



REDDAN CONTRACTORS - INTER-TENANCY CHECKLIST

438 Southchurch Road, Southend-on-Sea SS1 2QA

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Work Details		
Reference: HDT63014	Site: Flat 2a, 82 Shaftesbury Avenue , London W1D 6NG	
Client: c/o CBRE	Date: 22 Mar 2026	Engineer: Travis Read
General Condition		
Remove items left by tenant (photograph if present)	Pass	
Property professionally cleaned to a satisfactory standard	Pass	
Property walls/ceiling free of leaks/damage	Pass	
Painting required including walls, ceilings and woodwork	Pass	
Floor coverings clean and undamaged	Pass	
External area clear, clean and well maintained	Pass	
Security		
All locks engaging securely	Pass	
Ironmongery and locks in place	Pass	
Intercom working and undamaged	Pass	
Do all keys work correctly and how many sets are held (including patio/additional doors)?	Pass	2 sets
Windows & Doors		
Main door operating correctly	Pass	
Is main door a fire door with smoke seals and brush strip fitted if there is an excessive gap?		N/A
All internal doors in good order and operating correctly	N/A	
Window glazing satisfactory	N/A	
Secondary glazing satisfactory	N/A	
Sills/frames free of damage/decay	N/A	
Blinds functioning and cleats in place	N/A	
Window restrictors installed	N/A	
Windows open/close freely and secure correctly	N/A	
Any remotes present and working	N/A	
Kitchen		
Kitchen appliances undamaged	N/A	
Oven & hob in working order		
Washer/dryer in working order		
Microwave in working order		
Fridge in working order		
Freezer in working order		
Kitchen extract/cooker hood in working order		
Check and list additional appliances		
Kitchen sink free flowing		
Kitchen cupboards and worktops undamaged	N/A	
All cupboard and drawers functioning correctly	N/A	

Splash backs/tiles/grout undamaged	N/A	
All white goods collectively checked and operational	N/A	

Bathrooms

Number of bathrooms	-	
Sink/bath/toilet undamaged	N/A	
Toilet flushing freely and easily	N/A	
Tiling and grouting undamaged	N/A	
Taps, shower head, hose and riser undamaged	N/A	
Shower screen undamaged including seals	N/A	
Free flowing drainage	N/A	
Bathroom extract in working order	N/A	
Sealant in good order and free from mould	N/A	
Bathroom door lock working	N/A	
Heated towel rail working	N/A	
Bathroom furniture operating correctly	N/A	
Mirror lights working (if present)	N/A	
Plugs present and functional	N/A	

Bedroom

Number of bedrooms	-	
Furniture and wardrobes functioning and undamaged	N/A	

Heating & Plumbing

Boiler is in full working order	N/A	
Boiler pressure correct	N/A	
Radiators are in full working order	N/A	
Thermostat present and working/undamaged	N/A	
Underfloor heating functional and controllable	N/A	
Effective temperature regulation of water working at all outlets	N/A	
Water pressure of all showers, baths and sinks adequate	N/A	
All water connections checked for leaks throughout	N/A	

Electrical

Lighting working throughout and lightbulbs replaced if required	N/A	
All electrical sockets working/undamaged throughout	N/A	

Safety

Smoke alarms fitted, in date and working	N/A	
CO2 alarms fitted, in date and working	N/A	
Mains alarm present		

Alarm Details			
Type	Location	Expiry	Status
CO2	Test	31/03/2026	Working
Smoke	Here	28/03/2026	Working

Meters

Type	Serial	Reading
Gas		

Electric		
Water		
Additional Checks/Works		
N/A		

