



REDDAN CONTRACTORS - INTER-TENANCY CHECKLIST

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

Phone: 01702 616061

Email: helpdesk@reddan.co.uk

Work Details		
Reference: HDT63142	Site: Flat 3, 94 Shaftesbury Avenue , London W1D 5EB	
Client: c/o CBRE	Date: 20 Mar 2026	Engineer: Alan Murkin
General Condition		
Remove items left by tenant (photograph if present)	Pass	1
Property professionally cleaned to a satisfactory standard	Pass	2
Property walls/ceiling free of leaks/damage	Pass	3
Painting required including walls, ceilings and woodwork	Pass	4
Floor coverings clean and undamaged	Pass	5
External area clear, clean and well maintained	Fail	6
Security		
All locks engaging securely	Pass	1
Ironmongery and locks in place	Pass	2
Intercom working and undamaged	Pass	3
Windows & Doors		
Main door operating correctly	Pass	1
Is main door a fire door with smoke seals and brush strip fitted if there is an excessive gap?	Pass	2
All internal doors in good order and operating correctly	Pass	3
Window glazing satisfactory	Pass	4
Secondary glazing satisfactory	Pass	5
Sills/frames free of damage/decay	Pass	6
Blinds functioning and cleats in place	Pass	7
Window restrictors installed	Pass	8
Windows open/close freely and secure correctly	Fail	9
Any remotes present and working	N/A	10
Kitchen		
Kitchen appliances undamaged	Pass	1
Oven & hob in working order	Pass	2
Washer/dryer in working order	Pass	3
Microwave in working order	Pass	4
Fridge in working order	Pass	5
Freezer in working order	Pass	6
Kitchen extract/cooker hood in working order	Pass	7
Check and list additional appliances		8
Kitchen sink free flowing	Pass	9
Kitchen cupboards and worktops undamaged	Pass	10
All cupboard and drawers functioning correctly	Pass	11
Splash backs/tiles/grout undamaged	Pass	12
All white goods collectively checked and operational	Fail	13

Bathrooms

Number of bathrooms	1	
Sink/bath/toilet undamaged	Pass	2
Toilet flushing freely and easily	Pass	3
Tiling and grouting undamaged	Pass	4
Taps, shower head, hose and riser undamaged	Pass	5
Shower screen undamaged including seals	Pass	6
Free flowing drainage	Pass	7
Bathroom extract in working order	Pass	8
Sealant in good order and free from mould	Pass	9
Bathroom door lock working	Pass	10
Heated towel rail working	Pass	11
Bathroom furniture operating correctly	Pass	12
Mirror lights working (if present)	Fail	13
Plugs present and functional	Pass	14

Bedroom

Number of bedrooms	1	
Furniture and wardrobes functioning and undamaged	Pass	2

Heating & Plumbing

Boiler is in full working order	Pass	1
Boiler pressure correct	Fail	2
Radiators are in full working order	Pass	3
Thermostat present and working/undamaged	Pass	4
Underfloor heating functional and controllable	Pass	5
Effective temperature regulation of water working at all outlets	Pass	6
Water pressure of all showers, baths and sinks adequate	Pass	7
All water connections checked for leaks throughout	Pass	8

Electrical

Lighting working throughout and lightbulbs replaced if required	Pass	1
All electrical sockets working/undamaged throughout	Pass	2

Safety

Smoke alarms fitted, in date and working	Pass	1
CO2 alarms fitted, in date and working	Pass	2
Mains alarm present	Yes	

Alarm Details

Type	Expiry	Status
Smoke	22/03/2026	Working
CO2	21/03/2026	Working

Meters

Type	Serial	Reading
Gas	1	2
Electric	3	4
Water	5	6

Additional Checks/Works

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