

UPTON MAGNA PARISH COUNCIL
ASSET ANNUAL INSPECTION CHECKLIST

Inspection Undertaken by: Councillor Brooker*

Date Inspection Undertaken: 26th September 2018

	ASSET AND LOCATION	CONDITION ACCEPTABLE?	COMMENTS	PROPOSED ACTION
1	Rights of Way map; Side of Haughmond shop	Yes	In good order.	
2	2 planters; Grass triangle around village sign post	Yes	In good order.	
3	*HP Laptop and printer; Parish Clerk's home	Yes	Both in good order.	
4	Smart water signs	Yes	Only three located; 1. Upton Magna sign, Church Farm; 2. Upton Magna sign by business park; 3. Upton Magna sign on approach from Berwick Wharf.	In good order. Others to be located and checked.
5	7 streetlights	Yes	Only 6 located; 1. outside cottages by business park; 2. Frank Crosse Drive junction; 3. Frank Crosse Drive; 4. Cruck Cottage; 5. The Glebe; 6. 11 Pelham Road.	All appear in good working order apart from Pelham Road which has been reported as faulty.
6	Oak wooden benches Opposite school and opposite The Haughmond	Yes	Both in good order. The one opposite the Haughmond is hardwood. The one by the Glebe is steel and fibreglass.	Bench opposite the school: Steel would benefit from painting and foliage needs a little trimming.
7	Steel and safety glass noticeboard; By St. Lucia's School	Yes	Robust steel construction.	Requires repainting.

ASSET INSPECTION CHECKLIST

- Check for physical damage
- Try to rock fixed items to check no damage to structure through rot etc.
- Check for trip hazards/debris etc.
- Check for glass or anything that may cut
- Check for surrounding branches or trees that look unstable

*Parish Clerk inspected laptop and printer.