



INTER-TENANCY MAINTENANCE CHECKLIST

Ref: HDT56679

Site Address	Client	Engineer	Inspection Date
Flat 1, 15 Tavistock Street, London WC2E 7PA	c/o CBRE	Iain Watson	26 Jan 2024
Compliance/Safety			
Smoke/CO2 alarms fitted, in date and working			
Cleaning			
Property professionally cleaned to a satisfactory standard			
General			
Remove items left by tenant			
Painting required including walls, ceilings and woodwork			
Blinds functioning and cleats in place			
Floor coverings clean and undamaged			
Lighting working throughout and lightbulbs replaced if required			
Security			
Main door operating correctly			
All internal doors in good order and operating correctly			
All locks engaging securely			
Window glazing satisfactory			
Secondary glazing satisfactory			
Ironmongery and locks in place			
Heating			
Boiler is in full working order	Pass	1234	
Radiators are in full working order	Fail	5678	
Kitchen			
Kitchen appliances undamaged			
All white goods and appliances in working order			
Kitchen cupboards and worktops undamaged			
Bathroom			
Tiling and grouting undamaged			
Taps, shower head, hose and riser undamaged			
Shower screen undamaged including seals			
Free flowing drainage			
Bathroom extract in working order			
Sealant in good order			
Additional Checks/Works			

