RIA

Independent Inspection Report

Centre:	Balseskin
Inspector:	Emma Downey
Date of Inspection:	29th June 18
Time of Arrival & Departure:	11.00 -15.45

Part 1

General Information on Services

Independent Inspection Report

Centre: **Balseskin**

Date of Inspection: **29/06/2018**

1. CENTRE DETAILS

Name and address of Centre	**Balseskin Reception Centre, St Margarets Road, Dublin**

Contractor	**East Coast Catering**
Manager	**Linda Mc Donnell**
Who deputises for manager in his/her absence?	**Give Job Title only** **ass. manager**

Telephone Number	**018646291**

Current Contracted Capacity	**320**
Current Occupancy (today)	**293**
Current Centre Profile (e.g., singles, families etc.)	**singles & families**

HSE Area	**Dublin**
Public Health Nurse	**Muireann Quinn**
DSP / CWO name	**Mark O Connell**
Environmental Health Officer name	**Deirdre Maguire**
Local Fire Officer Name	**A Sutton**
Local Fire Station	**Finglas**

Is the Centre certified by any Quality Management System (i.e. Q Mark, ISO)?:	Yes ☒ No ☐
If yes, please give details: **EIQA Q Mark**	
What was the date of the last certification?	**MAY 2018**
Have you a copy of the Certification	Yes ☐ 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:	**Securitas**
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:* ***Manager***
Is there a defibrillator in the centre? How many staff been trained to use it?	Yes ☒ No ☐ **12**

4 HEATING ARRANGEMENTS

What type of heating is used in the centre?	**Gas**
Do residents have control of the heating in their own bedroom?	Yes ☒ No ☐
If no, what arrangements are in place?	
What are the heating 'ON' times?	**6am-10am / 4pm-10pm** **(not at the moment heatwave)**

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?	**On arrival meeting with manager**

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	
Are there procedures to allow residents to receive visitors? (Give details)	**in admin building between 10am & 10pm**
Outline visiting times :	**10am -10pm**

In what areas are visitors allowed in the centre?	**Administartion building only**
Any other relevant information:	
Is there a facility for storage of residents' valuables*? (Give details.) *(* Storage is at resident's own risk)*	**No but can be held in office if requested**
What toiletries are provided to residents on arrival?	**tothpaste, shampoo, soap**
What arrangements are in place to replenish these items?	**available daily at reception**

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 updated where maintenance issues arise and ticked off when completed** **Last entry 28-6-2018**	

8 CHILD PROTECTION

Are measures in place to inform staff and visitors of RIA's Child Protection Policy? (Give details)	**all visitors sign in and strict adherence to child protection policy. All staff signed updated policy 25/5/18**
Are visitors asked to sign a declaration agreeing to adhere to the child protection policy?	**yes - on signing in**
Where is declaration held?	**reception**
Is there a sign in book for visitors? Where?	**reception**
Are there notices on public display giving name and contact details of Designated Liaison Person? Where?	**yes reception**
Have Designated Liaison Persons received HSE training?	**yes**
Are notices prominently displayed regarding parental supervision of children? Where?	**yes - in all accomodation and admin 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:	**30/8/2017**

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

Are residents consulted regarding menu / dietary requests? (Give details.)	**open discussions with chef and catering manager and a suggestions box**
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	**cheese,/ham/tuna/salad sandwiches** **orange juice/ bottled water** **selection oif fruits** Please also provide details of the system for distribution of school lunches: **collect in morning from dining room**
Is infant formula kept out of public view?	**yes**
What arrangements are in place for distribution of infant formula?	**weekly collection and log maintained**

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 / fruit / breads**
Where are the snacks located and how are they accessed?	**dining room**
Are meals available for residents who arrive late? (Give details.)	Yes ☒ No ☐ **on notice catering manger will keep meals for reheating**
Are meals available for new arrivals? (Give details)	**yes when notified**
Are packed lunches available for residents travelling to Dublin on official business? (Give details)	Yes ☒ No ☐
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?	**n/a**

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 ☐
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?	Yes ☒ No ☐

Where?	**Mother & baby room in admin block**

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	
Give details of any other arrangement or other comments:	**Football & basketballs provided and a piano**

14 TRANSPORT ARRANGEMENTS

Is there a bus service provided? (Yes/No):	Yes ☒ No ☐
Where does the service go to?	**Dublin City Centre**
What is the frequency of the service? *(List time table opposite)*	**8.15/10.15/11.15/12.15/2pm/3/3.45**

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?	**all saorview channels**
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)	**contract linen provider**
What procedures are in place for the exchange of towels and bed linen at the centre?	**exchanged at reception**
What procedures are in place for ironing boards and irons?	**id card left in as deposit**
How is washing powder / tablets supplied?	**available daily at reception**

Are there specific arrangements for access to the laundry (give details):	**always open 24/7**

17 CLEANING (General Arrangements)

Are there cleaning materials and equipment provided by management for residents?	Yes ☒ No ☐
What cleaning equipment is available to residents?	**standrd equipment - brushes , mops, detergents,**
What is the procedure for residents to access vacuum cleaners, brushes & other cleaning equipment?	**request at reception**
What arrangements are in place if rooms are not cleaned sufficiently by residents?	**if required residents will be assisted by housekeeping**

PART 2

Room by Room Inspection

Independent Inspection

Centre: *Balseskin*
Date of Inspection: *29/6/2018*

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)	☒	**reception**
Designated Liaison Person details (Child Protection)	☒	**reception**
Supervision of children notice	☒	**reception**
Gym Notices (Child Safety – if applicable)	☒	**reception**
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? **traing with manager 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
23-6-18	internal	ok
17-6-18	internal	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
30-3-18	**Master Fire**	☒	**none**		
18-6-18	**Master Fire**	☒	**none**		
23-6-18	**Internal**	☒	**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
19/7/17	**master fire**	☒	**none**		
10 & 17/6/18	**internal**	☒	**none**		

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
17-6-2018	**internal**	☒	**none**		
23-6-2018	**internal**	☒	**none**		

19e FIRE DRILL PROCEDURE INSPECTION SCHEDULE

Date & Time	Numbers of staff involved in drill	No. of residents present / evacuated **	Evacuation Time	Comments
1-12-2017 15.24	**16**	**Admin and playroom and 16 residents**	**4 mins**	**ok**
29-3-2017	**16**	**All A block (35 residents)**	**3 mins**	**ok**

*****Both numbers must be recorded.***

19f STAFF INSTRUCTION AND TRAINING (Fire Safety)

Job Description	Course	Instructor	Duration	Date
All staff	**Fire Safety**	**Master Fire**	**4 hours**	**29-3-2018**
security	**Fire Safety**	**Master Fire**		**26/9/17**

19g FIRE ASSEMBLY POINTS

Where are the Fire Assembly Points located?	**outside residential blocks**
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*	**Outside areas only**
Comments: **Premises survey by Dublin Fire 17/11/17. Panic buttons tested 23/6/18 Fault on fire panel, call put into master fire today**	

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 Safety well managed**	

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	☒	**office**
Accident/ Incident procedure	☒	**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)	☐	

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

Social Room / Tea Station (State Location): dining room

What facilities are provided? **2 rooms - large mulitpuprose room with Tv Couches etc. & samll room fro CWO etc.**	
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: **open 9-11am preschool; &11.30-1.30 school age**

DINING AREA:

Please outline the meal times:

	From	To
Breakfast	8	10
Lunch	12.30	2
Dinner	5pm	6.30

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	
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.)				
Was there a vegetarian option? (note salad and vegetables alone are not considered as vegetarian option)	Yes	☒	No	☐
Give details of this option:	**Lentil (Dal) Soup**			
Were there ethnic dishes available?	Yes	☒	No	☐
Give details of this option:	**all meets halal & plenty of spice condiments**			
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?	14/5/18
Comments: No major issues – new kitchens	

Has a HACCP system been implemented?	**Yes**
Who designed the HACCP system?	**Compass Catering**
Who is responsible for reviewing the system?	**Head Chef & Manager**
How frequently is the system reviewed?	**Daily/weekly & monthly**

HACCP Records:

Pest Control: No activity last inspection
Induction and Ongoing Staff Training: all staff trained
Time & Temperature Records: all in order Cleaning records up to date. Deep clean and daily. Cooking and hot hold in place
Hygiene Audits: Comprehensive program of scheduled audits
List of Approved Suppliers: in place OKFood traceability and incoming temo check 22/6/18
Cleaning Schedules: all current - daily , weekly & monthly
Procedures for accepting deliveries: as per CCP
General Comments: all records up to date

HACCP and Kitchen Evaluation

General:

Is the kitchen commercial or domestic?	Commercial – new kitchens
What equipment is in place? Convection ovens, deep fryers, bain marie units, gas ring hobs, grill, food mixers - all new equipment	
In what condition is the equipment? excellent	
Comments: new kitchen in operation	

STRUCTURAL HYGIENE

Kitchen:

Is the refuse area suitably located?	Yes
Is the area tidy?	Yes
Are all bins covered?	Yes
Are signs displayed at all entrances in relation to access to kitchen for non kitchen staff?	Yes
Are white coats, shoe covers and hats available for non kitchen staff?	Yes
Comment of the structural hygiene of the kitchen (i.e floors/walls/ceilings/doors/windows/work surfaces/ventilation, etc) very clean	
Are suitable hand washing and drying facilities provided?	**Yes**
General Comments:	**Good practice evident**

Dry Goods:

Suitably equipped? *Shelving/containers etc*	**Yes**
Condition and suitability of facilities: suitable	
What evidence is there of stock rotation?	**All stock well within use by dates**

Refrigerated Storage:

What type of refrigerated storage is provided?	**Large standup freezers and fridges**
Comment on the condition and suitability of the refrigerated storage:	
Are thermostats provided and in working order?	**Yes**
Are food items date stamped?	**Yes**
Are samples of dishes being kept?	**Yes**

Other:

Is there appropriate storage for cleaning agents and chemicals?	**Ecolab dosing systems**

OPERERATIONAL 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?	

Is the correct equipment provided? *e.g. colour coded chopping boards*
yes

Is the necessary holding equipment provided? *e.g. bain maries, refridgerated units.*
yes

Condition and suitability of serving equipment and utensils:
excellent

What procedures are in place for unused/unserved food at the end of service?
Separated into compost waste

Comments:

STAFF FACILITIES AND HYGIENE

Are designated staff facilities provided?	Yes
What facilities are in place?	Lockers & showers

Are all areas clean and well maintained?	Yes
Are suitable hand washing & drying facilities provided?	Yes
Is storage provided for personal belongings?	Yes lockers for staff
Are showers provided? *Indicate cleanliness & suitability*	Yes and well maintained

Is a designated area provided for staff breaks? *If yes, is it clean/suitable/well maintained.* *If no, outline arrangements for breaks*	Dining room used

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 – pants, aprons, shirts , caps
Is personal grooming satisfactory?	Yes
Are safe habits practiced?	yes
General Comments on staff facilities: very good	

23 PUBLIC TOILET (State Location):

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
Unisex:		☐	☐	☐	☐	☐
Ladies:	4	☒	☒	☒	☒	☒
Gents:	4	☒	☒	☒	☒	

Is there a cleaning schedule displayed? Record the last time entry.	Yes ☒ No ☐ **10am**
Is the area clean? (provide comment) very clean	
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): beside reception

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 soccer pitches / basketball court/ 2 playgrounds				

LAUNDRY ROOM

	Washing Machines	Dryers
Number	**8**	**6**
Do they appear to be in working order? Comments:		

CORRIDOR (State Location): all corridors throughout maintained

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: +				

STAIRWAY (State Location): all stairways kept clear & maintained

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:				

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?	Cleaning fluid, mops, vacuums			
What arrangements are in place if rooms are not cleaned sufficiently by residents?	Staff will asist			

ROOM NUMBER A1 SHARED WITH A2				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**4**		**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 A3				
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 A4				
Room Profile:		Room Capacity:		Room Occupancy:
vacant		**2**		**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 A5				
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

If *, please give details:

ROOM NUMBER A6				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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: **a lot of food**

ROOM NUMBER A7				
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 A8				
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 A9				
Room Profile:		Room Capacity:	Room Occupancy:	
Shared		**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 A10				
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 A11				
Room Profile:		Room Capacity:	Room Occupancy:	
Shared		**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 A12				
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 A13				
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 A14				
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 A15				
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 A16				
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 A17				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**2**		**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: **Floor dirty in Bathroom**				

ROOM NUMBER A18				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 A19				
Room Profile:		Room Capacity:		Room Occupancy:
Unoccupied		**2**		**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 A20				
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 A21				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 A22				
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 A23				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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: **rice cooker**				

ROOM NUMBER A24				
Room Profile:		Room Capacity:		Room Occupancy:
Vacant		**2**		**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 A25				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**2**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			no	
If *, please give details:				

ROOM NUMBER A26				
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: **lock on bathroom door broken**				

ROOM NUMBER A27/28				
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	☐	☐	x	☐
Is everything in working order?			Yes ☐	No * ☒
If *, please give details: **a lot of food cluttered**				

ROOM NUMBER A29/30 HSE Quarantine room				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B1				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 B2				
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 B3				
Room Profile:		Room Capacity:		Room Occupancy:
Unoccupied		**5**		**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 B4				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B5				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B6				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B7				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B8				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**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 B9				
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 B10				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 B11				
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 B12				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B13				
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 B14				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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: **Rice cooker in room**				

ROOM NUMBER B15				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**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 B16				
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 B17				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 B18				
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 B19				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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: **cracked window in bathroom**				

ROOM NUMBER B20				
Room Profile:		Room Capacity:		Room Occupancy:
Vacant		**2**		**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 B21				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B22				
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 B23				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 B24				
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 B25				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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:				

ROOM NUMBER B26				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 B27				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B28				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**3**		**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 B29				
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 B30				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 B31				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B32				
Room Profile:		Room Capacity:	Room Occupancy:	
Shared		**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 B33				
Room Profile:		Room Capacity:	Room Occupancy:	
vacant		**3**	**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 B34				
Room Profile:		Room Capacity:	Room Occupancy:	
Shared		**3**	**3**	
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: **bathroom needs deep clean**				

ROOM NUMBER B35				
Room Profile:		Room Capacity:	Room Occupancy:	
Shared		**3**	**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: **needs cleaning**				

ROOM NUMBER B36				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B37				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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: **resident said water leak in bathroom and 3 windows broken in bathroom and bedroom**				

ROOM NUMBER B38				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B39				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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: **bathroom has mould**				

ROOM NUMBER B40				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B41				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B42				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B43				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 B44				
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 C1				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C2				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 and C4				
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? No				
If *, please give details: **light in kitchen needs cleaning Light broken in C4**				

ROOM NUMBER C5				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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: **window cracked**				

ROOM NUMBER C6				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 C7/C8				
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: **hot plate and rice cooker**				

ROOM NUMBER C9				
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 C10				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**3**
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 C11				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**1**
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 C12				
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 C13				
Room Profile:		Room Capacity:		Room Occupancy:
Vacant		**3**		**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 C14				
Room Profile:		Room Capacity:		Room Occupancy:
Vacant		**3**		**0**
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 C15				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**4**
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 C16				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**3**		**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 C17 and C18				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**3**		**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 C19				
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 C20				
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 C23				
Room Profile:		Room Capacity:	Room Occupancy:	
Shared		**3**	**3**	
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 C24				
Room Profile:		Room Capacity:	Room Occupancy:	
Shared		**3**	**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 C25				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C26				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C27				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C28				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**3**
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 C29				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C30				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C31				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C32				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**3**
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 C33				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**3**		**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 C34				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C35				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**3**
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 C36				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C37				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3`**		**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 C38				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**3**
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: **window needs cleaning**				

ROOM NUMBER C39				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C40				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☐	☒	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☐	No * x

If *, please give details: **window broken**

ROOM NUMBER C41				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C42				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C43				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 C44				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 D1				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**4**		**4**
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: **window needs clean shower needs deep grout**				

ROOM NUMBER D2				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 D3				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 D4				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 D5				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 D6				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 D7				
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 D8				
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 D9				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**2**		**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 D10 & D11				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**5**		**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: **shower needs re-grout**				

ROOM NUMBER D12				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 D13				
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 D14				
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 D15				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**3**		**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 D16				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**3**		**3**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
☒	☒	☐	☒	☒
	Very Good	Adequate	Poor *	Needs urgent attention *
Cleanliness	☐	☒	☐	☐
Is everything in working order?			Yes ☐	No * X
If *, please give details: **window vent damaged curtain rail falling down**				

ROOM NUMBER D17				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**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 D18/D19				
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 D20				
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 D21				
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 D22 WITH d23				
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 D23				
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:		

General Representations

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

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

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

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:	Balseskin
Address:	St Margarets Road, Dublin
Contractor:	East Coast Catering
Manager:	Brian Byrne
Contact Name:	Brian Byrne
Capacity Per MOA (Current Occupancy):	320 (293)
Date of Inspection:	29/6/18

Fire Safety:
B14 – Rice cooker in room
A23 Rice cooker in room
D5 – Smoke detector covered
C7/C8 Hot plate & rice cooker in room

Food Safety:
No issues

Bedrooms:
A17 bathroom needs cleaning
A26 bathroom lock broken
A27 a lot of food in room
B19 Window in bathroom cracked
B34 bathroom needs cleaning
B35 Room needs cleaning
B37 Water leak in bathroom and windows broken
B39 Mould in bathroom
C4 Light broken
C5 Window cracked
C38 Window needs cleaning
C40 Window broken
D1 Window nroken and shower needs grout
D10 shower needs grout
D16 Window vent broken and curatin rail loose

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

RECEPTION AND INTEGRATION AGENCY
ÁISINEACHT FHÁILTE AGUS COMHTHÁITE

Mr. Brian Byrne
East Coast Catering Ltd
Block 2
Quayside Business Park
Mill Street
Dundalk
Co. Louth

24th July, 2018

Dear Mr Byrne,

QTS Limited, on behalf of the Reception and Integration Agency, carried out an inspection at **Balseskin Reception Centre** on the *29th June, 2018*. A copy of the inspection report is enclosed for your attention. Please read the 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 highlighted, we would appreciate your immediate attention to deal with any hazards or risks detailed in this report.

Please reply to me in writing, on or before *10th August 2018* outlining the steps you have taken/propose to take to address each of the issues raised.

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

Marie G. Walker

From: Linda McDonnell <lmcdonnell@ecci.ie>
Sent: 09 August 2018 13:00
To: Marie G. Walker
Cc: Killian O'Grady
Subject: Balseskin QTS Audit reply
Attachments: S28BW-5e18080913010.pdf

Hi Marie

Hope your keeping well. Please find attached reply re QTS audit on 29th June 2018.

Kind regards
Linda

Linda Donoghue
Centre Manager
Balseskin Reception Centre
St Margarets Road
Finglas
Dublin 11
Tel 01 8646291
Eircode D11FX93

From: baleskinscanner@ecci.ie [mailto:baleskinscanner@ecci.ie]
Sent: Thursday 9 August 2018 14:01
To: Linda McDonnell <lmcdonnell@ecci.ie>
Subject: Message from 28BW-5e

ecc

east coast catering (ireland)

Balseskin Reception Centre, St. Margaret's Road, Finglas, Dublin 11.
Tel. (01) 8646291 / 8646292 Fax. (01) 8110729

Ms Marie Walker
Reception and Integration
PO Box 11487
Dublin 2

9th August 2018

Re: QTS Audit Balseskin 29th June 2018

Dear Ms Walker,

Further to the QTS inspection on 29th June 2018 herewith our reply outlining the steps taken to address each of the issues.

Please note that the most recent fire drill (Secion 19e) took place on 29th March 2018. However it was inadvertently entered in the audit as 29th March 2017.

Also, the audit report stated our last Fire fighting equipment inspection (Section 19c) by Master fire Services was 19th July 2017. Please see attached the certificate from Master fire Services with date of inspection for 26th June 2018.

We were pleased with the result of the audit. As always, we would like to thanks the Auditor, Ms Emma Downey for her courtesy and helpful comments during the audit.

Again, we would re-iterate our aim to maintain our Centres to the highest standard possible and to have this monitored by both internal and external audits.

Yours sincerely

Killian O'Grady
General Manager

Linda Donoghue
Centre Manager

Orla O'Grady
Duty Manager

Issues in Balseskin Reception Centre

No.	Room No.	Issue	Action	Closed Out
1	B14/A23	Rice cooker in room	Rice cooker removed	Yes
2	D05	Smoke detector covered	Sock removed & warning letter issued	Yes
3	C7/8	Hot plate and rice cooker in room	Family permitted to cook in room for sick child	Yes
4	A17	Bathroom needs cleaning	Bathroom cleaned	Yes
5	A26	Bathroom lock broken	Lock repaired 29/06	Yes
6	A27	Food in room	Food removed and letter issued to resident	Yes
7	B19	Window in bathroom cracked	Awaiting repair	Due August
8	B34/B35	Bathroom needs cleaning	Bathroom cleaned & letter to residents issued re cleaning	yes
9	B37	Water leak in bathroom/ window broken	Water leak repaired 03/07/18 Window awaiting replacement	Yes Due August
10	B39	Mould in bathroom	Mould removed 29/06/218	yes
11	C04	Light broken	Light fitting replaced	yes
12	C05	Window cracked	Window repaired 18/07/18	yes
13	C38	Window needs cleaning	Window cleaned	yes
14	C40	Window broken	Window repaired 18/07/2018	Yes
15	D1	Window broken/shower needs grout	Window awaiting replacement Shower re-grouted 06/07/18	Due August Yes
16	D10	Shower needs grout	Shower re-grouted 06/07/18	Yes
17	D16	Window vent broken/ Curtain rail loose	Window vent repaired Curtain rail fixed 03/07/2018	Yes

MASTER FIRE SERVICES
Monasterboice, Drogheda, Co. Louth

Master Fire Services Ltd.,
Monasterboice,
Drogheda, Co. Louth.
Tel: 041 980 0792
Fax: 041 983 1950
Email: masterfire@eircom.net

Member Of The Fire Industry Association Of Ireland

CERTIFICATE

This is to certify that the fire extinguishers at:

BALSESKIN RECEPTION CENTRE

BALSESKIN, ST. MARGARET'S RD,

FINGLAS, CO. DUBLIN

Have been inspected and comply with
the requirements of Irish Standard 291 : 2015
& European Standard EN3

Date of Inspection: 26/06/18

Company Representative: DANNY MCGIVERN

Signed: Danny McGivern
(for and on behalf of Master Fire Services Ltd.)