compartment Doors)**



**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)**



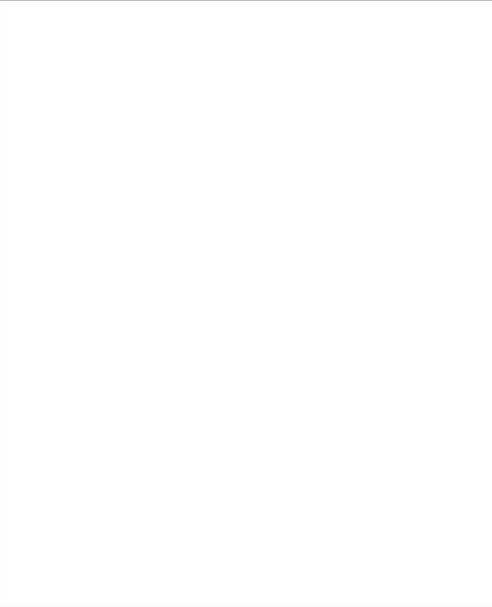
**Bin Store (Waste Disposal Area)**



**Car Park (Vehicle Parking)**



**Bike Store (Bicycle Areas)**



**Additional Photos**

