**General House Inspection Checklist**

**Notes**

1. It is important that each project establishes and communicates and inspection regime to all tenants’ staff and volunteers. Certain items on this list might be checked monthly while others might be checked more frequently as decided by project managers.
2. Inspections should ideally be undertaken by more than one person and if by one person in accordance with the projects lone working policy.
3. Where individual room inspections are required unless there is an emergency reasonable advanced notice should be given.
4. If an individual’s room has been inspected it is good practice to leave a note confirming date and time of inspection.
5. Design an inspection sheet and keep a record of inspections including date and time undertaken.
6. In accordance with your safeguarding policy only allow suitably trained and vetted individuals to undertake inspections

**What to Check?**

* Check smoke & CO2 alarms. Test by pressing the button on the alarm. Make sure they are working and have not been tampered with.
* Check fire door closers. Make sure they have not been tampered with and that doors are not propped open.
* Check the radiators. Make sure the heating is NOT on when it should not be on. Check that thermostats are in correct position and not tampered with. Also check for electric heaters in bedrooms and throughout the house. Photograph location and move to office.
* Check pressure on boiler. Check and adjust pressure on the boiler to sit between 1.5 and 2 bar max. Set room thermostats to 20.
* Take Meter Readings. Take Gas, Electric and Water readings and record on master spreadsheet.
* Check for signs of smoking/alcohol/drug use in the house.
* Check all doors (front and back) and Windows are locked and rear gates are locked.
* Check signs of guests sleeping in house. Are there signs of additional people/guests sleeping on sofas/in bedrooms? Ask people found in the house their names and who they know in the house? If the person they know is not in the house then ask them to leave. If they are homeless ask them to come to the office/drop in to be registered and assessed for possible support.
* Check the post. Remove any official letters for Charity/Landlord and letters for previous tenants/occupiers bring to office. Place letters for people living in the house under their doors.
* Check condition of Kitchen, Bathroom(s) and communal areas. Issue notice/letters to all tenants if cleaning is not taking place.

Arrange house meeting if appropriate.

Arrange cleaner/volunteer cleaning team to come in if appropriate and inform tenants in further warning letter.

* General Visual Inspection. Do a sweep of the house and record anything else of importance including wear and tear and repairs and maintenance that is required.

**In form the project/housing manager or responsible person of all findings that constitute a risk to persons or property.**