


**Berkswell Parish Council
Asset Inspection checklist**

Inspection undertaken by		Andrew Burrow & Dinah Edwards				
Date of Inspection		12 November 2018				
Signature						
	Asset	Condition acceptable?			Comments	Proposed action
		Y	N	n/a		
1	Pound Coventry Road		X		Gate snagging on earth on leading edge	Get contractor to dig away earth
2	Seating bench 1 Coventry Road		X		Minor cracks on one lath on left. Rocks a bit on left but securely held. Dirty	Contractor to clean (a pc seat)
3	Village Pump (outside Bear Inn)	X				
4	Telephone box Spencer's Lane		X		Bottom strap on door but door operates safely. Dirty inside and out	Contractor to clean
5	Bus Shelter 1 By Reading Room	X			Small crack in laminated glass on north window, No change in it since Sept 2017	
6	Bus Shelter 2 Lavender hall/Meriden Rd junction	X			There is a seat next to the shelter which is appallingly dirty	No Action
7	Bench Lavender Hall/Meriden Rd		X		Dirty	No Action
8	Spinney		X		Fence by school gate is unsecured and need bolting to gate post. Other fences deteriorating but no action yet required. Tree fallen by walkway fence close to school. Risk of getting poked in eye	Rectify fence by school gate. Contractor to remove fallen tree

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9	Car park surface Lavender Hall Lane		X		In is taped over and not emptied buy people are putting rubbish on it	Remove bin if it is not to be emptied by SMBC
9a	Car Park Fences	X				
9c	Car Park Trees	X			Under maintenance during visit	
10	Village Green		X		Tree needs low hanging branches cut back my 1 to 2 metres to get them above head height	Check if we need permission and get contractor to do it
11	Round Bench Village Green	X			Needs a wash	Get contractor to wash it
12	Seating bench 3 Village Green	x			Slightly wobbly at one end but will not tip back because of restraint	
13	Seating bench 4 Village green	x				
14	Stocks Village Green	X			Wobbly on west post	
15	Electrical Socket Village Green	X				
16	War Memorial Church Lane	X			We removed and binned wreath boxes	
17	Well area Church Lane		X		Large amount of leaf litter needs removing. There is a paved area at rear with moss covering. The moss is attractive but slippery	Get contractor to remove leaves and dump in spinney. No Action on removal of moss
18	Seating Bench Well area		X		Dirty	Get contractor to clean
19	Posts Church lane/Well area	X				
20	Posts End of Well area by Well House	X			One slightly wobbly but no risk	
21	Notice Board including dropped drawing pins	X			Left post still wobbly but seems safe. No drawing pins on ground!	

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	Church lane					
22	Cannon Allotments	X				
23	Notice Board Station Road by Legion	X				
24	Notice Board Station Road by Masala Club	X				
25	Bus shelter Kelsey Lane		X		Needs leaves and a bit of rubbish removing. Cobwebs back in ceiling	Get contractor to clean away leaves and clean away all dirt in roof area

Completion guidelines

1. Check for physical damage
2. Try to rock fixed items to check no damage to structure trough rot etc
3. Check for trip hazards/debris etc
4. Check for glass/sharps or other cutting things
5. Branches or trees that look unstable