RIA

Independent Inspection Report

Centre:	Knockalisheen
Inspector:	Shane Mac Loughlin
Date of Inspection:	21/6/18
Time of Arrival & Departure:	1430-1800

Part 1

General Information on Services

Independent Inspection Report

Centre: *Knockalisheen*

Accommodation Centre

Date of Inspection: *21/6/18*

1. CENTRE DETAILS

Name and address of Centre	**Knockalisheen, Meelick, Co. Clare**

Contractor	**Aramark**
Manager	**Laoise Carmody**
Who deputises for manager in his/her absence?	**Give Job Title only** **Ass. Manager, Jenny Doherty**

Telephone Number	**061 459294**

Current Contracted Capacity	**250**
Current Occupancy (today)	**240**
Current Centre Profile (e.g., singles, families etc.)	**Families, single male & single female**

HSE Area	**Clare**
Public Health Nurse	**Sarah Oakley**
DSP / CWO name	**Andy Scannel**
Environmental Health Officer name	**Rory O Dea**
Local Fire Officer Name	**M Ryan**
Local Fire Station	**Limerick**

Is the Centre certified by any Quality Management System (i.e. Q Mark, ISO)?:	Yes ☒ No ☐
If yes, please give details:	
What was the date of the last certification?	**December 2017**
Have you a copy of the Certification	No

2. Please provide a copy of the following

	Check List
Official Register	☒
Menu Cycle	☒
Staffing Lists as follows: **1.** Full list of staff employed at the centre (indicating Names, Titles, Roles, etc.,) **2.** Indicate who is on duty at time of inspection (today) **3.** a separate list of Designated Liaison Persons (child protection)	 ☒ ☒ ☒

3 GENERAL SECURITY & EMERGENCY DETAILS

Is 24 hour supervision provided? (Y/N)	Yes ☒ No ☐
Give details of roster hours	**8am-8pm, 8pm-8am**
Is security provided by external company? (Y/N)	Yes ☒ No ☐
If yes, give name of company:	**Synergy**
Does the centre have CCTV? (Y/N)	Yes ☒ No ☐
Is a list of emergency numbers available in the Manager's office?	Yes ☒ No ☐
Does the list include the following numbers? (Y/N) Local Garda station 24 hr number Local hospital Local fire station Duty Social Work Team Out of hours GP Service RIA out of hours number	Yes ☒ No ☐ If no, give details:
Are first aid kits available? (Y/N)	Yes ☒ No ☐
Where and how many?	
Who is responsible for first aid restocking?	*Job title **only** (not name) of person responsible:* ***Duty manger & chef in kitchen***
Is there a defibrillator in the centre? How many staff been trained to use it?	Yes ☐ No ☒

4 HEATING ARRANGEMENTS

What type of heating is used in the centre?	**Electric**
Do residents have control of the heating in their own bedroom?	Yes ☐ No ☒
If no, what arrangements are in place?	**Computer managed systems**
What are the heating 'ON' times?	**as needed under thermostats**

5 HOUSE RULES

Are residents provided with a copy of the House Rules on arrival?	Yes ☒ No ☐
How does centre management explain house rules to residents on arrival?	**during induction on arrival**

6 ARRANGEMENTS FOR RESIDENTS & VISITORS (keys / storage / toiletries)

Are residents issued with key for their bedroom?(Yes/No)	Yes ☒ No ☐
Are residents issued with key for main door? (Yes/No)	Yes ☐ No ☒
If no, give details	**security/staff always on door**
Are there procedures to allow residents to receive visitors? (Give details)	**sign in at reception**
Outline visiting times :	**10-10**
In what areas are visitors allowed in the centre?	**communal rooms / lounges**

Any other relevant information:	
Is there a facility for storage of residents' valuables*? (Give details.) *(* Storage is at resident's own risk)*	**no**
What toiletries are provided to residents on arrival?	**shampoo, shower gel, tooth brush, tooth paste**
What arrangements are in place to replenish these items?	**weekly replenishment offered**

7 ARRANGEMENTS FOR MAINTENANCE

Does the centre have a written procedure in place for residents to report maintenance issues? (Yes/No)	Yes ☒ No ☐
Is there a maintenance day book? (Yes/No)	Yes ☒ No ☐
Describe the maintenance procedure at the centre: **day book at reception logs maintenance duties/actions required**	

8 CHILD PROTECTION

Are measures in place to inform staff and visitors of RIA's Child Protection Policy? (Give details)	**yes**
Are visitors asked to sign a declaration agreeing to adhere to the child protection policy?	**yes**
Where is declaration held?	**in managers office**
Is there a sign in book for visitors? Where?	**Yes, reception**
Are there notices on public display giving name and contact details of Designated Liaison Person? Where?	**yes**
Have Designated Liaison Persons received HSE training?	**yes**
Are notices prominently displayed regarding parental supervision of children? Where?	**yes , in all buildings**

9 FOOD SAFETY

Has a HACCP system been implemented? (Yes/No)	Yes ☒ No ☐
Have the premises been inspected by an Environmental Health Officer? (Yes/No)	Yes ☒ No ☐
Date of last visit:	**26/6/2017**

10 NUTRITION / SCHOOL LUNCHES / BABY FORMULA (general arrangements)

Are residents consulted regarding menu / dietary requests? (Give details.)	**a food committee ius inh place with residents and chef**
Provide details opposite: Which of the following are provided for school children's packed lunches: • Sandwich? What sandwich fillings are available: Cheese? Ham? Chicken? Tuna? Jam? Other? • Drinks? Juice? Water? • Yogurt? • Fruit? • Other	**Sandwich bread, variety of fruit, yogurts, juices** Please also provide details of the system for distribution of school lunches: **available in kitchen every morning**
Is infant formula kept out of public view?	**yes in locked cabinet**
What arrangements are in place for distribution of infant formula?	**typically weekly but whenever required**

11 ARRANGEMENTS FOR REFRESHMENTS / MEALS OUTSIDE NORMAL MEAL TIMES

Are tea / coffee / drinking water / Snacks etc. available outside mealtimes?	Yes ☒ No ☐
What food/snacks are available after hours or when kitchen is closed?	**tea, coffee, milk, cereals**
Where are the snacks located and how are they accessed?	**accessed at meal times when kitchen open**
Are meals available for residents who arrive late? (Give details.)	Yes ☒ No ☐ **once kitchen notified**
Are meals available for new arrivals? (Give details)	**on notifictaion kitchen will hold plated meal**
Are packed lunches available for residents travelling to Dublin on official business? (Give details)	Yes ☒ No ☐ **once manger informed**
If the inspection takes place during Ramadan this section <u>must</u> be completed. What arrangements are in place to facilitate residents observing a fast during Ramadan?	**not applicable**

12 FACILITIES FOR FEEDING BABIES

Are the following available?	Yes/No
Access to drinking water (for breastfeeding mothers / for preparation of infant formula)	Yes ☒ No ☐
Sterilisers	Yes ☐ No x
Kettles	Yes ☒ No ☐
Fridge (for bottles of EBM* / formula) **Expressed Breast Milk*	Yes ☒ No ☐
Bottle Warmer	Yes ☐ No ☒
Microwave	Yes ☒ No ☐
Are these facilities available 24 hours a day	Yes ☒ No ☐
Is there a dedicated room provided? Where?	Yes ☐ No ☒

13 INDOOR FACILITIES

Are the following are available to residents?	Yes/No
Computers with Internet access	Yes ☒ No ☐
WIFI	Yes ☒ No ☐
DVD player	Yes ☒ No ☐
Computer Games	Yes ☒ No ☐
Snooker Table	Yes ☐ No ☒
Pool Table	Yes ☒ No ☐
Table Tennis Table	Yes ☒ No ☐
Board Games	Yes ☒ No ☐
Newspapers	Yes ☐ No ☒
Books	Yes ☒ No ☐
Toys / games for children	Yes ☒ No ☐
Other	**Gym fitted out with exercise equipment**
Give details of any other arrangement or other comments:	

14 TRANSPORT ARRANGEMENTS

Is there a bus service provided? (Yes/No):	Yes ☒ No ☐
Where does the service go to?	**Limerick**
What is the frequency of the service? *(List time table opposite)*	**3 times per day 10dep 1030ret, 1dep 1.30 ret, 445dep 515ret**

15 TV SYSTEM

Is there a specific TV system in place? (give details)	Yes ☒ No ☐ **Saorview**
An average, how many TV channels are provided to residents?	**10 aprox - note all sky channels available in recreation rooms**
Are residents allowed to erect satellite dishes?	**no**

16 LAUNDRY FACILITIES (General Arrangements)

Are Laundry facilities available in the centre? (Y/N)	Yes ☒ No ☐
If No, what service is provided?	
Who launders towels and bedlinen? (e.g., residents, staff, other, etc)	**Springrove on contract**
What procedures are in place for the exchange of towels and bed linen at the centre?	**replaced every tuesday**
What procedures are in place for ironing boards and irons?	**available from reception**
How is washing powder / tablets supplied?	**automatic dosing systems**
Are there specific arrangements for access to the laundry (give details):	**open 7am-4pm and 7pm-10pm**

17 CLEANING (General Arrangements)

Are there cleaning materials and equipment provided by management for residents?	Yes ☒ No ☐
What cleaning equipment is available to residents?	**detergents, mops, brushes etc**
What is the procedure for residents to access vacuum cleaners, brushes & other cleaning equipment?	**available from reception**
What arrangements are in place if rooms are not cleaned sufficiently by residents?	**written notice given to resident , if resident doesn't clean room , room will be cleaned by staff**

PART 2

Room by Room Inspection

Independent Inspection

Centre: *Knockalisheen*
Date of Inspection: *21/6/18*

Section A- Administration / Communal areas

17 Have you seen the following?

		Location of display
Up to date House Rules	☒	**Reception**
Complaint Forms	☒	**Reception**
Accident/ Incident procedure	☒	**Reception**

HSE Breastfeeding Posters (if applicable)	☒	**Dining room**
Designated Liaison Person details (Child Protection)	☒	**Reception**
Supervision of children notice	☒	**Reception & each building**
Gym Notices (Child Safety – if applicable)	☒	**Gym**
IOM Voluntary Return Posters	☒	**Reception**

18 Staff Awareness

Did you see the RIA Code of Practice*?	☒
Are all staff aware of RIA Code & House Rules?	☒
How are staff made aware of RIA Code & House Rules? **read and sign off**	

**A Code of Practice for persons working in accommodation centres*

19 FIRE SAFETY

You should record the last 2 entries on the fire register for each of the following sections:

19a EMERGENCY LIGHTING INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	Comments
20/6/18	Internal	ok
23/4/18	HF Electrical	ok

19b FIRE ALARM & DETECTION SYSTEM INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
20/12/17	**Fire Tech**	☒	**none**		
21/6/18	**Fire tech & also daily internal checks**	☒	**none**		

19c FIRE FIGHTING EQUIPMENT INSPECTION SCHEDULE

(Include all fire extinguishers, hose reels and fire blankets.)

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
1/11/17	**Amber Fire**	☒			
14/2/17	**Amber Fire**	☒			

19d FIRE EXIT DOORS / MEANS OF ESCAPE INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
21/6/18	**staff**	☒			
20/6/18	**staff**	☒			

19e FIRE DRILL PROCEDURE INSPECTION SCHEDULE

Date & Time	Numbers of staff involved in drill	No. of residents present / evacuated **	Evacuation Time	Comments
7/10/17 3pm	**3**	**226**		**no issues**
6/10/16 7pm	**7**	**148**		**No issues**

19f STAFF INSTRUCTION AND TRAINING (Fire Safety)

Job Description	Course	Instructor	Duration	Date
all staff	**Fire Safety**	**Amber**	**1/2 day**	**14/2/2017**

19g FIRE ASSEMBLY POINTS

Where are the Fire Assembly Points located?	**front of main office**
Are they marked?	**yes**
Are staff aware of locations?	**yes**
Comments:	

19h FIRE ALARM SYSTEM

Is there a fire alarm system in place?	**yes**
Are there smoke alarms throughout the premises, inc bedrooms?	**yes**
Are all smoke alarms linked back to a central control panel?	**yes**
Are there designated 'Smoking' areas? *Include locations*	**yes**
Comments:	

19i FIRE EXITS, EMERGENCY LIGHTING, SMOKE ALARMS, FIRE NOTICES

(in corridors & common areas)

Are fire exits clear from obstruction?	**yes**
Are they unlocked?	**yes**
Are fire exits clearly posted throughout the building?	**yes**
Are all fire doors kept closed?	**yes**
Are fire evacuation instructions clearly displayed in the centre?	**yes**
Are fire extinguishers clearly visible?	**yes**
Is there emergency lighting system in place?	**yes**
Comments: **Fire doors in corridors throughout all blocks are being wedged open – need automatic closing systems**	

Administration Area:

Reception:

Is the area generally clean? ☐	Yes ☒ No
If no please give details:	
Visual Check: Have you noticed any issues requiring attention? ☒ *(e.g., fire exit signs, hazards, lighting, notices, décor, etc.)*	Yes ☐ No
If yes please detail:	

Have you seen the following?

		Location of display
Up to date House Rules	☒	**Reception**
Complaint Forms	☒	**Reception**
Accident/ Incident procedure	☒	**Manger office**

HSE Breastfeeding Posters (if applicable)	☒	**dining room**
Designated Liaison Person details (Child Protection)	☒	**Reception**
Supervision of children notice	☒	**all buildings**
Gym Notices (Child Safety – if applicable)	☒	**gym**

IOM Voluntary Return Posters	☒	**reception**
Anti Human-Trafficking Posters	☒	**reception**
'NO to Violence & Harassment' Posters	☒	**reception**

Social Room / Tea Station (State Location): Main buidling

What facilities are provided? **tea/coffee facilities and microwave**	
Is the area generally clean?	Yes ☒ No ☐
If no please give details:	
Visual Check: Have you noticed any issues requiring attention?	Yes ☐ No ☒
If yes please detail:	

Pre-school Room:

Is the area generally clean? Yes / No **yes**	
If no please give details:	
Visual Check: Have you noticed any issues requiring attention? *(observe whether the area is colourful, has sufficient toys, changing areas, toilets in working order, etc)*	Yes ☐ No ☐

Other comments:

DINING AREA:

Please outline the meal times:

	From	To
Breakfast	7.30	10.00
Lunch	12	14.00
Dinner	17.00	19.00

Which is the main meal of the day:	Lunch ☐	Dinner ☒
Is menu cycle available?	Yes ☒	No ☐

If no, give details of all menu options on day of inspection:

Breakfast	
Lunch	See menu
Dinner	

Is menu cycle on display?	Yes ☒	No ☐
Does menu cycle correspond with options available?	Yes ☒	No ☐
If no, ask manager for explanation and provide details:		
Which meal was sampled?	Lunch	
Please describe the meal in detail (e.g. was it hot / cold, bland / spicy etc.) Spicy chicken wings – very tasty without being overly spicy		
Was there a vegetarian option? (note salad and vegetables alone are not considered as vegetarian option)	Yes ☒	No ☐
Give details of this option:	**Vegetarian spring rolls**	
Were there ethnic dishes available?	Yes ☒	No ☐
Give details of this option:	**Baked Spiced Chicken**	
Was fresh foods available for Infants? (as per HSE Infant Feeding Guidelines)	Yes ☒	No ☐
In your opinion, does the food on offer appear to provide a good variety?	Yes ☒	No ☐
Did inspection take place during Ramadan?	Yes ☐	No ☒
If yes, please outline arrangements for provision of meals outside of normal mealtimes, *(medical or other appointments, etc.)*:		
Is there any damaged seating or tables in dining room?	Yes ☐	No ☒
Is there enough seating for residents present to sit down and eat their lunch?	Yes ☒	No ☐
Comments:		

KITCHEN AREA: Food Safety Critical Requirements

FOOD SAFETY

Has the premises been inspected by an Environmental Health Officer?	Yes
Date of Visit?	26/6/2017
Comments: very complimentary report – no issues	

Has a HACCP system been implemented?	**Yes**
Who designed the HACCP system?	**Aramark**
Who is responsible for reviewing the system?	**Head Chef**
How frequently is the system reviewed?	**Weekly and independent Aramark audits**

HACCP Records:

Pest Control: On going inspections by Ecolab no infestations
Induction and Ongoing Staff Training: fully complaint
Time & Temperature Records: fully compliant daily records
Hygiene Audits: Extensive in-house and external audits
List of Approved Suppliers: part of verification of suppliers process
Cleaning Schedules: all current
Procedures for accepting deliveries: in place
General Comments: Very good food safety & hygiene systems evident

HACCP and Kitchen Evaluation

General:

Is the kitchen commercial or domestic?	Commercial
What equipment is in place? Two grease traps. Two bratt pans, Two convie ovens, Fresh oil dispenser, two deep fryers, 1 grill, 1 hotplate, 1 microwave, 4 ring gas cooker top, commercial ducted fan extraction unit and one commercial dish washing machine provided. Blast Cooler. Commercial toaster, Hot holding cupboard, 6 bain marie heated holding area and self service juice and water dispenser facility in place in service area.	
In what condition is the equipment? All equipment clean and in good working order.	
Comments: All working surfaces cleaned after each meal service.	

Structural Hygiene

Kitchen:

Is the refuse area suitably located?	Yes, designated fenced refuse bin area provided. Cardboard
Is the area tidy?	Yes.
Are all bins covered?	Yes and clearly marked.
Are signs displayed at all entrances in relation to access to kitchen for non kitchen staff?	Yes, advising kitchen staff access only.
Are white coats, shoe covers and hats available for non kitchen staff?	Disposable white coats and hair nets provided.
Comment of the structural hygiene of the kitchen (i.e. floors/walls/ceilings/doors/windows/work surfaces/ventilation, etc): Cover for extract hood outlet on wall in kitchen is missing.	
Are suitable hand washing and drying facilities provided?	Yes, hand washing basin, anti-bacterial soap and disposable paper towels provided.
General Comments: Kitchen has been awarded an EIQA award and also ISO 22000 High surface cleaning in kitchen is required.	

Structural Hygiene *cont*

Dry Goods

Suitably equipped? ***Shelving/containers etc***	Yes.
Condition and suitability of facilities: Area for dry goods provided, next to kitchen. Dry goods are suitably shelved and neatly stocked for easy view. All goods date stamped.	
What evidence is there of stock rotation?	All foods date stamped and older stock pushed forward to front of shelving for priority use.

Refrigerated Storage

What type of refrigerated storage is provided?	Commercial freezer and refrigerator units provided.
Comment on the condition and suitability of the refrigerated storage: All freezers, refrigerator units and the cool room well maintained, clean and neatly stocked. Stock is removed from their cardboard boxes and stored in plastic containers.	
Are thermostats provided and in working order?	Yes, thermostats calibrated every month by Chef Manager and also sent away to be calibrated yearly by external contractor.
Are food items date stamped?	Yes all items dated.
Are samples of dishes being kept?	Yes, kept for a week then disposed of.

Other

Is there appropriate storage for cleaning agents and chemicals?	Yes, locked chemical storage room with appropriate shelving and extractor fan provided. All neatly shelved.

Operational Hygiene

Do residents use the main kitchen?	No.
Is that use supervised to ensure safe & hygienic practices are observed?	N/A
By whom is it supervised?	N/A

Is the correct equipment provided? e.*g. colour coded chopping boards*
Yes, colour coded chopping board and colour coded knife rack provided.

Is the necessary holding equipment provided? *e.g. bain maries, refrigerated units*
Yes, heated bain marie service area, hot cupboard and refrigerated units provided and well maintained.

Condition and suitability of serving equipment and utensils:
All serving equipment and utensils in a good clean condition.

What procedures are in place for unused/unserved food at the end of service?
Unserved food is disposed off. Foods such as boiled rice after cooking is cooled down, using blast cooler, and appropriately refrigerated for use and following service.

Comments:
Kitchen well organised regarding operational hygiene.

Staff Facilities and Hygiene

Are designated staff facilities provided?	Yes.
What facilities are in place?	Staff room with microwave, small fridge and seating facilities, two male/female toilets, male/female changing room with lockers and shower.

Are all areas clean and well maintained?	Yes, all cleaned and well maintained.
Are suitable hand washing & drying facilities provided?	Yes, hand basins and disposable paper towels provided in staff toilet/changing room.
Is storage provided for personal belongings?	Yes, individual lockers.
Are showers provided? ***indicate cleanliness& suitability***	Yes, one shower provided in male and female changing rooms.

Is a designated area provided for staff breaks? ***If yes, is it clean/suitable/well maintained*** ***If no, outline arrangements for breaks***	Yes, staff room is provided with a small fridge, microwave, kettle, utensils and seating facilities. Room clean and well maintained. Staff can also use canteen area

Are uniforms provided for:	
Kitchen Staff?	Yes.
Serving Staff?	Yes.

Are uniforms clean and in good condition? (***to include caps/hairnets/closed heel/toe shoes etc***)	Yes, hats/hairnets appropriate footwear all worn and in a clean condition.
Is personal grooming satisfactory?	Yes, all clean and well presented.
Are safe habits practiced?	Yes, disposable gloves worn whilst serving food and handles of utensils kept out of food.

General Comments on staff facilities:

All staff areas well maintained, security locked and in a very clean condition.
Separate area provided for outdoor and indoor cloths.

23 PUBLIC TOILET (State Location): Main building

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
Unisex:		☐	☐	☐	☐	☐
Ladies:	3	☒	☒	☒	☒	☒
Gents:	3	☒	☒	☒	☒	

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☒	No ☐
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?	Yes* ☐	No ☒
If No, give details:		

24 COMMUNAL ROOM (State Location): main buiding

Storage area:

Is the walkway through the area clear?	Yes ☒	No ☐
Are the exit signs clearly marked?	Yes ☒	No ☐

General Seating Area

Is the seating in good condition?	Yes ☒	No ☐
What is the area generally used for?	Yes ☒	No ☐

Computer room:

Is the area generally clean?	Yes ☒	No ☐
Visual Check: Have you noticed any issues requiring attention?	Yes ☐	No ☒

If yes please detail:

Any other comments? If yes please detail:

OUTDOOR GROUNDS / FACILITIES

Please rate the following:

	Very Good	Adequate	Poor*	Needs urgent attention*
Condition of exterior of centre	☒	☐	☐	☐
Paintwork of the centre	☒	☐	☐	☐
Maintenance standard of the grounds (e.g. grass cut, walkways clear etc.)	☒	☐	☐	☐

Cleanliness of the grounds (ie., evidence of rubbish etc.)	☐	☒	☐	☐
Where you have rated * please provide details and comments:				
Are there any facilities available for children outdoors? Yes ☒ No ☐				
Comments				

LAUNDRY ROOM

	Washing Machines	Dryers
Number	**10**	**9**
Do they appear to be in working order? **yes** Comments:		

CORRIDOR (State Location): All areas

Is the area generally clean?	Yes	☐	No	☒
If no please give details:				
Visual Check: Have you noticed any issues requiring attention? Yes ☒				
If yes please detail: **Fire doors in corridors throughout all blocks are being wedged open – need automatic closing systems**				

STAIRWAY (State Location):

Is the area generally clean?	Yes	☒	No	☐
If no please give details: I				
Visual Check: Have you noticed any issues requiring attention? Yes *(e.g., fire exit signs, hazards, lighting, notices, décor, etc.)*		☒	No	☐
If yes please detail:				

KITCHENETTES

Is the area generally clean?	Yes
If no please give details:	
Visual Check: Have you noticed any issues requiring attention?	No
If yes please detail:	

Bedrooms:

CLEANING (General Arrangements)

How often are bedrooms inspected?	twice weekly	☒	Weekly	☐
Who cleans the bedrooms?	Staff	☐	Residents	☐
How often do staff clean the bedrooms?	Weekly Monthly	☒ ☐	fortnightly Other	☐ ☐
Are there cleaning materials and equipment provided by management for residents?	Yes	☒	No	☐
What cleaning equipment is available to residents?	brushes, mops, buckets etc			
What arrangements are in place if rooms are not cleaned sufficiently by residents?				

ROOM NUMBER A1				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**4**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER A2				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**5**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **Sink is loose**				

ROOM NUMBER A3				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER A4				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER A6				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**7**		**5**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER A7				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER A8				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details: **smoke detector covered**				

ROOM NUMBER A9				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER A10 SHARED WITHA11				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**8**		**7**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER A12				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER A14				
Room Profile:		Room Capacity:	Room Occupancy:	
Unoccupied		**5**	**4**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER A15				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER A16				
Room Profile:		Room Capacity:	Room Occupancy:	
single		**4**	**3**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B1				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	
If *, please give details:				

ROOM NUMBER B2				
Room Profile:		Room Capacity:		Room Occupancy:
single		**1**		**5**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B3				
Room Profile:		Room Capacity:		Room Occupancy:
single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER B4				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B5				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**3**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details: **smoke detector covered**				

ROOM NUMBER B6				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B7				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER B8				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B9				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **gas hob in room and detector covered**				

ROOM NUMBER B10				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **petrol generator in room**				

ROOM NUMBER B11				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER B12				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B13				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B14				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B15				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER B16				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: hot plate in room				

ROOM NUMBER B17				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B18				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B19				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**3**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER B20				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C1				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C2				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C3				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER C4				
Room Profile:		Room Capacity:		Room Occupancy:
single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C5				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**3**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **rice cooker in room**				

ROOM NUMBER C6				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C7				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER C8				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C9				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **smoke detector covered**				

ROOM NUMBER C10				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C11				
Room Profile:		Room Capacity:		Room Occupancy:
single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER C12				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C13				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **rice cooker in room**				

ROOM NUMBER C14				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **resident smoking in room**				

ROOM NUMBER C15				
Room Profile:		Room Capacity:	Room Occupancy:	
Shared		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER C16				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C17				
Room Profile:		Room Capacity:		Room Occupancy:
Unoccupied		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C18				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C19				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER C20				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D1				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		no		
If *, please give details: **door needs to be replaced**				

ROOM NUMBER D2				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D3				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER D4				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D5				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **deep fryer and hotplate in room**				

ROOM NUMBER D6				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D7				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☐	☒	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER D8				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D9				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D10				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**3**	**3**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D11				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER D12				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**3**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D13				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER D14				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER D15				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER D16				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER D17				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**3**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D18				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D19				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER D20				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D21				
Room Profile:		Room Capacity:		Room Occupancy:
single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER D22				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER E1				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**3**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER E2				
Room Profile:		Room Capacity:		Room Occupancy:
Unoccupied		**6**		**5**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER E3				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**6**	**6**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER E4				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**3**	**3**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
		x		
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER E5				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**4**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details: electric grill oven in room				

ROOM NUMBER E6				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**4**	**4**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER E7				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**6**		**6**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER E8				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**6**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER E9				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**4**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER E10				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER E11				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**2**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER E12				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **smo**				

ROOM NUMBER E13				
Room Profile:		Room Capacity:	Room Occupancy:	
vacant		**4**	**0**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER E14				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**6**	**5**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F1				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F2				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F3				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER F4				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	x	☐	☒
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F5				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F6				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F7				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER F8				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F9				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F10				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F11				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER 12				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F13				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		1	1	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F14				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		1	1	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F15				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		2	2	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER F16				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		2	3	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F17				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F18				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details				

ROOM NUMBER F19				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:	**smoke detector covered**			

ROOM NUMBER F20				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

BLOCK B Ground Floor Showers &Toilet

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
	6 toilets 4 showers	☒	☒	☒	☒	☐
Is there a cleaning schedule displayed? Record the last time entry.					Yes ☐	No ☒
Is the area clean? (provide comment) yes						
Are all facilities working?					Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?					Yes* ☐	No ☒
If No, give details:						

BLOCK B 1ST FLOOR SHOWER & TOILETS

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
:	**6 toilets 4 showers**	☒	☒	☒	☐	☐
Is there a cleaning schedule displayed? Record the last time entry.					Yes ☐	No ☒
Is the area clean? (provide comment) yes						
Are all facilities working?					Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?					Yes* ☐	No ☒
If No, give details:						

BLOCK C GROUND FLOOR TOILETS & SHOWER

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
:	**6 toilets 4 showers**	☒	☒	☒	☒	☐
Is there a cleaning schedule displayed? Record the last time entry.					Yes ☐	No ☒
Is the area clean? (provide comment) yes						
Are all facilities working?					Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?					Yes* ☐	No ☒
If No, give details:						

BLOCK C 1ST FLOOR TOILET & SHOWERS

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
	6 toilets 4 showers	☒	☒	☒	☒	☐

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☒	No ☐
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?	Yes* ☐	No ☒
If No, give details:		

BLOCK D GROUND TOILET & SHOWERS

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
:	**6 toilets 6 showrs**	☒	☒	☒	☒	☐

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☐	No ☒
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?	No ☒	
If No, give details:		

BLOCK D 1ST FLOOR TOILET & SHOWER

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
	6 toilets 6 showers	☒	☒	☒	☒	☐

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☐	No ☒
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?	Yes* ☐	No ☒
If No, give details:		

BLOCK F GROUND FLOOR TOILET & SHOWER

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
	4 showers 4 toilets	☒	☒	☒	☒	☐

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☐	No ☒
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?	Yes* ☐	No ☒
If No, give details:		

BLOCK F 1ST FLOOR TOILET & SHOWER

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
	4 showers 4 toilets	☒	☒	☒	☒	☐

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☐	No ☒
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?	Yes* ☐	No ☒
If No, give details:		

Use this space for any comments or other information not covered in this form:

General Representations

If you were approached by any residents regarding general issues while in the centre please outline the details below:

If you were approached by any members of staff regarding general issues while in the centre please outline the details below:

If you were approached by any other persons regarding general issues while in the centre please outline the details below:

Please ensure that no personal information or information that could lead to the identification of an individual is recorded in this section.

Personal representations should be recorded in Part 3.

DEPARTMENT OF JUSTICE, EQUALITY AND LAW REFORM
AN ROINN DLÍ AGUS CIRT, COMHIONANNAIS AGUS ATHCHÓIRITHE DLÍ

RECEPTION AND INTEGRATION AGENCY
ÁISINEACHT FHÁILTE AGUS COMHTHÁITE

Ms Pamela Cotter
Aramark
101 Donnybrook Commercial Centre,
Donnybrook,
Douglas
Co Cork

24th July 2018

Dear Ms Cotter,

QTS Limited, on behalf of the Reception and Integration Agency, carried out an inspection at Knockalisheen Accommodation Centre on ***21st June 2018***. A copy of their report is enclosed for your information. Please read this report carefully and do not hesitate to contact me if it contains any discrepancies.

During the course of the inspection a number of issues were raised, you are required to deal with any hazards or risks detailed in this report immediately and confirm in writing outlining the steps you have taken to address each of the issues raised by the **10th August 2018**.

Yours sincerely,

Marie Walker
Higher Executive Officer
Reception and Integration Agency

RECEPTION AND INTEGRATION AGENCY, P.O. BOX 11487, DUBLIN 2
ÁISINEACHT FHÁILTE AGUS COMHTHÁITE BOSCA OIFIG PHOIST 11487, BAILE ÁTHA CLIATH 2
TELEPHONE/TEILEAFÓN: (01) 418 3200 FAX/FACSUIMHIR: (01) 418 3271 E-MAIL/RÍOMHPHOST: RIA_INBOX@JUSTICE.IE

aramark

Ms. Marie Walker.
Higher Executive Officer,
Reception and Integration Agency,
Department of Justice and Law Reform,
Bishop's Square,
Redmond's Hill,
Dublin 2.

8th August 2018

RE: QTS Inspection at Knockalisheen Accommodation Centre.

Dear Ms Walker

We write in response to your letter dated 24th July 2018 regarding the Inspection carried out by QTS at the Knockalisheen Accommodation Centre on 21st June 2018. Please find below a list of Corrective Actions that have been implemented as a result of the Audit.

Kitchen Area;

- All high-level cleaning has been completed as part of the Deep Cleaning Schedule

Maintenance Issues;

- 2A Sink has been repaired.
- 1D New door has been requested from the OPW

Fire Safety;

- Residents of 8A, 5B, 9B, 9C, and 19F were reminded of the RIA regulations wand guidelines at the centre regarding fire safety in the bedrooms.
- Automatic door closers have been requested from the OPW

Accommodation Blocks;

- Residents in 9B, 16B, 5C, 13C, 5D, 5E, and 14C were reminded of the RIA Regulations and Guidelines at the Centre regarding Fire Safety in the bedrooms. Storage facilities were offered to residents for items on site.
- 10B Generator has been removed.
- 14C Resident issued with warning letter and reminded of house rules.

Aramark Food Services
T 021 436 0500 F 021 436 0507 | 101 Donnybrook Commercial Centre, Donnybrook, Douglas, Cork.

Directors: Donal O'Brien, Frank Gleeson, Thomas Mulryan
Registered in Ireland No. 128403 | Registered Address: 70 Sir John Rogerson's Quay, Dublin 2
Campbell Catering Limited trading as Aramark Food Services
www.aramark.ie

We would also like to confirm the following from the report: -

Bedrooms;

- Bedrooms are inspected weekly not twice weekly.
- Residents themselves clean bedrooms, staff also clean bedrooms if residents request assistance.
- Staff also clean rooms on resident departures or transfers within the centre.
- Block B, C, D, and F are all shared toilets and showers each bedroom has been assigned their own cubicle. There are no ensuite's in these blocks.

I trust the above meets with your approval, however should you require any additional information, please do not hesitate to contact me.

Yours sincerely,

Laoise Carmody
Combined Services Manager

RIA

Independent Inspection Report

Centre:	Knockalisheen
Inspector:	Shane Mac Loughlin
Date of Inspection:	6/3/19
Time of Arrival & Departure:	1230-1600

Part 1

General Information on Services

Independent Inspection Report

Centre: *Knockalisheen*

Accommodation Centre

Date of Inspection: *6/3/19*

1. CENTRE DETAILS

Name and address of Centre	**Knockalisheen, Meelick, Co. Clare**

Contractor	**Aramark**
Manager	**Laoise Carmody**
Who deputises for manager in his/her absence?	**Give Job Title only** **Ass. Manager, Jenny Doherty**

Telephone Number	**061 459294**

Current Contracted Capacity	**250**
Current Occupancy (today)	**244**
Current Centre Profile (e.g., singles, families etc.)	**Families, single male & single female**

HSE Area	**Clare**
Public Health Nurse	**Sarah Oakley**
DSP / CWO name	**Andy Scannel**
Environmental Health Officer name	**Rory O Dea**
Local Fire Officer Name	**M Ryan**
Local Fire Station	**Limerick**

Is the Centre certified by any Quality Management System (i.e. Q Mark, ISO)?:	Yes ☒ No ☐
If yes, please give details:	
What was the date of the last certification?	**December 2017**
Have you a copy of the Certification	No

2. Please provide a copy of the following

	Check List
Official Register	☒
Menu Cycle	☒
Staffing Lists as follows: **1.** Full list of staff employed at the centre (indicating Names, Titles, Roles, etc.,) **2.** Indicate who is on duty at time of inspection (today) **3.** a separate list of Designated Liaison Persons (child protection)	 ☒ ☒ ☒

3 GENERAL SECURITY & EMERGENCY DETAILS

Is 24 hour supervision provided? (Y/N)	Yes ☒ No ☐
Give details of roster hours	**8am-8pm, 8pm-8am**
Is security provided by external company? (Y/N)	Yes ☒ No ☐
If yes, give name of company:	**Synergy**
Does the centre have CCTV? (Y/N)	Yes ☒ No ☐
Is a list of emergency numbers available in the Manager's office?	Yes ☒ No ☐
Does the list include the following numbers? (Y/N) Local Garda station 24 hr number Local hospital Local fire station Duty Social Work Team Out of hours GP Service RIA out of hours number	Yes ☒ No ☐ If no, give details:
Are first aid kits available? (Y/N)	Yes ☒ No ☐
Where and how many?	
Who is responsible for first aid restocking?	*Job title **only** (not name) of person responsible:* ***Duty manger & chef in kitchen***
Is there a defibrillator in the centre? How many staff been trained to use it?	Yes ☐ No ☒

4 HEATING ARRANGEMENTS

What type of heating is used in the centre?	**Electric**
Do residents have control of the heating in their own bedroom?	Yes ☐ No ☒
If no, what arrangements are in place?	**Computer managed systems**
What are the heating 'ON' times?	**as needed under thermostats**

5 HOUSE RULES

Are residents provided with a copy of the House Rules on arrival?	Yes ☒ No ☐
How does centre management explain house rules to residents on arrival?	**during induction on arrival**

6 ARRANGEMENTS FOR RESIDENTS & VISITORS (keys / storage / toiletries)

Are residents issued with key for their bedroom?(Yes/No)	Yes ☒ No ☐
Are residents issued with key for main door? (Yes/No)	Yes ☐ No ☒
If no, give details	**security/staff always on door**
Are there procedures to allow residents to receive visitors? (Give details)	**sign in at reception**
Outline visiting times :	**10-10**
In what areas are visitors allowed in the centre?	**communal rooms / lounges**

Any other relevant information:	
Is there a facility for storage of residents' valuables*? (Give details.) *(* Storage is at resident's own risk)*	**no**
What toiletries are provided to residents on arrival?	**shampoo, shower gel, tooth brush, tooth paste**
What arrangements are in place to replenish these items?	**weekly replenishment offered**

7 ARRANGEMENTS FOR MAINTENANCE

Does the centre have a written procedure in place for residents to report maintenance issues? (Yes/No)	Yes ☒ No ☐
Is there a maintenance day book? (Yes/No)	Yes ☒ No ☐
Describe the maintenance procedure at the centre: **day book at reception logs maintenance duties/actions required**	

8 CHILD PROTECTION

Are measures in place to inform staff and visitors of RIA's Child Protection Policy? (Give details)	**yes**
Are visitors asked to sign a declaration agreeing to adhere to the child protection policy?	**yes**
Where is declaration held?	**in managers office**
Is there a sign in book for visitors? Where?	**Yes, reception**
Are there notices on public display giving name and contact details of Designated Liaison Person? Where?	**yes**
Have Designated Liaison Persons received HSE training?	**yes**
Are notices prominently displayed regarding parental supervision of children? Where?	**yes , in all buildings**

9 FOOD SAFETY

Has a HACCP system been implemented? (Yes/No)	Yes ☒ No ☐
Have the premises been inspected by an Environmental Health Officer? (Yes/No)	Yes ☒ No ☐
Date of last visit:	**28/11/2018**

10 NUTRITION / SCHOOL LUNCHES / BABY FORMULA (general arrangements)

Are residents consulted regarding menu / dietary requests? (Give details.)	**a food committee ius inh place with residents and chef**
Provide details opposite: Which of the following are provided for school children's packed lunches: • Sandwich? What sandwich fillings are available: Cheese? Ham? Chicken? Tuna? Jam? Other? • Drinks? Juice? Water? • Yogurt? • Fruit? • Other	**Sandwich bread, variety of fruit, yogurts, juices** Please also provide details of the system for distribution of school lunches: **available in kitchen every morning**
Is infant formula kept out of public view?	**yes in locked cabinet**
What arrangements are in place for distribution of infant formula?	**typically weekly but whenever required**

11 ARRANGEMENTS FOR REFRESHMENTS / MEALS OUTSIDE NORMAL MEAL TIMES

Are tea / coffee / drinking water / Snacks etc. available outside mealtimes?	Yes ☒ No ☐
What food/snacks are available after hours or when kitchen is closed?	**tea, coffee, milk, cereals**
Where are the snacks located and how are they accessed?	**accessed at meal times when kitchen open**
Are meals available for residents who arrive late? (Give details.)	Yes ☒ No ☐ **once kitchen notified**
Are meals available for new arrivals? (Give details)	**on notifictaion kitchen will hold plated meal**
Are packed lunches available for residents travelling to Dublin on official business? (Give details)	Yes ☒ No ☐ **once manger informed**
If the inspection takes place during Ramadan this section <u>must</u> be completed. What arrangements are in place to facilitate residents observing a fast during Ramadan?	**not applicable**

12 FACILITIES FOR FEEDING BABIES

Are the following available?	Yes/No
Access to drinking water (for breastfeeding mothers / for preparation of infant formula)	Yes ☒ No ☐
Sterilisers	Yes ☐ No **x**
Kettles	Yes ☒ No ☐
Fridge (for bottles of EBM* / formula) **Expressed Breast Milk*	Yes ☒ No ☐
Bottle Warmer	Yes ☐ No ☒
Microwave	Yes ☒ No ☐
Are these facilities available 24 hours a day	Yes ☒ No ☐
Is there a dedicated room provided? Where?	Yes ☐ No ☒

13 INDOOR FACILITIES

Are the following are available to residents?	Yes/No
Computers with Internet access	Yes ☒ No ☐
WIFI	Yes ☒ No ☐
DVD player	Yes ☒ No ☐
Computer Games	Yes ☒ No ☐
Snooker Table	Yes ☐ No ☒
Pool Table	Yes ☒ No ☐
Table Tennis Table	Yes ☒ No ☐
Board Games	Yes ☒ No ☐
Newspapers	Yes ☐ No ☒
Books	Yes ☒ No ☐
Toys / games for children	Yes ☒ No ☐
Other	**Gym fitted out with exercise equipment**
Give details of any other arrangement or other comments:	

14 TRANSPORT ARRANGEMENTS

Is there a bus service provided? (Yes/No):	Yes ☒ No ☐
Where does the service go to?	**Limerick**
What is the frequency of the service? *(List time table opposite)*	**3 times per day 10dep 1030ret, 1dep 1.30 ret, 445dep 515ret**

15 TV SYSTEM

Is there a specific TV system in place? (give details)	Yes ☒ No ☐ **Saorview**
An average, how many TV channels are provided to residents?	**10 aprox - note all sky channels available in recreation rooms**
Are residents allowed to erect satellite dishes?	**no**

16 LAUNDRY FACILITIES (General Arrangements)

Are Laundry facilities available in the centre? (Y/N)	Yes ☒ No ☐
If No, what service is provided?	
Who launders towels and bedlinen? (e.g., residents, staff, other, etc)	**Springrove on contract**
What procedures are in place for the exchange of towels and bed linen at the centre?	**replaced every tuesday**
What procedures are in place for ironing boards and irons?	**available from reception**
How is washing powder / tablets supplied?	**automatic dosing systems**
Are there specific arrangements for access to the laundry (give details):	**open 7am-4pm and 7pm-10pm**

17 CLEANING (General Arrangements)

Are there cleaning materials and equipment provided by management for residents?	Yes ☒ No ☐
What cleaning equipment is available to residents?	**detergents, mops, brushes etc**
What is the procedure for residents to access vacuum cleaners, brushes & other cleaning equipment?	**available from reception**
What arrangements are in place if rooms are not cleaned sufficiently by residents?	**written notice given to resident , if resident doesn't clean room , room will be cleaned by staff**

PART 2

Room by Room Inspection

Independent Inspection

Centre: *Knockalisheen*
Date of Inspection: *6/3/19*

Section A- Administration / Communal areas

17 Have you seen the following?

		Location of display
Up to date House Rules	☒	**Reception**
Complaint Forms	☒	**Reception**
Accident/ Incident procedure	☒	**Reception**

HSE Breastfeeding Posters (if applicable)	☒	**Dining room**
Designated Liaison Person details (Child Protection)	☒	**Reception**
Supervision of children notice	☒	**Reception & each building**
Gym Notices (Child Safety – if applicable)	☒	**Gym**
IOM Voluntary Return Posters	☒	**Reception**

18 Staff Awareness

Did you see the RIA Code of Practice*?	☒
Are all staff aware of RIA Code & House Rules?	☒
How are staff made aware of RIA Code & House Rules? **read and sign off**	

**A Code of Practice for persons working in accommodation centres*

19 FIRE SAFETY

You should record the last 2 entries on the fire register for each of the following sections:

19a EMERGENCY LIGHTING INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	Comments
6/3/19	Internal	ok
23/4/18	HF Electrical	ok

19b FIRE ALARM & DETECTION SYSTEM INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
18/12/18	**Fire Tech**	☒	**none**		
26/9/18	**Fire tech & also daily internal checks**	☒	**none**		

19c FIRE FIGHTING EQUIPMENT INSPECTION SCHEDULE

(Include all fire extinguishers, hose reels and fire blankets.)

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
1/11/17	**Amber Fire**	☒			
30/10/18	**Amber Fire – also internally weekly**	☒			

19d FIRE EXIT DOORS / MEANS OF ESCAPE INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
6/3/19	**staff**	☒			
5/3/19	**staff**	☒			

19e FIRE DRILL PROCEDURE INSPECTION SCHEDULE

Date & Time	Numbers of staff involved in drill	No. of residents present / evacuated **	Evacuation Time	Comments
7/10/17 3pm	**3**	**226**		**no issues**
26/6/18 11am	**17**	**154**		**No issues**

19f STAFF INSTRUCTION AND TRAINING (Fire Safety)

Job Description	Course	Instructor	Duration	Date
all staff	**Fire Safety**	**Amber**	**1/2 day**	**14/2/2017**

19g FIRE ASSEMBLY POINTS

Where are the Fire Assembly Points located?	**front of main office**
Are they marked?	**yes**
Are staff aware of locations?	**yes**
Comments:	

19h FIRE ALARM SYSTEM

Is there a fire alarm system in place?	**yes**
Are there smoke alarms throughout the premises, inc bedrooms?	**yes**
Are all smoke alarms linked back to a central control panel?	**yes**
Are there designated 'Smoking' areas? *Include locations*	**yes**

Comments:

19i FIRE EXITS, EMERGENCY LIGHTING, SMOKE ALARMS, FIRE NOTICES

(in corridors & common areas)

Are fire exits clear from obstruction?	**yes**
Are they unlocked?	**yes**
Are fire exits clearly posted throughout the building?	**yes**
Are all fire doors kept closed?	**yes**
Are fire evacuation instructions clearly displayed in the centre?	**yes**
Are fire extinguishers clearly visible?	**yes**
Is there emergency lighting system in place?	**yes**
Comments: **Fire doors in corridors throughout all blocks are being wedged open – need automatic closing systems**	

Administration Area:

Reception:

Is the area generally clean? ☐	Yes ☒ No
If no please give details:	
Visual Check: Have you noticed any issues requiring attention? ☒ *(e.g., fire exit signs, hazards, lighting, notices, décor, etc.)*	Yes ☐ No
If yes please detail:	

Have you seen the following?

		Location of display
Up to date House Rules	☒	**Reception**
Complaint Forms	☒	**Reception**
Accident/ Incident procedure	☒	**Manger office**

HSE Breastfeeding Posters (if applicable)	☒	**dining room**
Designated Liaison Person details (Child Protection)	☒	**Reception**
Supervision of children notice	☒	**all buildings**
Gym Notices (Child Safety – if applicable)	☒	**gym**

IOM Voluntary Return Posters	☒	**reception**
Anti Human-Trafficking Posters	☒	**reception**
'NO to Violence & Harassment' Posters	☒	**reception**

Social Room / Tea Station (State Location): Main buidling

What facilities are provided? **tea/coffee facilities and microwave**	
Is the area generally clean?	Yes ☒ No ☐
If no please give details:	
Visual Check: Have you noticed any issues requiring attention?	Yes ☐ No ☒
If yes please detail:	

Pre-school Room:

Is the area generally clean? Yes / No **yes**	
If no please give details:	
Visual Check: Have you noticed any issues requiring attention? *(observe whether the area is colourful, has sufficient toys, changing areas, toilets in working order, etc)*	Yes ☐ No ☐

Other comments:

DINING AREA:

Please outline the meal times:

	From	To
Breakfast	7.30	10.00
Lunch	12	14.00
Dinner	17.00	19.00

Which is the main meal of the day:	Lunch ☐	Dinner ☒
Is menu cycle available?	Yes ☒	No ☐

If no, give details of all menu options on day of inspection:

Breakfast	
Lunch	Beef Burgers, Chicken Burgers, Tuna Pasta, Salad, Chicken& Mushroom Pasties, Spring rolls
Dinner	

Is menu cycle on display?	Yes	☒	No	☐
Does menu cycle correspond with options available?	Yes	☒	No	☐
If no, ask manager for explanation and provide details:				
Which meal was sampled?	Lunch			
Please describe the meal in detail (e.g. was it hot / cold, bland / spicy etc.) Chicken and mushroom pastie with salad – food is very nice and good quality				
Was there a vegetarian option? (note salad and vegetables alone are not considered as vegetarian option)	Yes	☒	No	☐
Give details of this option:	**Vegetarian spring rolls**			
Were there ethnic dishes available?	No			
Give details of this option:				
Was fresh foods available for Infants? (as per HSE Infant Feeding Guidelines)	Yes	☒	No	☐
In your opinion, does the food on offer appear to provide a good variety?	Yes	☒	No	☐
Did inspection take place during Ramadan?	Yes	☐	No	☒
If yes, please outline arrangements for provision of meals outside of normal mealtimes, *(medical or other appointments, etc.)*:				
Is there any damaged seating or tables in dining room?	Yes	☐	No	☒
Is there enough seating for residents present to sit down and eat their lunch?	Yes	☒	No	☐
Comments:				

KITCHEN AREA: Food Safety Critical Requirements

FOOD SAFETY

Has the premises been inspected by an Environmental Health Officer?	Yes
Date of Visit?	28/11/18
Comments: very complimentary report – no issues	

Has a HACCP system been implemented?	**Yes**
Who designed the HACCP system?	**Aramark**
Who is responsible for reviewing the system?	**Head Chef**
How frequently is the system reviewed?	**Weekly and independent Aramark audits**

HACCP Records:

Pest Control: On going inspections by Rentokill (as recent as 5/2/19)- no issues
Induction and Ongoing Staff Training: fully complaint
Time & Temperature Records: fully compliant daily records
Hygiene Audits: Extensive in-house and external audits
List of Approved Suppliers: part of verification of suppliers process
Cleaning Schedules: all current
Procedures for accepting deliveries: in place
General Comments: Very good food safety & hygiene systems evident

HACCP and Kitchen Evaluation

General:

Is the kitchen commercial or domestic?	Commercial
What equipment is in place? Two grease traps. Two bratt pans, Two convie ovens, Fresh oil dispenser, two deep fryers, 1 grill, 1 hotplate, 1 microwave, 4 ring gas cooker top, commercial ducted fan extraction unit and one commercial dish washing machine provided. Blast Cooler. Commercial toaster, Hot holding cupboard, 6 bain marie heated holding area and self service juice and water dispenser facility in place in service area.	
In what condition is the equipment? All equipment clean and in good working order.	
Comments: All working surfaces cleaned after each meal service.	

Structural Hygiene

Kitchen:

Is the refuse area suitably located?	Yes, designated fenced refuse bin area provided. Cardboard
Is the area tidy?	Yes.
Are all bins covered?	Yes and clearly marked.
Are signs displayed at all entrances in relation to access to kitchen for non kitchen staff?	Yes, advising kitchen staff access only.
Are white coats, shoe covers and hats available for non kitchen staff?	Disposable white coats and hair nets provided.
Comment of the structural hygiene of the kitchen (i.e. floors/walls/ceilings/doors/windows/work surfaces/ventilation, etc): Cover for extract hood outlet on wall in kitchen is missing and also floor around Dishwasher needs lino replaced as it is peeled away – OPW have been informed	
Are suitable hand washing and drying facilities provided?	Yes, hand washing basin, anti-bacterial soap and disposable paper towels provided.
General Comments: Kitchen has been awarded an EIQA award and also ISO 22000 High surface cleaning in kitchen is required.	

Structural Hygiene *cont*

Dry Goods

Suitably equipped? ***Shelving/containers etc***	Yes.
Condition and suitability of facilities: Area for dry goods provided, next to kitchen. Dry goods are suitably shelved and neatly stocked for easy view. All goods date stamped.	
What evidence is there of stock rotation?	All foods date stamped and older stock pushed forward to front of shelving for priority use.

Refrigerated Storage

What type of refrigerated storage is provided?	Commercial freezer and refrigerator units provided.
Comment on the condition and suitability of the refrigerated storage: All freezers, refrigerator units and the cool room well maintained, clean and neatly stocked. Stock is removed from their cardboard boxes and stored in plastic containers.	
Are thermostats provided and in working order?	Yes, thermostats calibrated every month by Chef Manager and also sent away to be calibrated yearly by external contractor.
Are food items date stamped?	Yes all items dated.
Are samples of dishes being kept?	Yes, kept for a week then disposed of.

Other

Is there appropriate storage for cleaning agents and chemicals?	Yes, locked chemical storage room with appropriate shelving and extractor fan provided. All neatly shelved.

Operational Hygiene

Do residents use the main kitchen?	No.
Is that use supervised to ensure safe & hygienic practices are observed?	N/A
By whom is it supervised?	N/A

Is the correct equipment provided? e.g. *colour coded chopping boards*
Yes, colour coded chopping board and colour coded knife rack provided.

Is the necessary holding equipment provided? *e.g. bain maries, refrigerated units*
Yes, heated bain marie service area, hot cupboard and refrigerated units provided and well maintained.

Condition and suitability of serving equipment and utensils:
All serving equipment and utensils in a good clean condition.

What procedures are in place for unused/unserved food at the end of service?
Unserved food is disposed off. Foods such as boiled rice after cooking is cooled down, using blast cooler, and appropriately refrigerated for use and following service.

Comments:

Kitchen well organised regarding operational hygiene.

Staff Facilities and Hygiene

Are designated staff facilities provided?	Yes.
What facilities are in place?	Staff room with microwave, small fridge and seating facilities, two male/female toilets, male/female changing room with lockers and shower.

Are all areas clean and well maintained?	Yes, all cleaned and well maintained.
Are suitable hand washing & drying facilities provided?	Yes, hand basins and disposable paper towels provided in staff toilet/changing room.
Is storage provided for personal belongings?	Yes, individual lockers.
Are showers provided? ***indicate cleanliness& suitability***	Yes, one shower provided in male and female changing rooms.

Is a designated area provided for staff breaks? ***If yes, is it clean/suitable/well maintained*** ***If no, outline arrangements for breaks***	Yes, staff room is provided with a small fridge, microwave, kettle, utensils and seating facilities. Room clean and well maintained. Staff can also use canteen area

Are uniforms provided for:	
Kitchen Staff?	Yes.
Serving Staff?	Yes.

Are uniforms clean and in good condition? (***to include caps/hairnets/closed heel/toe shoes etc***)	Yes, hats/hairnets appropriate footwear all worn and in a clean condition.
Is personal grooming satisfactory?	Yes, all clean and well presented.
Are safe habits practiced?	Yes, disposable gloves worn whilst serving food and handles of utensils kept out of food.

General Comments on staff facilities:

All staff areas well maintained, security locked and in a very clean condition.
Separate area provided for outdoor and indoor cloths.

23 PUBLIC TOILET (State Location): Main building

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
Unisex:		☐	☐	☐	☐	☐
Ladies:	3	☒	☒	☒	☒	☒
Gents:	3	☒	☒	☒	☒	

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☒	No ☐
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?	Yes* ☐	No ☒
If No, give details:		

24 COMMUNAL ROOM (State Location): main buiding

Storage area:

Is the walkway through the area clear?	Yes ☒	No ☐
Are the exit signs clearly marked?	Yes ☒	No ☐

General Seating Area

Is the seating in good condition?	Yes ☒	No ☐
What is the area generally used for?	Yes ☒	No ☐

Computer room:

Is the area generally clean?	Yes ☒	No ☐
Visual Check: Have you noticed any issues requiring attention?	Yes ☐	No ☒

If yes please detail:

Any other comments? If yes please detail:

OUTDOOR GROUNDS / FACILITIES

Please rate the following:

	Very Good	Adequate	Poor*	Needs urgent attention*
Condition of exterior of centre	☒	☐	☐	☐
Paintwork of the centre	☒	☐	☐	☐
Maintenance standard of the grounds (e.g. grass cut, walkways clear etc.)	☒	☐	☐	☐

Cleanliness of the grounds (ie., evidence of rubbish etc.)	☐	☐	☐	x
Where you have rated * please provide details and comments: There is a significant presence of cats result causing odour issues at some of the entrances to the accommodation blocks.				
Are there any facilities available for children outdoors? Yes ☒ No ☐				
Comments				

LAUNDRY ROOM

	Washing Machines	Dryers
Number	**10**	**9**
Do they appear to be in working order? **yes** Comments:		

CORRIDOR (State Location): All areas

Is the area generally clean?	Yes
If no please give details:	
Visual Check: Have you noticed any issues requiring attention?	no
If yes please detail:	

STAIRWAY (State Location): all blocks

Is the area generally clean?	Yes	☒	No	☐
If no please give details: I				
Visual Check: Have you noticed any issues requiring attention? *(e.g., fire exit signs, hazards, lighting, notices, décor, etc.)*	Yes	☒	No	☐
If yes please detail:				

KITCHENETTES

Is the area generally clean?	Yes
If no please give details:	
Visual Check: Have you noticed any issues requiring attention?	No
If yes please detail:	

Bedrooms:

CLEANING (General Arrangements)

How often are bedrooms inspected?	twice weekly	☒	Weekly	☐
Who cleans the bedrooms?	Staff	☐	Residents	☐
How often do staff clean the bedrooms?	Weekly Monthly	☒ ☐	fortnightly Other	☐ ☐
Are there cleaning materials and equipment provided by management for residents?	Yes	☒	No	☐
What cleaning equipment is available to residents?	brushes, mops, buckets etc			
What arrangements are in place if rooms are not cleaned sufficiently by residents?				

ROOM NUMBER A1				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**4**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER A2				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER A3				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**4**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER A4				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details: **3 electrical multi adapters are in daisy chain**				

ROOM NUMBER A6				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**6**		**6**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details: Smoke detector covered and resident using hotplate for cooking				

ROOM NUMBER A7				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER A8				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER A9				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **Smoke detectors covered and multiply cooking appliances in room**				

ROOM NUMBER A10 SHARED WITHA11				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**8**		**7**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details: Deep fryer in room				

ROOM NUMBER A12				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER A14				
Room Profile:		Room Capacity:		Room Occupancy:
Unoccupied		**6**		**5**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details: **Smoke detector covered and hot plate/mini oven in room**				

ROOM NUMBER A15				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER A16				
Room Profile:		Room Capacity:		Room Occupancy:
single		**4**		**4**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B1				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	
If *, please give details:				

ROOM NUMBER B2				
Room Profile:		Room Capacity:		Room Occupancy:
single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B3				
Room Profile:		Room Capacity:		Room Occupancy:
single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER B4				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B5				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B6				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B7				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER B8				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B9				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B10				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B11				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER B12				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B13				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B14				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B15				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER B16				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER B17				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B18				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B19				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER B20				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER B21

Room Profile:	Room Capacity:	Room Occupancy:
Single	**2**	**2**

TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒

	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐

Is everything in working order?	Yes ☒
If *, please give details:	

ROOM NUMBER B22		
Room Profile:	Room Capacity:	Room Occupancy:
Single	**2**	**2**

TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒

	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐

Is everything in working order?	Yes ☒
If *, please give details:	

ROOM NUMBER C1				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C2				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C3				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER C4				
Room Profile:		Room Capacity:		Room Occupancy:
single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C5				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **rice cooker in room**				

ROOM NUMBER C6				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C7				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details: smoke detector covered				

ROOM NUMBER C8				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C9				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER C10				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER C11				
Room Profile:		Room Capacity:		Room Occupancy:
single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER C12				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER C13				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C14				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C15				
Room Profile:		Room Capacity:	Room Occupancy:	
Shared		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER C16				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C17				
Room Profile:		Room Capacity:		Room Occupancy:
Unoccupied		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C18				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C19				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER C20				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER C21

Room Profile:	Room Capacity:	Room Occupancy:
Single	**2**	**2**

TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒

	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐

Is everything in working order?	Yes ☒
If *, please give details: **Smoke detector covered**	

ROOM NUMBER C22		
Room Profile:	Room Capacity:	Room Occupancy:
Single	**2**	**2**

TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒

	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐

Is everything in working order?	Yes ☒
If *, please give details:	

ROOM NUMBER D1				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		yes		
If *, please give details:				

ROOM NUMBER D2				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D3				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER D4				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: Smoke detector covered				

ROOM NUMBER D5				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D6				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D7				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☐	☒	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER D8				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D9				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER D10				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER D11				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER D12				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER D13				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D14				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D15				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER D16				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
Cleanliness	Very Good	Adequate	Poor *	Needs urgent attention *
	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D17				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D18				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D19				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER D20				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **Unauthorised visitor staying in room – action taken by management**				

ROOM NUMBER D21				
Room Profile:		Room Capacity:	Room Occupancy:	
single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER D22				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER E1				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**3**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER E2				
Room Profile:		Room Capacity:	Room Occupancy:	
Unoccupied		**6**	**4**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: smoke detectors covered				

ROOM NUMBER E3				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**6**		**6**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER E4				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**3**		**0**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness		x		
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER E5				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER E6				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**4**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details: hot plates in room and resident cooking				

ROOM NUMBER E7				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**6**	**6**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **Resident cooking in room**				

ROOM NUMBER E8				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**4**	**4**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER E9				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**6**	**4**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER E10				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**4**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: cooker in room				

ROOM NUMBER E11				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **smoke detector covered**				

ROOM NUMBER E12				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details: **smoke detector covered**				

ROOM NUMBER E13				
Room Profile:		Room Capacity:	Room Occupancy:	
vacant		**4**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER E14				
Room Profile:		Room Capacity:	Room Occupancy:	
Family		**6**	**5**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F1				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F2				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F3				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER F4				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☐	☐	☒
Is everything in working order?			Yes ☒	No * ☐
If *, please give details: Room very dirty, detector is covered and resident is cooking in room.				

ROOM NUMBER F5				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F6				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F7				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER F8				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F9				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F10				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F11				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER 12				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F13				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F14				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**1**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F15				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No* ☐
If *, please give details:				

ROOM NUMBER F16				
Room Profile:		Room Capacity:		Room Occupancy:
Single		**2**		**2**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☒	No * ☐
If *, please give details:				

ROOM NUMBER F17				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F18				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**1**	**1**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details				

ROOM NUMBER F19				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No* ☐	
If *, please give details:				

ROOM NUMBER F20				
Room Profile:		Room Capacity:	Room Occupancy:	
Single		**2**	**2**	
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?		Yes ☒	No * ☐	
If *, please give details:				

ROOM NUMBER F21

Room Profile:	Room Capacity:	Room Occupancy:
Single	**2**	**2**

TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒

	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐

Is everything in working order?	Yes ☒
If *, please give details:	

ROOM NUMBER F22		
Room Profile:	Room Capacity:	Room Occupancy:
Single	**2**	**2**

TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒

	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐

Is everything in working order?	Yes ☒
If *, please give details:	

BLOCK B Ground Floor Showers &Toilet

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
	6 toilets 4 showers	☒	☒	☒	☒	☐
Is there a cleaning schedule displayed? Record the last time entry.					Yes ☐	No ☒
Is the area clean? (provide comment) yes						
Are all facilities working?					Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?					Yes* ☐	No ☒
If No, give details:						

BLOCK B 1ST FLOOR SHOWER & TOILETS

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
:	**6 toilets 4 showers**	☒	☒	☒	☐	☐
Is there a cleaning schedule displayed? Record the last time entry.					Yes ☐	No ☒
Is the area clean? (provide comment) yes						
Are all facilities working?					Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?					Yes* ☐	No ☒
If No, give details:						

BLOCK C GROUND FLOOR TOILETS & SHOWER

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
:	**6 toilets 4 showers**	☒	☒	☒	☒	☐
Is there a cleaning schedule displayed? Record the last time entry.					Yes ☐	No ☒
Is the area clean? (provide comment) yes						
Are all facilities working?					Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?					Yes* ☐	No ☒
If No, give details:						

BLOCK C 1ST FLOOR TOILET & SHOWERS

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
	6 toilets 4 showers	☒	☒	☒	☒	☐

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☒	No ☐
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No *☐
Visual Check: Have you noticed any issues requiring attention?	Yes*☐	No ☒
If No, give details:		

BLOCK D GROUND TOILET & SHOWERS

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
:	**6 toilets 6 showrs**	☒	☒	☒	☒	☐

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☐	No ☒
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No *☐
Visual Check: Have you noticed any issues requiring attention?	No ☒	
If No, give details:		

BLOCK D 1ST FLOOR TOILET & SHOWER

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
	6 toilets 6 showers	☒	☒	☒	☒	☐

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☐	No ☒
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No *☐
Visual Check: Have you noticed any issues requiring attention?	Yes*☐	No ☒
If No, give details:		

BLOCK F GROUND FLOOR TOILET & SHOWER

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
	4 showers 4 toilets	☒	☒	☒	☒	☐

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☐	No ☒
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No *☐
Visual Check: Have you noticed any issues requiring attention?	Yes*☐	No ☒
If No, give details:		

BLOCK F 1ST FLOOR TOILET & SHOWER

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
	4 showers 4 toilets	☒	☒	☒	☒	☐

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☐	No ☒
Is the area clean? (provide comment) yes		
Are all facilities working?	Yes ☒	No * ☐
Visual Check: Have you noticed any issues requiring attention?	Yes* ☐	No ☒
If No, give details:		

Use this space for any comments or other information not covered in this form:

General Representations

If you were approached by any residents regarding general issues while in the centre please outline the details below:

If you were approached by any members of staff regarding general issues while in the centre please outline the details below:

If you were approached by any other persons regarding general issues while in the centre please outline the details below:

Please ensure that no personal information or information that could lead to the identification of an individual is recorded in this section.

Personal representations should be recorded in Part 3.

Summary Sheet

Name of Centre:	KNOCKALISHEEN
Address:	MEELICK CO.CLARE
Contractor :	ARAMARK
Manager:	Laoise Carmody
Contact Name:	Laoise Carmody
Capacity Per MOA (Current Occupancy):	250 (244)
Date of Inspection:	6/3/19

FIRE SAFETY ISSUES
Multiple rooms have cooking equipment , namely;
A6, A9, A10, A14, E6, E7, E10 &F4

Smoke detectors covered in rooms A6, A9, A14, C7, C21, D6, D4, E2, E12, E11 & F4

FOOD SAFETY -
Wall cover for extraction hood missing in kitchen and lino beside dishwasher needs placing (which has been requested of OPW)

BEDROOMS

Room F4 is very dirty.

Other issues

Number of Cats is resulting in very bad smells/odours at entrances to some of the accommodation blocks.

Unauthorised resident in room D20.