**[A blue and white sign

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Template Example**

**Exterior >>>**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Check doors, windows, and frames for security and damage | **x** |  |  |
| Inspect external walls, roof, and gutters for condition |  | **x** |  |
| Look for visible mold, damp patches, or cracks outside | **x** |  |  |
| Check gardens, pathways, and driveways for tidiness and safety | **x** |  |  |
| Test outside lighting for proper operation |  | **x** |  |

**Notes and Observations**

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**Interior >>>**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Inspect walls and ceilings for cracks, stains, or peeling paint | **x** |  |  |
| Check floors (tiles, carpets, wood) for cleanliness and damage |  | **x** |  |
| Test all doors for smooth opening, closing, and locking |  | **x** |  |
| Check skirting boards and internal frames for neatness and damage | **x** |  |  |
| Look for signs of dampness, mold, or water stains inside | **x** |  |  |

**Notes and Observations**

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**Kitchen >>>**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Test all cabinets and drawers for proper opening and closing | **x** |  |  |
| Check worktops for cleanliness, condition, and secure fitting |  | **x** |  |
| Test appliances (oven, hob, fridge, extractor) for function and cleanliness | **x** |  |  |
| Inspect the sink for proper drainage and leaks |  | **x** |  |
| Test taps for leaks and proper operation | **x** |  |  |
| Check for proper kitchen ventilation (window or extractor fan) | **x** |  |  |

**Notes and Observations**

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**Bathroom >>>**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Inspect toilet, sink, and shower for leaks and secure fitting | **x** |  |  |
| Test drainage from sinks, baths, and showers |  | **x** |  |
| Test taps and toilet flush for correct operation | **x** |  |  |
| Inspect all tiling (floors and walls) for cleanliness and secure grout | **x** |  |  |
| Check seals around baths, showers, and sinks for condition and mold | **x** |  |  |
| Verify bathroom ventilation (window or extractor fan) | **x** |  |  |

**Notes and Observations**

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**Bedroom / Living Areas >>>**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Test lights, sockets, and switches for proper operation | **x** |  |  |
| Check radiators or heaters for function and condition |  | **x** |  |
| Inspect windows for cracks and smooth opening/closing |  | **x** |  |
| Check blinds, curtains, and fittings for condition |  | **x** |  |
| Assess storage spaces (wardrobes, cupboards) for adequacy and condition |  | **x** |  |

**Notes and Observations**

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**Safety Features >>>**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Check smoke alarms for installation and working condition | **x** |  |  |
| Verify carbon monoxide detectors are installed (where needed) and functional |  | **x** |  |
| Inspect fire exits for accessibility and doors for easy operation | **x** |  |  |
| Test window and door locks for functionality and security | **x** |  |  |
| Check for clear fire procedure instructions (especially in flats) | **x** |  |  |

**Notes and Observations**

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**Utilities >>>**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| Test boiler or water heater for operation and check service history | **x** |  |  |
| Verify hot water supply from all taps |  | **x** |  |
| Check accessibility and readability of meters (gas, electricity, water) | **x** |  |  |
| Inspect the fuse board for labeling and good condition |  | **x** |  |
| Test heating and (if applicable) air conditioning systems |  | **x** |  |

**Notes and Observations**

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