

Town Mead Depot – infrastructure check.
Date of Inspection:

- updated: 11.12.17

Officers present; A Kane Abi

No	Area to be checked	Assess-ment		Details of damage/issue	Location of damage	Is the area safe for drivers, users or pedestrians		If no – have you made the area safe & what action did you take?	Who have you Reported the damage to?	Date reported
		A*	D**			Yes	No			
1	Check yard surface from entrance gate to Communities Store	✓		OK		✓		Repatching works and pedestrian walkway to be completed when the nursery has moved on site	n/a	
2	Check gates, fencing & walls surrounding depot	✓		New fencing required for depot, fencing to be replaced as part of the refurbishment		✓		1.8m fencing for perimeter fencing. New security signage and contact details fitted to gates/fencing	FM	Fencing completed October 17
3	Garage access	✓		Audit of depot buildings carried		✓		Grounds maint and WATC buildings checked		Spare keys cut issued x2 – Abi completed
4	Signage			For now OK but need to revisit				Revisit on completion of works	n/a	On going – on order
5	Check office block communal toilets & kitchen area		✓	1) Accessed area occupied by Community Development. 2) Toilets accessible but not clear if connected to mains 3) Voluntary Action area checked				1) Community Development gave access, 2) Facilities Management to check if toilets useable/connected, 3) VA in the process of clearing their unit, check to see if VA are giving up their tenancy	DM to advise Unit needs emptying	Under Mohammed brief
6	Condition of buildings – Damage, etc.	✓		Low level (9 no.) inspected 2 (Country Care), Grounds Maintenance inspected		✓		Facilities Management checked asbestos risk,	FM to provide reports	Signs on order – Arvin has other

								managing as per EFDC Policy		matters in hand
7	Town Council buildings and equipment secured (if unattended)	✓		Heavy roller, small roller, liquid stored, cables, rubbish		✓		Sweeper, roller, pallets need to be removed		WATC moved their items
8	Yard at the back	✓		1) Community Development trailer, 2) Concerns with back gate access to public, 3) Lighting columns, rubbish, asbestos and oil drum stored. 4) Is there legal agreement for the back gates?		✓		General clear up required and rubbish removed, DM to arrange for a skip/roll off unit	DM	gates – keep shut when not in use – do not lock until the end of the day
9	Electric Substation	✓		Brick debris, litter and debris inside the sub station		✓		Sub station completed fenced off	Jan 17	completed
10	Garage 2			Waltham Abbey Town Council				No access	Jan 17	Keys with Abi
11	Garage 3			Waltham Abbey Town Council				No access	Jan 17	Keys with Abi
12	Garage 5			Country care				Main hole cover missing	Jan 17	completed
13	Garage 9							Unit full of rubbish, repairs required to fuse board	To be removed	Keys obtained
14	Garage 10/18			Grounds maint and country care				Access obtained	Jan 17	Keys with Abi
15	Units 22/24			WATC tenants				Access obtained	Jan 17	Keys with Abi
16	Unit 21			VAEF tenant				Full of rubbish, tenant vacating unit, unit full of asbestos wall panels, heating system decommissioned	Jan 17, report to be completed by fm	remove items once confirmed by Estates Department

Further Actions:

1. FM: costs for essential health and safety works: motorised gate from Orchard Drive, tidy up old house site, recommissioning of toilets, fencing behind old Arb site, fencing improvements all over the site, asbestos monitoring, refurbishment of depot, speed humps, signage, ~~electric gates not agreed - removed~~ /barrier entry gate system – Mohammed dealing
2. WG: To investigate the fitting of smoke alarms to the main office – fire alarms Stuart dealing – will enquire at site alarm test on 12.12.17
3. Gas bottle storage cages require correct signage – on order
4. Identify container (not in a bunded tank)– possibly waste oil - removed
5. 3 pallettes of waste bags to be identified/removed – to be removed
6. 1 x sweeper 1 x tractor unit to be removed/scrapped - removed
7. Flameault who own sit – no keys – Phil – Arvin has sked him to leave spare key with Abi
8. Electric intake unit (rear of unit 28) – no access – Abi has key

Procedure for completing this form:

- 1 All inspections must be completed by walking and visually inspecting all areas listed.
- 2 All areas must be fit for purpose and in good repair order – **if you are not sure about any area** – report it to be sure.
- 3 Check for any potholes, sunken tarmac, and drain surround damage or similar road damage.
- 4 Ensure the fire escapes are clear of damage, obstructions and fire risks.
- 5 When the checks have been completed – it will be emailed to all relevant officers for their action

Notes:

- a. Is there a legal agreement regarding the back gate for Waltham Abbey Town Council?

Legend: A* = Acceptable

D** = damage found