

Schedule 13

London & Quadrant Housing Trust		
VOID INSPECTION CHECKLIST FOR ROOM IN SHARED PROPERTY		
ADDRESS	Inspected by	
	(PRINT NAME)	
	Date of inspection	
	Agency
INTERNAL	CHECKED	COMMENTS
1: ELECTRICS – eg cracked switches or socket outlets Evidence of scorching around outlets Faulty light holders, damaged light-flex		
2: SMOKE ALARM – eg push test button		
3: DAMPNES / CONDENSATION - eg evidence around cold corners of room or on window sill		
4: LEAKS TO PLUMBING - - eg checking all plumbing fittings and look for signs of water damage or leaks around the fitting.		
5: SANITARYWARE (if applicable) - eg check for cracks to fittings including underside. Is there a plug? Do taps open and close easily? Any water damage to the fitting?		
6: LOCKS/ SECURITY OF ROOM – eg ensure all locks work correctly. Check all bolt fittings, catches etc on windows		
7: JOINERY INCLUDING DOORS & CUPBOARDS – eg all joinery should be free from holes, splinters, blemishes. Ensure doors & cupboards fit correctly and that catch mechanism holds door in closed position. Check fire doors/door to room have fully operational door closers		
8: WINDOWS / GLAZING – eg check all window fittings work correctly and none are missing. Replace any cracked / broken glazing.		
9: CEILING AND WALLS – eg ensure any graffiti removed. Make good any holes to walls or ceilings. Check standard of decs		
10: FLOORS AND COVERINGS – eg in clean good condition. All stains to be		

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removed		
11: CONDITION OF DECORATIONS – see L& Q void standard required		
12: FURNITURE AND FITTINGS – eg check that all are in good repair. Good standard of protective covering for mattresses as applicable. Check furniture and mattresses labelled as fire retardant - remove any items that do not comply. All equipment provided to be thoroughly cleaned and portable appliance certification up to date – no more than 12 months since last test. Check fire blankets and extinguishers if provided. Curtains / nets to be clean and sound condition and should operate freely on their tracks		
13: RUBBISH REMOVALS eg includes any old bedding materials, posters on walls etc		
14: STRUCTURAL OBSERVATIONS Eg check for cracks over 4mm wide – must be reported to L&Q for inspection. Make good any small hairline cracks Doors opening and closing freely. Any jamming due to possible structural movement to alert L&Q for inspection. More likely in older properties		
17: NOTES		