

Estate Inspection

An estate inspection or walkabout for social landlords: who attended, communal entrances, lighting, bin stores, fly-tipping, paths, grounds and play areas, each issue with photos and who is responsible, and an action plan.

1. Estate

Project

Client

Site *

Site address

Inspection date *

Time

Lead officer *

Inspection (choose one)

- ☐ Scheduled estate inspection
- ☐ Estate walkabout with residents
- ☐ After a complaint or report

Who attended (tick all that apply)

- ☐ Residents
- ☐ Housing or tenancy officer
- ☐ Repairs officer
- ☐ Caretaker
- ☐ Local councillor
- ☐ Grounds maintenance contractor
- ☐ Police or community safety

Blocks and areas covered

Weather capture

Digital form: use Record current conditions. On paper, record date/time, temperature (°C), wind (mph and direction), conditions and source. Keep observed conditions separate from forecast estimates.

Weather

The Regulator of Social Housing Safety and Quality Standard (England, from 1 April 2024) requires registered providers to give an effective, efficient and timely repairs and maintenance service for homes and communal areas, and to understand and fulfil their maintenance responsibilities for communal areas. A dated estate inspection shows what was seen and what was done about it.

2. Estate checks

Communal entrance doors, entry system and locks (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Internal and external lighting working (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Noticeboards and signs up to date (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Stairs, landings and corridors clean and clear (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Bin stores clean, bins not overflowing (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

No fly-tipping or dumped bulky waste (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

No graffiti or vandalism (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Paths, steps and ramps free of trip hazards (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Grass, shrubs and trees maintained (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Play area and equipment (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Parking areas and garages (abandoned vehicles) (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Drains and gullies clear, no standing water (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Fences, gates and walls (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

No signs of pests (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Score at the last inspection (%)

Optional. From the last inspection of this estate, to show the change.

Checks OK (worked out automatically in the app)

Defects (worked out automatically in the app)

Not applicable (worked out automatically in the app)

Estate score (%) (if applicable; worked out automatically in the app)

Checks OK as a share of the checks that applied.

Change since the last inspection (points) (if applicable; worked out automatically in the app)

Issues found (copy this block for each one)

Issue *

Block or location

Where it is (GPS)

Optional. Mark the spot, so the repairs or caretaking team goes straight to it.

Priority (choose one)

- ☐ Urgent: health and safety
- ☐ Repair
- ☐ Cleaning or caretaking
- ☐ Refer to another team

Who is responsible (choose one)

- ☐ Landlord repairs
- ☐ Caretaking or cleaning
- ☐ Grounds maintenance
- ☐ Council (waste, highways, enforcement)
- ☐ Resident or leaseholder
- ☐ Other

Made safe on the day? (if applicable)

- ☐ Yes ☐ No

Repair or job reference

Size: width (m)

Optional. For graffiti to remove, or a damaged wall, fence or surface. Measure from a photo taken square on, with something of known size in the same plane: a standard brick course is 75 mm, so eight courses are about 600 mm.

Height (m)

Area (m²) (if applicable; worked out automatically in the app)

is_unsafe (worked out automatically in the app)

If applicable: Urgent and not made safe on the day. Report it for an emergency repair before you leave the estate, and record the reference.

Photos (photos: attach, or note the file names)

Urgent issues (worked out automatically in the app)

Repairs (worked out automatically in the app)

Cleaning or caretaking (worked out automatically in the app)

Referred to another team (worked out automatically in the app)

Urgent, not made safe on the day (worked out automatically in the app)

If applicable: Urgent health and safety issues found. Make them safe or report them for an emergency repair before leaving the estate.

Overall standard of the estate (choose one)

☐ Good ☐ Acceptable ☐ Poor

If applicable: The overall standard is marked Good but an urgent health and safety issue is recorded. Check the overall standard reflects what was found.

Walk Cam: estate inspection

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Actions and sign-off

Comments raised by residents

Croydon Council, for example, produces an action plan after each estate walkabout setting out the issue, what will happen next and the time frame to resolve it. Give each action an owner and a due date.

Will the action plan be shared with residents?

☐ Yes ☐ No

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Actions open or in progress (if applicable; worked out automatically in the app)

Next inspection due

Set by the landlord's own inspection programme.

Days until the next inspection (if applicable; worked out automatically in the app)

If applicable: Check the date. The next date is before the date of this visit.

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.