

Criteria - Internal	Grading 1	Grading 2	Grading 3	Red risk
Entrances	<p>Entranceway is clean with no dirt, litter or cobwebs.</p> <p>Door handles and locks clean and well maintained.</p> <p>All door locks and have auto-closers. Door entry system is working, clean and well maintained (where present)</p> <p>There is no fly tipping or other items which could hinder access.</p>	<p>Area is mainly clean with some litter or flyers.</p> <p>Door handles and locks is okay</p> <p>All door locks and have auto-closers. Door entry system is working, and in fair condition (where present)</p> <p>There is no fly tipping or other items which could hinder access.</p>	<p>Area is not clean or there is a build up of litter.</p> <p>Door handles and locks is broken or looks like it needs to be replaced. Door entry system is not working</p> <p>There is no fly tipping or other items which could hinder access.</p>	<p>Door locks or auto closers are not working.</p> <p>There are fly tipped or other items which are blocking access</p> <p>Glazed panels are cracked or broken</p>
Hallways	<p>Hallways are clean with no litter, junk mail or flyers</p> <p>There are no items left in the communal areas.</p> <p>Internal banks of post boxes are clean and well maintained (where in situ)</p>	<p>Hallways are fairly clean with a little litter, junk mail or flyers</p> <p>There are no items left in the communal areas.</p> <p>Internal banks of post boxes are fairly clean and well maintained (where in situ)</p>	<p>Hallways are not clean with some build up of litter, junk mail or flyers</p> <p>There are no items left in the communal areas.</p> <p>Internal banks of post boxes are not very clean and may need to be replaced</p>	<p>There is a significant build of litter, junk mail, flyers or other hazardous items which could pose a fire hazard</p> <p>There are customers' items left in the communal areas which could block the escape.</p> <p>Internal banks of post boxes are dirty or not usable due to poor state of repair</p>
Walls	<p>Walls are clean with minimal marking.</p> <p>Walls are well maintained with no peeling or faking paint,</p>	<p>Walls are mainly clean with some marking or scrapes.</p> <p>Walls have a little peeling or flaking pain in some areas.</p>	<p>Walls are dirty with marking and many scrapes.</p> <p>There is a lot of peeling/flaking paint and areas of unpainted plaster following repairs.</p>	<p>Walls are damaged or cracked to extent it may pose a hazard.</p> <p>There is offensive or excessive amounts of graffiti</p>

	<p>unpainted areas, protective edging on corners, door stops on internal doors</p> <p>There is no graffiti</p>	<p>There are door stops on internal doors</p> <p>There is a small amount of graffiti but it is not offense or abusive.</p>	<p>Corners and walls are damaged, and door stops are missing</p> <p>There are several cases of graffiti, but it is not abusive or offensive</p>	
Noticeboard and fire signage	<p>Noticeboard is good condition and contains following info:</p> <ul style="list-style-type: none"> • Info on Neighbourhood Officer • Ways to contact VIVID • Cleaning schedule • Advice on keeping area free of possessions <p>Fire signage is present in all require place</p>	<p>Noticeboard is in okay condition and contains following info:</p> <ul style="list-style-type: none"> • Info on Neighbourhood Officer • Ways to contact VIVID • Cleaning schedule • Advice on keeping area free of possessions <p>Fire signage is present in all require place</p>	<p>Noticeboard is damaged or missing or is missing following info:</p> <ul style="list-style-type: none"> • Info on Neighbourhood Officer • Ways to contact VIVID • Cleaning schedule • Advice on keeping area free of possessions <p>Fire signage is present in all require place</p>	The fire safety signage missing or damaged
Stairwells, handrails, and bannisters	<p>Area is free from litter and rubbish.</p> <p>Floors are clean and well maintained, with no staining</p> <p>Handrails, bannisters, and skirting are clean with no cobwebs and are in a good state of repair</p>	<p>There is a small amount of dirt or litter.</p> <p>The floors are fairly clean.</p> <p>Handrails, bannisters, and skirting are fairly clean. Some maintenance may be need in next few years</p>	<p>There is dirt or litter. The floors do not look they are regularly cleaned or maintained. Carpets may have staining.</p> <p>Handrails, bannisters, and skirting do not look like they are regularly cleaned or are in need of maintenance</p>	<p>Broken glass, needles or other hazard materials are present.</p> <p>There are broken fixtures which could be dangerous and need urgent attention (eg broken handrails, unsecure step grippers)</p>
Lifts	The door, walls and floor are clean with no mud or dirt.	The door, walls and floor are mainly clean.	The door, walls and floor are not clean.	The lift is not working.

	No dirt and detritus in the lift door gullies or on the frame of the lift. The lift is well maintained without any damage	There is a little dirt and detritus in the lift door gullies or on the frame of the lift. The lift is well maintained with some minor areas of damage.	There is dirt and detritus in the lift door gullies or on the frame of the lift. The lift is not well maintained and there is significant damage	There are significant problems which could be a health and safety issue such as pet faeces
Lighting	Light fitting is working and in good condition. Area is clean and free of dirt and cobwebs	Generally good condition. Fitting may look older or have some cobwebs	Light fitting doesn't look well maintained. Fitting is dirty or covered in cobwebs	Light isn't working. Exposed wiring
Windows, canopies, and ledges	Window is clean. No dirt, dust or cobwebs on window or ledge. Frame is in good condition. There are window restrictors on above ground floor windows	Some dust or dirt on window or ledge. Frame is in reasonable condition	Window or ledge is not clean, with build-up of cobwebs, dead insects or litter. Frame requires maintenance.	Glass is cracked or missing. Any hazard materials such as sharps or broken glass. There are no window restrictors on above floor windows (not escape route windows)
Criteria - External	Grading 1	Grading 2	Grading 3	Red risk
Parking areas, paths and courtyards	No litter, leaves or weeds. No fly tipping. Parking bays clearly marked (where white lines present) Signs are clean and well maintained	Low level fly tipping or personal items but not obstructing access. Some litter that might accumulate over a week. Some leaves particularly when leaves falling. White lines mainly visible Signs may be dirty but aren't broken	High levels of leaves and or litter. Some fly tipping or personal items, which could obstruct access. White lines barely visible Signs are broken or not readable	Fly tipping which could hamper access. Fly tipping of hazard waste. Needles. Broken glass Trip hazards
Planted and grassed areas	No weed, litter, beds stocks and maintained, grass cut recently and shrub beds well maintained	Some young weeds, particularly in growing season. Some litter – accumulate in 1 week?	Lots of litter and more older weeds. Grass is in poor condition. Shrubs need maintenance or beds are not planted	Fly tipping of hazard waste. Needles. Broken glass

<p>Bin areas</p>	<p>Area is clean, free of litter and weeds</p> <p>They are in good condition with any doors or locks in working order</p> <p>There are no loose bin bags or fly tipping</p>	<p>Small amount of litter and weeds. Generally, well maintained</p> <p>No fly tipping or loose bin bags</p>	<p>Build-up of litter, rubbish bags and/or fly tipping.</p> <p>Area not maintained (broken doors etc)</p>	<p>Fly tipping of hazard waste such as needles or broken glass</p>
<p>Bike stores</p>	<p>Area is clean, with no fly tipping or litter</p> <p>They are in good condition with any doors or locks in working order</p> <p>It is used for bikes and buggies. There are no mobility scooters or other items stored here</p>	<p>Small amount of litter but generally well maintained</p> <p>They are in good condition with any doors or locks in working order</p>	<p>Build-up of litter, rubbish bags and/or fly tipping.</p> <p>Area not maintained (broken doors etc)</p>	<p>Fly tipping of hazard waste such as needles or broken glass</p> <p>Storage of hazardous items such as mobility scooters (without permit)</p>
<p>Externals of buildings</p>	<p>Windows, facias and guttering in good condition and clean.</p>	<p>Generally clean and in good working order. Some signs of work needed in coming years</p>	<p>Signs of maintenance needed such as peeling paint, guttering needing attention, cracks in masonry</p>	<p>Broken windows, broken soffits, missing guttering and down pipes</p>