

Estate Inspection Toolkit



Name of Estate: _____ Date: _____

Names of those present: NIHE: _____

Community: _____

Voluntary/Statutory Agency: _____

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Guidance Notes

Introduction

This toolkit has been produced to help the Northern Ireland Housing Executive provide an excellent and consistent estate management service for its customers. The toolkit aims to make standards on Housing Executive managed estates become more objective and transparent. To do this the toolkit describes the estate standards, these descriptions form a quality assurance framework, against which estates can be fairly assessed. Estate Inspections are to be carried out twice a year.

Estate Inspections

To ensure that estates are kept clean and in good condition inspections are carried out by NIHE staff with Community, Voluntary and Statutory Agency representatives. Checks need to be carried out to identify the agency responsible for the area requiring repairs or cleaning.

Inspections are a snapshot look at standards based on a set of criteria.

The purpose of the toolkit

The toolkit aims to create an objective basis for an estate evaluation. It is important to remember there will always be an element of subjectivity within any judgement of estate standards.

The toolkit is for use as a guide, recording document and action plan. The photographic example of each area covered by the inspection should only be used as an indication of the standard to be achieved. The text is a description of the standard.

Once an estate assessment has been completed, an overall rating is awarded as a reflection of the estate as a whole, for each of the six areas being assessed. The outcome of the estate inspections can be reported back to the community via Housing News, Community Newsletter.

1. Parking Areas



Description

These areas should be swept and litter picked, including where the litter or debris surrounds parked vehicles and/or other stationary objects. No abandoned vehicles should be in the area.

Standards:-

- Area is swept and free of litter and debris
- Any abandoned vehicles have been reported
- Any bulk items have been reported with collection arranged
- No hazardous materials
- There is no graffiti visible in the area
- There may be evidence of graffiti that has been painted over or removed but the graffiti itself is not visible

Ref No	Issue	Address/Area	Action Required	Action By	Action Completed	Post Completion Review (3 Months)

Overall Grade (please circle): Excellent / Good / Fair / Poor

Comments: _____

2. Pathways, alleyways and courtyards



Description

These areas should be swept thoroughly and litter removed. All areas should be free of litter, debris and hazardous items. Bulk refuse should either be removed or made safe, reported and collection arranged.

Standards:-

- Area is clear of litter and debris
- Bulk items not present or have been made safe with collection arranged
- No hazardous items
- There is no graffiti visible in the area
- There may be evidence of graffiti that has been painted over or removed but the graffiti itself is not visible

Ref No	Issue	Address/Area	Action Required	Action By	Action Completed	Post Completion Review (3 Months)

Overall Grade (please circle): Excellent / Good / Fair / Poor

Comments: _____

3. Play Areas



Description

Areas should be free of litter, debris and bulk items. The area should be completely free of broken glass, needles or other hazardous items.

Standards:-

- Area is clear of litter, debris and bulk items
- No hazardous items
- There is no graffiti visible in the area
- There may be evidence of graffiti that has been painted over or removed but the graffiti itself is not visible

Ref No	Issue	Address/Area	Action Required	Action By	Action Completed	Post Completion Review (3 Months)

Overall Grade (please circle): Excellent / Good / Fair / Poor

Comments: _____

4. Grassed areas and shrubs



Description

These areas should be kept free of litter and refuse. Any bulk items left in these areas should be removed, or if necessary made safe and arrangements made for collection. There should be no hazardous items present, e.g. broken glass or needles.

Standards:-

- Area is completely free of litter, refuse
- Bulk refuse is either not present or has been made safe and is awaiting collection
- No hazardous items
- There is no graffiti visible in the area
- There may be evidence of graffiti that has been painted over or removed but the graffiti itself is not visible

Ref No	Issue	Address/Area	Action Required	Action By	Action Completed	Post Completion Review (3 Months)

Overall Grade (please circle): Excellent / Good / Fair / Poor

Comments: _____

5. Communal Fencing and Walls



Description

Fencing and walls must be intact and free from graffiti. They should be in keeping with the area and maintained to a good standard.

Standards:-

- Fencing and walls are maintained to a good standard
- There is no graffiti visible in the area
- There may be evidence of graffiti that has been painted over or removed but the graffiti itself is not visible

Ref No	Issue	Address/Area	Action Required	Action By	Action Completed	Post Completion Review (3 Months)

Overall Grade (please circle): Excellent / Good / Fair / Poor

Comments: _____

6. Garage areas



Description and aims of task

Garage areas should be clean, well maintained, and free from graffiti, fly-tipping and vandalism. The garages should be in good repair.

Standards:-

- Garage area is clean and well maintained and free from weeds
- Free from fly-tipping and vandalism
- Garages in good repair
- There is no graffiti visible in the area
- There may be evidence of graffiti that has been painted over or removed but the graffiti itself is not visible

Ref No	Issue	Address/Area	Action Required	Action By	Action Completed	Post Completion Review (3 Months)

Overall Grade (please circle): Excellent / Good / Fair / Poor

Comments: _____
