BLOCK MANAGEMENT LTD

PROFESSIONAL PROPERTY MANAGEMENT

Site Inspection Record

Company Name: Park View Management Company Swindon Limited

Inspector Name: K. Zak

Inspection Date: 09 December 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.

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Internal Inspection	Acceptable	Not Acceptable	N/A	Comments	Action
Entrances (Main doors)	✔			Entry door opened and closed smoothly, with no faults detected.	None
Hallway (Communal Lobbies and Stairs)	✔			Communal areas were tidy and in good visual condition.	None
Lighting (Standard and Emergency Lighting)	✔			Lighting, including emergency units, is operational with no faults reported.	None
Internal Doors (Compartment Doors)	✔			Compartment doors were secure and presented in good condition.	None
Cupboard Doors (Electrical Cupboard Doors)	✔			No issues noted with access or condition of service cupboard doors.	None
Windows (Communal Windows)	✔			The communal windows appeared in good visual condition.	None
Signage (Communal Notices)	✔			Building noticeboard was clearly displayed and information was up to date.	None
Additional Comments					None

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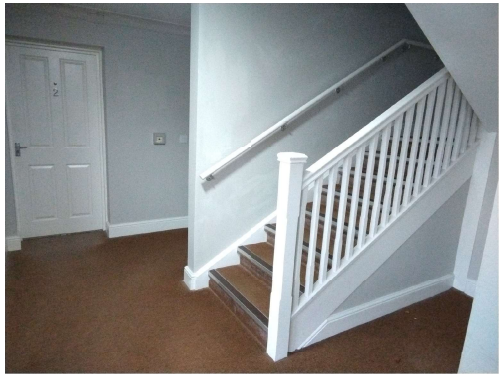
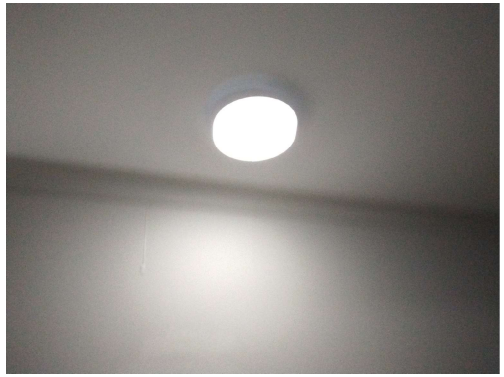
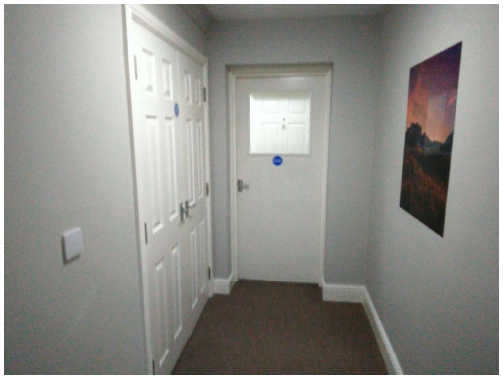
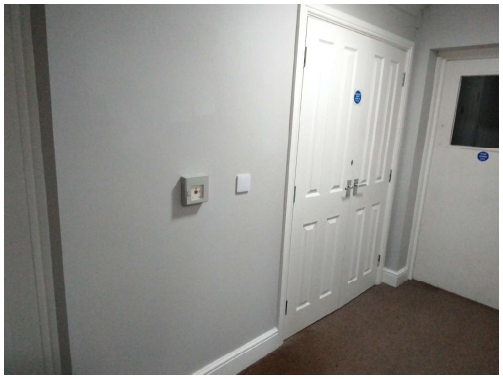
External Inspection	Acceptable	Not Acceptable	N/A	Comments	Action
Exterior Structure (The Building)	✔			The external structure is in good visual condition with no obvious defects.	None
Guttering (Gutters and Fascia)	✔			The guttering appeared to be in good visual condition.	None
Roofing (Tiles and Cladding)	✔			The roof was inspected from ground level and appeared to be in good visual condition.	None
Communal Grounds (Gardens and Common Areas)	✔			The communal grounds, garden and common areas are well maintained by the gardens	None
Bin Store (Waste Disposal Areas)	✔			The bin area is clean and tidy.	None
Car Park (Vehicle Parking)	✔			The car park is well-maintained.	None
Bike Store (Bicycle Areas)			✔		None
Additional Comments					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**