

| Block name | Action | Who | Comments | Actions/Date | Notes | Complete |
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| Morland House | Stair nosing's – dirty and mark easily | UL | We need to agree a cleaning solution | Information as part of Operations & Maintenance Manual (O&M) | Although this information would be included within the O&M, United Living (UL) are going to contact the manufacturers and provide the council with this information | YES |
| | Communal windows ALL to be checked | UL | | Ease and adjust | WCC's Project Manager (PM) & Quality Manager (QM) checked all windows and UL to reattend to ease and adjust where identified | YES |
| | Cables | UL | Programme to clip the cables to the wall or ceilings | Cables to be housed in trunking where possible | | YES |
| Maclise House | Cables | UL | Programme to clip the cables to the wall or ceilings | Cables to be housed in trunking where possible | | YES |
| | Community Fibre boxes painted | UL | Can the boxes be painted to match the communal decorations? | Yes, they can be decorated however this is not part of the original scope of works | Staircases where the boxes were decorated have been left however any staircases where the boxes hadn't been decorated have been left undecorated | YES |
| | Communal windows ALL to be checked | UL | | Ease and adjust | WCC's Project Manager (PM) & Quality Manager (QM) checked all windows and UL to reattend to ease and adjust where identified | YES |

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| | Main entrance door 16-29 is not closing every time | UL | Possible carpet matt issue to be investigated | | UL to adjust door closer | YES |
| | 1-15 no lights on top 2 floors | UL | | | Reset the emergency lighting | YES |
| | Mismatched cement outside 16-29 entrance door – will it be remedied | UL | | UL to action | WCC have issued instruction to UL to carry out a full repair. This will be completed during the 12-months defects period. | NO |
| | Courtyard cleaned, all pots moved back in position and cleared of redundant pots, stones, removal of wooden plant tables etc | UL | | | All pots to be moved to original location and UL to clean courtyard upon completion. | YES |
| | Ceiling left unfinished outside flat 25 | UL | | | UL to complete the repair and redecorate to match existing. | YES |
| | Leaseholder doors those that have not opted in, can they be painted by the leaseholder? | WCC | WCC to consult the leasehold and fire teams | | Fire doors are subject to strict regulations to ensure safety. Before painting a fire door, confirm that doing so complies with relevant fire safety regulations. Altering a fire door in a way that compromises its fire resistance or performance is typically not allowed. Fire doors can be painted using regular paint, as long as the coats aren't too thick. This is to prevent anything from reducing the efficiency of the door. | n/a |
| | Aerials accidentally cut | UL | Various flats – check all | | Completed | YES |

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| | Marks on the walls in communal area | UL | | | These marks look like tyre marks from a bicycle which would be classed as general wear & tear | YES |
| | Carpet incomplete and floor needs levelling | UL | | | Completed | YES |
| | Communal lights – are they on a sensor? | UL | When it comes on at night it does not go off | | Completed - they are on a timer and not a sensor | YES |
| | Downpipe parts replaced with plastic | UL | Plastic/Rubber collar fitted. Not cast iron | | Rubber was used instead of cast iron as this is a suitable cost efficient repair | YES |
| | Cable hanging near gate at John Islip Street | UL | | | Completed - the cable has been clipped | YES |
| | Drains on Marsham Street filled with concrete – are you putting tarmac down | UL | | | Tarmac will not be laid as other historic repairs surrounding the drains have also been completed with the same finish. | YES |
| Mulready House | Cables | UL | Programme to clip the cables to the wall or ceilings | Cables to be housed in trunking where possible | | YES |
| | Carpet a different colour | UL & WCC | | | The carpet chosen in the ballot was discontinued and an alternative was sourced to the nearest colour match at the time | YES |
| | Main entrance door 11-25 catching on the carpet | UL | Possible carpet matt issue to be investigated | | Adjusted the door closer | YES |

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| | Can leaseholders paint their doors and threshold? | WCC | WCC to consult the leasehold and fire teams | | Fire doors are subject to strict regulations to ensure safety. Before painting a fire door, confirm that doing so complies with relevant fire safety regulations. Altering a fire door in a way that compromises its fire resistance or performance is typically not allowed. Fire doors can be painted using regular paint, as long as the coats aren't too thick. This is to prevent anything from reducing the efficiency of the door. | n/a |
| Millais House | Cables | UL | Programme to clip the cables to the wall or ceilings | Cables to be housed in trunking where possible | | YES |
| | Carpet a different colour | UL & WCC | | | The carpet chosen in the ballot was discontinued and an alternative was sourced to the nearest colour match at the time | YES |
| Reynolds House | Entrance 1-13 paint on the courtyard brickwork and cobbles | UL | Removal required | Agreed paint to be removed | | YES |
| | Electrical brick units – provide an update | UL | Works to reduce heights of Kiosks to commence 27th November. 6 days allocation for the building works. UL electrician is scheduled for 3 additional days after this. Dates for Jointing/Changeover by EDF have been offered as 18th/19th December. Awaiting UKPN to confirm. | Kioks building works completed. Doors to be glossed. | | YES |

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| | Cables | UL | Programme to clip the cables to the wall or ceilings | Cables to be housed in trunking where possible | | YES |
| | Spy holes – can they be moved? | UL | UL have undertaken the fitting of additional spy holes | No further properties known to be affected. | Residents who required a different height for their spy hole have now had the works completed. | Yes |
| Hogarth | 1-17 entrance the white walls need painting | UL | | | UL to redecorate. | YES |
| | Planter needs moving back to original position | UL | | | UL to relocate planter back to the original position. | YES |
| | Communal windows checked | UL | | Ease and adjust | WCC's Project Manager (PM) & Quality Manager (QM) checked all windows and UL to reattend to ease and adjust where identified | YES |
| | Carpet is lifting | UL | | | This has been identified and UL to complete snagging. | YES |
| | Carpet colour | UL & WCC | | | The carpet chosen in the ballot was discontinued and an alternative was sourced to the nearest colour match at the time | YES |
| | Cables | UL | Programme to clip the cables to the wall or ceilings | Cables to be housed in trunking where possible | | YES |
| | Check all trunking on the top floor above Flat 15 | UL | | To be further trunked | These works are still ongoing. | YES |
| | Attic space – is the door to be replaced? | UL/WCC | | UL to advise | This was not in the scope of works. It has been referred to MEMO | n/a |

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| | White residue on brickwork under kitchen/bathroom window of Flat 13 top floor | UL | | | White residue seen as eflorescence | YES |
| | Screws in ceiling – will they be removed | UL | | All acrows removed. Decorations to make good | The missing screws to the trunking on the ceiling have now been replaced and redecorated to match. | YES |
| | Locks on windows | WCC | | | UL to provide restrictor key to MEMO office. In the event of an emergency the emergency services will push the window and the lock will release | YES |
| | Decs around light outside Flat 15 not complete | UL | | | These works have now been completed. | YES |
| | Aerials – please check with all residents that they have a working aerial | UL | | | All known issues have been resolved. | YES |
| | Trunking to be painted | UL | | | Trunking has now been decorated to match. | YES |
| Gainsborough House | Pots & plants need to go back to original positions | UL | | | All pots to be moved to original location | YES |
| | Communal windows checked | UL | | Ease and adjust | WCC's Project Manager (PM) & Quality Manager (QM) checked all windows and UL to reattend to ease and adjust where identified | YES |
| | High level windows need cleaning | UL | | | Mobile elevated working platform was used on site to rectify. | YES |

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| | Paint marks on windows | UL | | | | YES |
| | Entrance 46 – 60 main entrance door not closing | UL | | | Door closer has been adjusted and the door now closes automatically. | YES |
| Wilkie House | Communal windows | UL | | Ease and adjust | WCC's Project Manager (PM) & Quality Manager (QM) checked all windows and UL to reattend to ease and adjust where identified | YES |
| | Cables | UL | Programme to clip the cables to the wall or ceilings | Cables to be housed in trunking where possible | | YES |
| | Trunking to be painted | UL | | | The trunking has now been decorated to match. | YES |
| | Carpet to be completed | UL | | | This has been identified and UL to complete snagging. | YES |
| | Main entrance door not closing | UL | | | This has been rectified and the main entrance door now closes. | YES |