RIA

Inspection Report

Centre:	**Hatch Hall**
Inspector:	**Bernie Loughrey & Conor Mulvihill**
Date of Inspection:	**05/12/2018**

Part 1

General Information on Services

Internal Inspection Report

Centre: **Hatch hall**

Date of Inspection: 05/12/2018

1. CENTRE DETAILS

Name and address of Centre	**Hatch Hall** **28A Lower Hatch Street, Dublin 2**

Contractor	**East Coast Catering**
Manager	**Rachel Thornburgh**
Who deputises for manager in his/her absence?	**Give Job Title only** **Assistant Managers**

Telephone Number	**01 6762953**

Current Contracted Capacity	**220**
Current Occupancy (today)	**206**
Current Centre Profile (e.g., singles, families etc.)	**Singles** and **families**

HSE Area	**Dublin South City**
Public Health Nurse	**Madeline Smith**
DSP / CWO name	**Stephen Swords**
Environmental Health Officer name	**Kevin Kelly**
Local Fire Officer Name	**Tara Street Fire Officer**
Local Fire Station	**Tara Street Fire Station**

Is the Centre certified by any Quality Management System (i.e. Q Mark, ISO)?:	Yes ☒ No ☐
If yes, please give details: **Q-mark**	
What was the date of the last certification?	**Feb 2018**
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	**Security on site 24/7**
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?	**1x Reception, 1x Kitchen**
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 ☐ 3 x Managers, 3 x Security Staff and 2x Maintenance Staff

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?	

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?	Manager explains the house rules to new residents on their arrival – check list

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)	**Yes—all visitors are received by residents in reception area**

Outline visiting times :	**10am to 22:00pm**
In what areas are visitors allowed in the centre?	**Several social rooms available**
Any other relevant information:	
Is there a facility for storage of residents' valuables*? (Give details.) *(* Storage is at resident's own risk)*	**Storage area provided in the old church. Valuables can be stored in the Manager's office under lock and key**
What toiletries are provided to residents on arrival?	**Toothbrush, toothpaste, toilet roll, shower gel, towels etc.**
What arrangements are in place to replenish these items?	**Weekly, or on request**

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: Weekly audits carried out by centre staff. Maintenance issues recorded and reported in maintenance book. Work undertaken by maintenance officer.	

8 CHILD PROTECTION

Are measures in place to inform staff and visitors of RIA's Child Protection Policy? (Give details)	**Register in place and staff sign**
Are visitors asked to sign a declaration agreeing to adhere to the child protection policy?	**Yes - as above**
Where is declaration held?	**Locked in managers office**
Is there a sign in book for visitors? Where?	**At reception**
Are there notices on public display giving name and contact details of Designated Liaison Person? Where?	**At reception**
Have Designated Liaison Persons received HSE training?	**Yes –certificates in the CPP folder**
Are notices prominently displayed regarding parental supervision of children? Where?	**Yes. Throughout the centre**

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:	**23/3/17**

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

Are residents consulted regarding menu / dietary requests? (Give details.)	**Yes - there are meetings with residents. Reviewed every 6 months. Friends of the Centre daily contact at reception.**
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	**Runs on a 4 week cycle.** **Cheese, Ham, Chicken, Tuna. Juice, fruit and biscuits.** Please also provide details of the system for distribution of school lunches: **Lunches are given to children each morning**
Is infant formula kept out of public view?	**Yes**
What arrangements are in place for distribution of infant formula?	**Weekly distribution of formula. Feeding quidelines issued when child is 11 months old.**

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?	**Food and snacks available from kitchen on request.**
Where are the snacks located and how are they accessed?	**Located in communal room.**
Are meals available for residents who arrive late? (Give details.)	Yes ☒ No ☐ On request
Are meals available for new arrivals? (Give details)	See above
Are packed lunches available for residents travelling to Dublin on official business? (Give details)	Yes ☒ No ☐ Lunches available on request.
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 ☒ **Burco boilers available**
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 ☐ **Mother and child room on ground floor.**

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	**Table soccer**
Give details of any other arrangement or other comments:	**Gym membership, salsa club membership and music classes also available for residents. Homework see attached.**

14 TRANSPORT ARRANGEMENTS

Is there a bus service provided? (Yes/No):	Yes ☐ No ☒
Where does the service go to?	
What is the frequency of the service? *(List time table opposite)*	

15 TV SYSTEM

Is there a specific TV system in place? (give details)	Yes ☒ No ☐ Sky TV in communal room, Saorview in bedrooms
An average, how many TV channels are provided to residents?	20 in bedrooms
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?	Outside contractor

(e.g., residents, staff, other, etc)	
What procedures are in place for the exchange of towels and bed linen at the centre?	As needed.
What procedures are in place for ironing boards and irons?	Located in laundry room and also signed out at reception.
How is washing powder / tablets supplied?	On request from reception
Are there specific arrangements for access to the laundry (give details):	Laundry 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?	Vacuum cleaner, toilet cleaner, floor cleaner, cloths, brush, bucket, mop
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?	Staff will provide assistance to clean room, if necessary. Rooms are deep cleaned when resident vacates the center.

PART 2

Room by Room Inspection

Independent Inspection

Centre: **Hatch hall**

Date of Inspection: *28/12/2017*

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)	☒	Various locations
Designated Liaison Person details (Child Protection)	☒	Reception
Supervision of children notice	☒	Various locations
Gym Notices (Child Safety – if applicable)	☐	
IOM Voluntary Return Posters	☒	Various locations

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? All staff are asked to sign the Code and copies are placed on personnel files.	

**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**
9/8/17	Protecthtron Ltd.	
27/12/17	Security and manger	

19b FIRE ALARM & DETECTION SYSTEM INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
2/11/17	Protecthtron Ltd.	☒		**Y**	**N**
27/12/17	Security and manger	☒		**Y**	**N**

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

19/12/17	Security and manger	☒		**Y**	**N**
25/12/17	Security	☒		**Y**	**N**

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
19/12/17	Security and manger	☒		**Y**	**N**
25/12/17	Security and manger	☒		**Y**	**N**

19e FIRE DRILL PROCEDURE INSPECTION SCHEDULE

Date & Time	Numbers of staff involved in drill	No. of residents present / evacuated **	Evacuation Time	Comments
15/12/16 14.31	**6**	**30/30**	**5 mins**	
19/5/17	**7**	**49/44**	**6 mins**	**5 residents did not co-operate, issued with warning**

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

19f STAFF INSTRUCTION AND TRAINING (Fire Safety)

Job Description	Course	Instructor	Duration	Date
All staff	**Fire safety**	**Master fire**	**3hrs**	**30-3-16**
Security	**Fire safety**	**Protechtron**	**1hr**	**8/5/15**

19g FIRE ASSEMBLY POINTS

Where are the Fire Assembly Points located?	**Front of building**
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:	

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:	

Wi-fi room:

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:	

Mother and child room :

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:	

Homework club :

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:	

Overnight room

ROOM NUMBER				
Room Profile:		Room Capacity:		Room Occupancy:
Vacant				
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice

☒	☒	☐	☒	☒

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

Is everything in working order?	Yes ☒ No * ☐
If *, please give details: **This room is used for applicants who require an overnight in Dublin.**	

Staff shower/toilet

	Soap	Toilet paper	Hand towel/dryers	Hot water	Sanitary bins
	☒	☒	☒	☒	☒

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)	☒	Various locations
Designated Liaison Person details (Child Protection)	☒	Reception
Supervision of children notice	☒	Various locations
Gym Notices (Child Safety – if applicable)	☒	

IOM Voluntary Return Posters	☒	Various locations
Anti Human-Trafficking Posters	☒	Reception
'NO to Violence & Harassment' Posters	☒	Reception

Social Room / Tea Station (State Location): Dining Room

What facilities are provided? What facilities are provided? Burco boiler, 2 x fridges, microwave, toaster, filtered water				
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:				

DINING AREA:

Please outline the meal times:

	From	To

Breakfast	8:00 am	10:00 am
Lunch	12.30 pm	2:00 pm
Dinner	5:00 pm	6.30 pm

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?	Breakfast **x**	
Please describe the meal in detail (e.g. was it hot / cold, bland / spicy etc.) **Hot porridge and selection of fruit**		
Was there a vegetarian option? (note salad and vegetables alone are not considered as vegetarian option)	Yes ☒	No ☐
Give details of this option:	**Numerous cereals and porridge**	
Were there ethnic dishes available?	Yes ☒	No ☐
Give details of this option:	**Various condiments available with breakfast and toasts**	
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.)*: **Chef is notified and makes arrangements**		
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: **Dining room was clean.**		

KITCHEN AREA: Food Safety Critical Requirements

FOOD SAFETY

Has the premises been inspected by an Environmental Health Officer?	Yes
Date of Visit?	23/3/17
Comments: Generally good comments	

Has a HACCP system been implemented?	**By compass**
Who designed the HACCP system?	**Compass**
Who is responsible for reviewing the system?	**Compass**
How frequently is the system reviewed?	**Annually**

HACCP Records:

Pest Control: **November 2017 no activity noted**
Induction and Ongoing Staff Training: **Records in place and maintained by Compass**
Time & Temperature Records: **Up to date for heating, hot holding , cold holding and chilling**
Hygiene Audits: **Completed through Compass**
List of Approved Suppliers: **In place and posted at delivery entrance**
Cleaning Schedules: **up to date**
Procedures for accepting deliveries**: Procedure in place and posted at delivery entrance**
General Comments

HACCP and Kitchen Evaluation

General:

Is the kitchen commercial or domestic?	Commercial
What equipment is in place? Gas cookers, fridges, freezers, sinks (hand and washing) and dishwasher	
In what condition is the equipment? **Good**	
Comments: Cold water downpipe in kitchen has paint flaking – would benefit from scrapping and painting	

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)	
Are suitable hand washing and drying facilities provided?	**YES**
General Comments:	

Dry Goods:

Suitably equipped*? Shelving/containers etc*	**Yes**
Condition and suitability of facilities: **GOOD**	
What evidence is there of stock rotation?	**All food is labelled and dated**

Refrigerated Storage:

What type of refrigerated storage is provided?	**Fridges meat and dairy, freezers, milk fridges etc**
Comment on the condition and suitability of the refrigerated storage: **Good condition and clean**	
Are thermostats provided and in working order?	**Yes, all within acceptable limits**
Are food items date stamped?	**Yes**
Are samples of dishes being kept?	**No**

Other:

Is there appropriate storage for cleaning agents and chemicals?	**Yes**

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?	**n/a**

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:
Good condition and clean

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

Not used

Comments:

STAFF FACILITIES AND HYGIENE

Are designated staff facilities provided?	Yes
What facilities are in place?	Toilet and shower

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

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

Are uniforms provided for:	
Kitchen Staff?	Yes, hats, coats, hair nets
Serving Staff?	Yes, hats, coats, hair nets

Are uniforms clean and in good condition? *(to include caps/hairnets/closed heel/toe shoes etc)*	Yes
Is personal grooming satisfactory?	Yes
Are safe habits practiced?	Yes
General Comments on staff facilities: Staff rest and changing facilities has been upgrade with new lockers and furniture.	

23 PUBLIC TOILET (State Location):

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	Sanitary Bins
Unisex:		☐	☐	☐	☐	☐
Ladies:	**1**	☒	☒	☒	☒	☒
Gents:	**1**	☒	☒	☒	☒	

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

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? T.V (incl sky T.V), Table tennis, 2x pool tables 2x foosball tables

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 Play area				

LAUNDRY ROOM

	Washing Machines	Dryers
Number	**5**	**5**
Do they appear to be in working order? **yes** Comments: **laundry is open 24/7**		

CORRIDOR (State Location): 1st floor

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: **paint peeling on walls**				

STAIRWAY (State Location): to 1st floor

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:				

CORRIDOR (State Location): 2nd floor

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

STAIRWAY (State Location): to 2nd floor

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: **needs cleaning**

CORRIDOR (State Location): 3rd floor

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): to 4th floor

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:				

CORRIDOR (State Location): 4th floor

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): to 2nd floor

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 ☐ fortnightly ☐ Monthly ☐ Other ☒
Are there cleaning materials and equipment provided by management for residents?	Yes ☒ No ☐
What cleaning equipment is available to residents?	Cleaning agents, hoover, mop, bucket, brush.
What arrangements are in place if rooms are not cleaned sufficiently by residents?	Staff will assist

ROOM NUMBER 101				
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 102				
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 103				
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 104				
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: **Toaster in room**				

ROOM NUMBER 105				
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 106				
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 107				
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 108				
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				**X**

Is everything in working order?	Yes ☒	No * ☐
If *, please give details: Room very untidy		

ROOM NUMBER 110				
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 111				
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 112				
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 114				
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 120				
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: Toaster in room				

ROOM NUMBER 121				
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 122				
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 123				
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 124				
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 125				
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 126				
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 127				
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 128				
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 129				
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		

If *, please give details:

ROOM NUMBER 130				
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 131				
Room Profile:		Room Capacity:		Room Occupancy:
Family		**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:				

ROOM NUMBER 228				
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 227				
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 226				
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 225				
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: Toasted sandwich maker in room		

ROOM NUMBER 224				
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 223				
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 222				
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:		

ROOM NUMBER 221				
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 220				
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 214				
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 212				
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 211				
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 210				
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 209				
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 208				
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 207				
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 206				
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 205				
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?	No
If *, please give details: Ceiling tile needs to be replaced.	

ROOM NUMBER 204				
Room Profile:		Room Capacity:		Room Occupancy:
vacant		**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 203				
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 202				
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 201				
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 301				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**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 very cluttered in particular under desk		

ROOM NUMBER 302				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**2**		**1**
TV	Ensuite	Shared Bathroom	Smoke Alarm	Fire Notice
No	☒	☐	☒	☒

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

Is everything in working order?	Yes ☒	No * ☐
If *, please give details:		

ROOM NUMBER 303				
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 304				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 305				
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 306				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**4**		**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 307				
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 308				
Room Profile:		Room Capacity:		Room Occupancy:
shared		**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: Resident smoking in room		

ROOM NUMBER 309				
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 310				
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: Resident smoking in room				

ROOM NUMBER 311				
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 (cover removed at time of inspection)				

ROOM NUMBER 312				
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 314				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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: Resident smoking in room and toaster inn room.		

ROOM NUMBER 320				
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 321				
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 322				
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 323				
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 324				
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 325				
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 326				
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?	no
If *, please give details:	

ROOM NUMBER 327				
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 328				
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 329				
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 330				
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 401				
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 403				
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 404				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 406				
Room Profile:		Room Capacity:		Room Occupancy:
Shared		**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 410				
Room Profile:		Room Capacity:		Room Occupancy:
vacant		**7**		**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:				

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

Communal shower rooms on floors 1,2 & 3 have now been converted to 5 person bedroom with en-suites and are ready for occupation. These are numbered rooms 119,219 & 319.

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:	Hatch Hall
Address:	Lwr Hatch Street, Dublin
Proprietor :	East Coast
Manager:	Killian O Grady
Contact Name:	Killian o grady
Capacity Per MOA (Current Occupancy):	215 (155)
Date of Inspection:	28/12/2017

Communal shower rooms on floors 1, 2 & 3 have now been converted to 5 person bedroom with en-suites and are ready for occupation. These are numbered rooms 119,219 & 319.

Fire Safety:
Room 225 has toasted sandwich maker
Room 314 has toaster and resident smokes in room
Room 311 smoke detector was covered by resident.
Room 310 resident smoking.

Food Safety:
Cold water downpipe in kitchen has paint flaking.

Bedrooms:
Room 108 very untidy.
Room 301 very cluttered under desk.
Room 205 ceiling tile needs replacing.