

FOI DISCLOSURE NBC 2736-1149

Part 1



Prepared on the 18th December 2013

Weekly Maintenance Checks – Bus Station W/C.18th May 09

ltem	Good	Fair	Poor		Comments
Public toilet (Men's)		Yes		Item raised with: Works completed on:	On:
Public toilet (Ladies)		Yes		Item raised with: Works completed on:	On:
Public toilet (Disabled)	Yes			Item raised with: On: Works completed o	On:
Concourse toilet(s) 24hr			Yes	Item raised with: Works completed on:	On:
Concourse light boxes		Yes		Item raised with: Works completed on:	On:
Concourse signage	yes			Item raised with: Works completed on:	On:
Concourse bay doors	yes		,	Item raised with: Works completed on:	On:
Escalators	yes			Item raised with: Works completed on:	On:
Lift		yes		Item raised with: Works completed on:	On:
Lighting throughout			yes	Item raised with: Works completed on:	On:

eekly Maintenance Checks – Bus Station W/C 04th Jan 10

Item	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes				
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr			Yes	Maintenance Work still out standing	
Concourse light boxes	Yes				
Concourse signage	Yes		ļ		
Concourse bay doors		Yes		Fire doors on Gros centre entry & Newlands are damaged, helpdesk where informed	To be repaired or replaced.
Escalators		Yes		Up escalator still off. Due to hand rail	Still waiting new part
Lift	Yes			Now stopped from going to car park Greyfriars	only been isolated from ground level can not do this any other way.
Lighting throughout	Yes		•		

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ltem	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout	Yes				
Windows/Glass	\				
throughout	Yes				
Cleanliness of				Due to weather& foot fall salt is being	Night Cleaners are doing their best to
concourse	Yes			walked in, causing floor to be scratched	keep up with it, day cleaners just using dry mop for H&S reasons
Cleanliness of		Yes		Lower mail, having problems with	Monday evening to pressure hose bus
subways				To concourse	ומיסו מומווט נט מווכיומנס וכמוט.
Cleaners storage areas	Yes				
and rest room					
Loading bay / Compactor	Yes				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways Yes	Yes				
Escalator warning system	Yes				
External warning boxes	Yes			Batteries changed regular,but still intermittant	
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Date 09th Jan "10

Weekly Maintenance Checks - Bus Station W/C 11th Jan 10

Item Good	Good	Fair	Poor	Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes				
Public toilet (Disabled)	Yes		į		
Concourse toilet(s) 24hr			Yes	Maintenance Work still out standing	
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators		Yes		Up escalator still off. Due to hand rail	Still waiting repair
Lift	Yes			Now stopped from going to car park Greyfriars	only been isolated from ground level can not do this any other way.
Lighting throughout	Yes				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	Yes				
Windows/Glass throughout	Yes				
Cleanliness of concourse		Yes		Due to weather& foot fall salt is being walked in, causing floor to be	Night Cleaners are doing their best to keep up with it, day cleaners just using
Cleanliness of lower mall and			Yes	Lower mail, having problems with water leaking through from bus level	Work still in progress, all this week. All work to bus lane now in progress,
Subways					
Cleaners storage areas	Yes				
and rest room					
Loading bay / Compactor	Yes				
				The state of the s	

Seating Escalator warning system address system External warning boxes External signage Stairwells/subways Internal public Item Yes Yes Yes Good Yes Yes Fair Poor Yes Taken away for service **ISSUES** Warning signs now removed 13th Jan Returned for service OUTCOME

Signed Sheila Muttock

Date 16th Jan "10

Weekly Maintenance Checks – Bus Station W/C 18th Jan 10

				2	Decoration throughout
OUTCOME	ISSUES	Poor	Fair	Good	Item
Clocks reset again,	Clocks keep losing time, Lighting good			V	Lighting & clocks throughout
Isolated from ground level	stopped from going to car park Greyfriars			~	Lift
	21 st Jan up escalator stopped; Jacksons notified		٧		Escalators
	Some doors not closing – door company informed		~		Concourse bay doors
				۷	Concourse signage
				٧	Concourse light boxes
	Maintenance Work s out standing	2			Concourse toilet(s) 24hr
				٧	Public toilet (Disabled)
				2	Public toilet (Ladies)
				~	Public toilet (Men's)
OUTCOME	ISSUES	Poor	Fair	Good Fair Poor	Item

				İ				
External warning boxes	Escalator warning system	Stairwells/subways	Item	Loading bay / Compactor	Cleaners storage areas and rest room	Cleanliness of lower mall and subways	Cleanliness of concourse	Windows/Glass throughout
	~	٠ ح	Good		eas	mall		
			Fair	~	2	~	V	~
۷.			Poor					
Warning boxes faulty			ISSUES					
Warning signs now removed 13 th Jan Returned for service			OUTCOME					

Date 22nd Jan "10	Signed	Seating	Internal public address system	External signage
	J	ح	2	۷

Weekly Maintenance Checks - Bus Station W/C 25th Jan 10

itom	000		Hom Cood Esir Door Incline	
7				
(Men's)	Yes			
Public toilet	Y			
Public toilet (Disabled)	Yes			
Concourse			Maintenance Work still out standing	
toilet(s) 24hr		Yes	· (
Concourse light				
boxes	Yes	 		
Concourse	Y			
age	100			
Concourse & bus bay doors	Yes		1.Fire doors damaged2.Bus level doors	Now replaced Still waiting out come
Escalators	Yes			
Lift	Yes			
Lighting & clocks throughout	Yes	:		Clocks reset again,

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	Yes				
Windows/Glass throughout	Yes				
Cleanliness of concourse	Yes				
Cleanliness of lower mall and subways	Yes				
Cleaners storage areas and rest room	Yes				
Loading bay / Compactor	Yes				

boxes system Seating Internal public address system External signage External warning Escalator warning Stairwells/subways Item Yes Yes Yes Yes Yes Good Fair Poor Yes Taken away for service **ISSUES** Warning signs now removed 13th Jan Returned for service OUTCOME

Signed Sheila Muttock

Date 29th Jan "10

Weekly Maintena	ance Chec	ks – Bı	us Statio	Weekly Maintenance Checks – Bus Station W/C 01st Feb. 10	
Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes				
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr			Yes	Maintenance Work still out standing	
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse & bus bay doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting & clocks throughout)	Yes	Clocks out of sync again, been reset but still a problem	Looking into replacing them

14	>	1	,		
пеш	Good Fair Poor	rair	7007	ISSUES	OUTCOME
Decoration	<				
rinougnout	res				
Windows/Glass					
throughout	Yes				
Cleanliness of					
concourse	Yes				
Cleanliness of					
subways	G				
Cleaners storage areas	Yes				
and rest room					
Loading bay / Compactor	Yes				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways Yes	Yes				
Escalator warning system	Yes				
External warning boxes			Yes	Taken away for service	Warning signs now removed 13 th Jan Returned for service
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Weekly Maintenance Checks - Bus Station W/C22nd Feb. 10

ltem	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)		2		Broken locks to 2 doors-reported 26/2/10.	
Public toilet (Ladies)	~		,		
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr			2	Escalated this to J.Kowal who advised original quote for work was excessive so project stalled. They will now pursue options to complete this work as inaction is not acceptable	
Concourse light boxes	~	;			
Concourse signage	2				
Concourse & bus bay doors		~		Doors to bays A and B stuck-reported 26/2/10.	
Escalators	2				
Lift	2				

Lighting & clocks throughout			2		Replacement battery operated clocks to be costed and proposed as solution
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration					
14 "- Jan 10 200				Drakan mindaw haw 10 reported	The state of the s
throughout		2		26/2/10.	
Cleanliness of	2				
concourse					
Cleanliness of	~				
subways					
Cleaners storage areas	2	:			
and rest room					
Loading bay / Compactor	۷				

	7				
ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	2				
Escalator warning system	2				
External warning boxes			~	Taken away for service 13 th Jan.	
				Replacement boxes should be delivered w/c 01/03/10	
External signage	۷				
Internal public address system	2				
Seating	2				

Weekly Maintenance Checks - Bus Station W/C 1st March 2010

Item Good Fair Poor	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)		2		Broken locks to 2 doors-reported 26/2/10.	Hand dryer fixed.
				Still outstanding 6/3/10-will chase up.	
Public toilet (Ladies)	Yes				Lights fixed
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr			Yes	Maintenance Work still out standing. Suming the sourcing of quotes to finish this work.	
Concourse light	Yes				
Concourse					
signage	Yes				
Concourse & bus bay doors		~		Doors to bays A and B stuck-reported 26/2/10.	Door A - fixed
				Door B still outstanding-will chase next week.	
Escalators	Yes				

Lift	Yes				
Lighting & clocks throughout			Yes		Looking at replacing them with battery operated clocks by end of March
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	Yes				
Windows/Glass throughout		~		Broken window bay 10-reported 26/2/10.	
				Window still boarded up-will chase up	
Cleanliness of	Yes				
Cleanliness of lower mall and subways	Yes				
Cleaners storage areas and rest room	Yes				
Loading bay / Compactor	Yes				

Item	Good	Fair Poor	Poor	ISSUES	OUTCOME
Stairwells/subways Yes	Yes				
Escalator warning system	Yes				
External warning boxes			Yes	Taken away for service 13 th Jan	Waiting for new boxes
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet				Broken locks to 2 doors (reported	Hand dryer fixed
(Men's)		۷		26/2/10).Drain blocked and leaking- reported 10/3/10.	PT to chase up repairs on broken locks.Locks on order 10/3/10.
Public toilet				Toilet leaking in far right hand corner-	Lights fixed
(Ladies)		ح		reported 10/3/10.	G G
Public toilet	2				
(Disabled)	2				
Concourse				Maintenance Work still out standing	
iollet(s) 24nr			~		
Concourse light boxes	ح				
Concourse					
signage	۷				
Concourse &		-		Doors to bays A and B stuck-reported	Bay A has been fixed
bus bay doors		2		26/2/10.	works.Re reported 10/3/10
Escalators	۷				
Lift	2				
Lighting & clocks			2		Clocks to be replaced

throughout					
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	2				
Windows/Glass throughout		~		Broken window bay 10-reported 26/2/10.	Window still boarded PT to chase up outstanding works.Glass on order with Abbey Glass 10/3/10.
Cleanliness of	-				
concourse					
Cleanliness of lower mall and subways	2				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	2				



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Itelli	Good Fair Poor	räir	Poor	ISSUES	COTCOME
Stairwells/subways	~				
Escalator warning system	2				
External warning boxes			2	Taken away for service 13 th Jan	New units received 4 March – AC arranging for installation asap
External signage	~				
Internal public address system	2				
Seating	2				

Weekly Maintenance Checks - Bus Station W/C 15th March 2010

Item	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			Broken locks to 2 doors (reported 26/2/10).Drain blocked and leaking-reported 10/3/10.	Locks all fixed.Drain needs blasting from above-to be done on quiet day.
Public toilet (Ladies)	~			Toilet leaking in far right hand corner-reported 10/3/10.	Leak repaired.
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr	<			Maintenance work outstanding.Toilet roll dispenser to be fitted.Sharps box to be emptied.Toilet should be	
Concourse light boxes	V		į		
Concourse signage	۷				
Concourse & bus bay doors		~		Doors to bays A and B stuck-reported 26/2/10.	Bay A has been fixed Bay B outstanding – PT to chase up works.Re reported 10/3/10
Escalators			~	Up escalator motor burnt out-parts on order-up to 5 weeks wait.	
Lift	~				

Lighting & clocks	a,		~		Clocks to be replaced
וווסמקווסמנ	2		7		OUTCOME
Item	Good	Fair	Poor	ISSUES	COTCOME
Decoration		a parameter and a second			
throughout	2				
Windows/Glass				Broken window bay 10-reported	Window still boarded
throughout		~		26/2/10.	works.Glass on order with Abbey Glass 10/3/10.Still outstanding.
Cleanliness of					
concourse	۷				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	~				

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	0	- <u>-</u>	9	- CO C C C C C C C C C C C C C C C C C C	CONT
Stairwells/subways	2				
Escalator warning system	۷				
External warning boxes	۷.			Taken away for service 13 th Jan	Units fitted-12/3/10
External signage	~				
Internal public address system	2				
Seating	~				

ltem	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			Drain blocked and leaking-reported 10/3/10Toilet tissue dispenser ripped off wall-reported 23/3/10	Drain needs blasting from above-to be done on quiet day. Still outstanding. Toilet tissue dispenser repaired
Public toilet (Ladies)	~			Hand dryer out of order-reported 23/3/10	Repaired w/e 28/3/10.
Public toilet (Disabled)	۷.				
Concourse toilet(s) 24hr	~			Maintenance work outstanding. Toilet roll dispenser to be fitted. Sharps box to be emptied. Toilet should be operational next week.	Back in operation.
Concourse light boxes	~				
Concourse signage	۷.				
Concourse & bus bay doors	2			Doors to bays A and B stuck-reported 26/2/10.Bollard bay H hit by bus – reported 23/3/10	Bay A has been fixed Bay B outstanding – PT to chase up works.Re reported 10/3/10.Bay B door repaired.
Escalators		~		Up escalator motor burnt out-parts on order-up to 5 weeks wait.	Up escalator back in operation 26/3/10. Down escalator still non operational- Jacksons aware
#	\				

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I inhtima &				Up to 100 tubes out in Mezzanine-will	Clocks to be replaced
clocks			2	report 29/3/10	
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	2				
Windows/Glass throughout		~		Broken window bay 10-reported 26/2/10.	Window still boarded PT to chase up outstanding works.Glass on order with Abbey Glass 10/3/10.Still outstanding.Still outstanding 27/3/10-will chase
Cleanliness of concourse	~				
Cleanliness of lower mall and subways	ح				
Cleaners storage areas and rest room	2				
Loading bay / Compactor	ح				

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Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	~				
External warning boxes	~			Taken away for service 13 th Jan	Units fitted-12/3/10
External signage	۷.				
Internal public address system	~				
Seating	~				

Weekly Maintenance Checks - Bus Station W/C 29th March 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	~			Drain blocked and leaking-reported 10/3/10.Toilet seat broken – reported 29/3/10.	Drain needs blasting from above-to be done on quiet day.Still outstanding. Toilet seat repaired
Public toilet (Ladies)	۷.				- Circi Ocai I opanica.
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr	~	į	,	Light out-reported 31/3/10	Repaired 1/4/10
Concourse light boxes	۷				
Concourse signage	۷				
Concourse & bus bay doors			ļ	Bollard bay H hit by bus -reported 23/3/10.	Bollard repaired.
	2			Bay 1 –rubber coming away from door-reported 29/3/10. Bays C and B cannot lock door – will report next week	Rubber repaired.
Escalators	۷.			Up escalator motor burnt out-parts on order-up to 5 weeks wait.	Escalator working w/e 4/4/10

Liŧ	<				
Lighting & clocks throughout			~	Up to 100 tubes out in Mezzanine-will report 29/3/10.Reported 29/3/10-will be done as part of the re-lamp.	Clocks to be replaced
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	۷.				
Windows/Glass throughout	~			Broken window bay 10-reported 26/2/10.	Renewed w/e 4/4/10
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	۷.				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	V				

ltem	Good Eair Door	7 3		O-1100MT
	2	5		CONIC
Stairwells/subways	~			
Escalator warning system	~			
External warning boxes	~			
External signage	~			
Internal public address system	2			
Seating	2			

Weekly Maintenance Checks - Bus Station W/C 5th April 2010

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			Drain blocked and leaking-reported 10/3/10.	Drain needs blasting from above-to be done on quiet day. Still outstanding.
Public toilet (Ladies)	~				
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	~				
Concourse light boxes	۷.				
Concourse signage	~				
Concourse & bus bay doors		2		Bays C and B cannot lock door – reported 9/4/10	
Escalators	2				
Lift	~				
Lighting & clocks			2	Lights out-Concourse-16 lights.Sheep St subway-5 lights.Wellington St	Clocks to be replaced

throughout				subway-3 lights.Bus Station –23 lights. Reported 9/4/10.	
Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout	ح				
Windows/Glass throughout	~				
Cleanliness of	-				
Cleanliness of lower mall and subways	2			Graffiti on Emporium Way and Greyfriars subways reported to Streetcare 6/4/10.	All clean w/e 11/4/10.
Cleaners storage areas and rest room	~				
Loading bay / Compactor	٧				

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Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	۷				
Escalator warning system	۷.				
External warning boxes	۷.				
External signage	~				
Internal public address system	2				
Seating	۷.				

eekly Maintenance Checks – Bus Station W/C 12th April 2010

Item	Good	Fair Poor	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	2			Drain blocked and leaking-reported 10/3/10.	Drain needs blasting from above-to be done on quiet day.Still outstanding.Will chase w/c 19 th April
Public toilet (Ladies)	۷.				
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr	~				
Concourse light boxes	2				
Concourse signage	~	}			
Concourse & bus bay doors		2		Bays C and B cannot lock door – reported 9/4/10	Still outstanding-will chase w/c 19/4/10.
Escalators	~				
Lift.	2				

Lighting & clocks throughout			~	Lights out-Concourse-16 lights.Sheep St subway-5 lights.Wellington St subway-3 lights.Bus Station –23 lights. Reported 9/4/10.	Clocks to be replaced Lights outstanding-will chase w/c 19/4/10
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	~	į			
Windows/Glass throughout	۷.	,			
Cleanliness of concourse	~		į		
Cleanliness of lower mall and subways	٧				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	۷				

Item	Good	Fair Poor	Poor	ISSUES	OUTCOME
Stairwells/subways	Ø <				
Escalator warning system	۷.				
External warning boxes	۷				
External signage	2				
Internal public address system	2				
Seating	2				

ltem	Good Fair Poor	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			Drain blocked and leaking-reported 10/3/10.	Drain needs blasting from above-to be done on quiet day. Still outstanding. Will chase w/c 19 th April-re reported 19/4/10. Drain unblocked-all o.k. week ending 25/4/10
Public toilet (Ladies)	~				
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	~		-		
Concourse light boxes	۷.				
Concourse signage	~				
Concourse & bus bay doors		2		Bays C and B cannot lock door – reported 9/4/10	Still outstanding-will chase w/c 19/4/10 Re reported 19/4/10.
Escalators	۷.				

Lift	~				
Lighting & clocks throughout			2		Clocks to be replaced
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration					
	~				
throughout	۷				
Cleanliness of	-				
concourse	۷				
Cleanliness of lower mall and subways	۷.				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	2				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	2				
Escalator warning system	۷.				
External warning boxes	۷.				
External signage	2				
Internal public address system	2				
Seating	۷				

ltem	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	~			Flashing light in ladies toilet-reported 26/4/10	Repaired w/e 2/5/10
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr	~				
Concourse light boxes	2				
Concourse signage	۷				
Concourse & bus bay doors	2			Bays C and B cannot lock door – reported 9/4/10	Doors repaired w/e 2/5/10
Escalators	۷				
Lift	2				
Lighting & clocks throughout		~			Clocks to be replaced-some clocks replaced w/e 2/5/10

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	۷				
Windows/Glass throughout	٧				
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	~				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	2				
Escalator warning system	2				
External warning boxes	2				
External signage	~				
Internal public address system	2				
Seating	۷				

Weekly Maintenance Checks - Bus Station W/C 3rd May 2010

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	~	į			
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	~				
Concourse light boxes	~				
Concourse signage	2				
Concourse & bus bay doors	2				
Escalators	ح				
Lift	2				
Lighting & clocks throughout		~			Clocks to be replaced

ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	~		į		
Windows/Glass throughout	~				
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	2				
Loading bay / Compactor	~				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~		,		
Escalator warning system	2				
External warning boxes	~	į			
External signage	7				
Internal public address system	2				
Seating	~				

Item	Good Fair Poor	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)		~		Last w.c in gents toilet-pan coming away from wall/floor. Lock on 2 nd cubicle door needs attention-will report both on 17/5/10.	
Public toilet (Ladies)	~				
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr	ح				
Concourse light boxes	2				
Concourse signage	~				
Concourse & bus bay doors	~				
Escalators	2				
Lift	~				

l iahtina &				2 lights out on contro stairs from his	
clocks		۷.		level to office level-will report 17/5/10	Clocks to be leblaced
throughout					
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration					
throughout	۷.				
Windows/Glace					
throughout	2				
Cleanliness of					
concourse	۷.				
Cleanliness of					en e
lower mall and	<u>.</u>				
subways	<				
Copper					
storage areas	<u> </u>		-		
and rest room	~				
Loading bay /		ح		Lock to generator room needs attention.Reported 13/5/10.	
Collibacio					

Part of the second seco					
Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~	3			
Escalator warning system	√				
External warning boxes	۷.				
External signage	2				
Internal public address system	2				
Seating	۷				
Control of the Contro					

Weekly Maintenance Checks - Bus Station W/C 17th May 2010

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	·	۷.		Last w.c in gents toilet-pan coming away from wall/floor. To be re-newed. Lock on 2 nd cubicle door needs attention-reported both on 17/5/10. Sink blocked in cupboard-reported 21/5/10.	Lock replaced w/e 17/5/10 Sink unblocked-21/5/10
Public toilet	√			Second cubicle has very poor flush-will	
Public toilet					
(Disabled)	~				
Concourse toilet(s) 24hr	~				
Concourse light boxes	ح				
Concourse signage	~		ļ		
Concourse & bus bay doors		2		Smashed pane of glass near old National Express bay F-reported 17/5/10-attended 17/5/10-boarded up.	
Escalators	~				

Lift Lighting & clocks throughout	~	2		2 lights out on centre stairs from bus level to office level-reported 17/5/10.	Clocks to be replaced Lights replaced w/c 17/5/10
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		~		Water leaking through ceiling adjacent to bus station café-reported 21/5/10	
Windows/Glass throughout	~				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	~				
Loading bay / Compactor		2		Lock to generator room needs attention.Reported 13/5/10.	Lock now o.k.

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Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	~				
External warning boxes	~				
External signage	~		The second secon		
Internal public address system	2				
Seating	2				

Weekly Maintenance Checks - Bus Station W/C 24th May 2010

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)		~		Last w.c in gents toilet-pan coming away from wall/floor.To be re-newed. Urinals blocked – reported 28/5/10.	
Public toilet (Ladies)	۷		į	Second cubicle has very poor flush-will report w/c 24/5/10-reported 26/5/10.	Repaired w/e 30/5/10
Public toilet (Disabled)	۷.				
Concourse toilet(s) 24hr	۷			Light out-reported 28/5/10.	Repaired 28/5/10
Concourse light boxes	2				
Concourse signage	ح				
Concourse & bus bay doors		2		Smashed pane of glass near old National Express bay F-reported 17/5/10-attended 17/5/10-boarded up. Door to bay 6 has come off its runners-reported 28/5/10.	Door to bay 6 repaired 28/5/10
Escalators	~				

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Lift	~				
Lighting & clocks throughout		~			Clocks to be replaced
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		~		Water leaking through ceiling adjacent to bus station café-reported 21/5/10	
Windows/Glass throughout	2				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	~				

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Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	۷.				
Escalator warning system	2				
External warning boxes	۷.				
External signage	~				
Internal public address system	2				
Seating	۷.				

Weekly Maintenance Checks - Bus Station W/C 31st May 2010

Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Public toilet (Men's)		2		Last w.c in gents toilet-pan coming away from wall/floor.To be re-newed.	W.C. pan renewed 2/6/10.
		~		Urinals blocked – reported 28/5/10.	Urinals still blocked-will chase next
Public toilet (Ladies)	~	0.0			
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr	~				
Concourse light boxes	~				
Concourse signage	۷.				
Concourse & bus bay doors	~			Smashed pane of glass near old National Express bay F-reported 17/5/10-attended 17/5/10-boarded up.	
Escalators		~		Down escalator out of order-reported 29/5/10. Jacksons have attended but repair may take some time.	
Ľiŧ	2				

Lighting & clocks throughout		2			Clocks to be replaced
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		~		Water leaking through ceiling adjacent to bus station café-reported 21/5/10	
Windows/Glass throughout	2				
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	2				
Loading bay / Compactor	~				

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Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	2				
Escalator warning system	2				
External warning boxes	۷.				
External signage	~	· · · · · · · · · · · · · · · · · · ·			
Internal public address system	2				
Seating	۷				

Weekly Maintenance Checks - Bus Station W/C 7th June 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet				Urinals blocked – reported 28/5/10.	Urinals still blocked-will chase next
(Men's)		2			week-re reported 8/6/10.Repaired w/c 7/6/10
Public toilet	,			•	
(Ladies)	2				
Public toilet	,				
(Disabled)	2				
Concourse toilet(s) 24hr	~	:			
Concourse light boxes	ح				
Concourse signage	۷				
Concourse & bus bay doors	۷.			Smashed pane of glass near old National Express bay F-reported 17/5/10-attended 17/5/10-boarded up.	
Escalators		~		Down escalator out of order-reported 29/5/10. Jacksons have attended but repair may take some time.	
Lift	~				

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Item	Good Fair Poor	Fair	Poor	ISSUES	COICCINE
Stairwells/subways	~				
Escalator warning system	۷.				
External warning boxes	~				
External signage	۷				
Internal public address system	۷.				
Seating	ح				

Weekly Maintenance Checks - Bus Station W/C 14th June 2010

Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Public toilet (Men's)	۷			2 broken locks in men's cubicles reported 15/6/10. 2 toilet tissue dispensers broken-reported 15/6/10.	All issues fixed 15/6/10
Public toilet (Ladies)				1 broken lock in ladies toilets-reported 15/6/10.	All issues fixed 15/6/10.
	~			1 toilet tissue dispenser removed- reported 15/6/10	
Public toilet (Disabled)	~		: : : :		
Concourse toilet(s) 24hr	ح				
Concourse light boxes	۷				
Concourse signage	~				
Concourse & bus bay doors	~			Smashed pane of glass near old National Express bay F-reported 17/5/10-attended 17/5/10-boarded up.	
Escalators	~			Down escalator out of order-reported 29/5/10. Jacksons have attended but repair may take some time.	Back in working order Friday 18/6/10

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ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	~				
External warning boxes			~	4 boxes not working-will contact suppliers w/c 21/6/10	
External signage	٧				
Internal public address system	~				
Seating	~				

Weekly Maintenance Checks - Bus Station W/C 21st June 2010

Item	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)		~		Blocked urinal – reported 25/6/10	
Public toilet (Ladies)		~		2 taps seized up-reported 25/6/10 2 taps-just a trickle of water coming out-reported 25/6/10	
Public toilet (Disabled)	۷.				
Concourse toilet(s) 24hr	۷				
Concourse light boxes	۷.		:		
Concourse signage	۷				
Concourse & bus bay doors	~			Smashed pane of glass near old National Express bay F-reported 17/5/10-attended 17/5/10-boarded up.	
Escalators	~				
_ Ħ	~				

Lighting & clocks throughout		۷			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		~		Water leaking through ceiling adjacent to bus station café-reported 21/5/10	
Windows/Glass throughout	~				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	~				

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item	Good	Fair Poor	Poor	OUTCOME
Stairwells/subways	V			
Escalator warning system	2			
External warning boxes			ح	
External signage	~			
Internal public address system	~			
Seating	2			

Weekly Maintenance Checks - Bus Station W/C 28th June 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet				Blocked urinal – reported 25/6/10	Unblocked w/c 28/6/10-blocked again
(Men's)		2		Cubicle door will not shut-reported	2/7/10-reported again 2/7/10.
				29/6/10.	Cubicle door fixed.
Public toilet				2 taps seized up-reported 25/6/10	All taps fixed.
(Ladies)		۷		2 taps-just a trickle of water coming	
				out-reported 25/6/10	
Public toilet	,				
(Disabled)	۷				
Concourse toilet(s) 24hr	۷.				
Concourse light boxes	۷				
Concourse signage	۷				
Concourse & bus bay doors	3				
	,				
Escalators	~				
Lift	~			Lift out of order 30/6/10-reported 30/6/10.	Repaired 30/6/10

Lighting & clocks throughout		2		Mezzanine lights going off at 22.00-reported 2/7/10	
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		۷		Water leaking through ceiling adjacent to bus station café-reported 21/5/10	
Windows/Glass throughout	2				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	~		·		
Loading bay / Compactor	2				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	۷				
Escalator warning system	۷.		3		
External warning boxes			V		
External signage	~				
Internal public address system	2				
Seating	~				

Weekly Maintenance Checks - Bus Station W/C 5th July 2010

ltem	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			Blocked urinal – reported 25/6/10	Unblocked w/c 28/6/10-blocked again 2/7/10-reported again 2/7/10. Urinal unblocked w/c/5/7/10
Public toilet (Ladies)	ح			Hand dryer stopping intermittently.Reported 9/7/10	
Public toilet (Disabled)	۷				
Concourse toilet(s) 24hr	۷				
Concourse light boxes	۷				
Concourse signage	7				
Concourse & bus bay doors	~				
Escalators	~				
Lift	۷.				

Lighting & clocks throughout		2		Mezzanine lights going off at 22.00-reported 2/7/10. Flashing light –Sheep St stairwell-reported 9/7/10.	Resolved w/c 5/7/10.
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		~		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. said she would have someone take another look next week.	
Windows/Glass throughout	~				
Cleanliness of					
concourse	~				
Cleanliness of lower mall and subways	<				
Cleaners storage areas and rest room	2				
Loading bay / Compactor	2				

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Seating	Internal public address system	External signage	External warning boxes	Escalator warning system	Stairwells/subways	Item
ح ۔	~	V		~	~	Good Fair Poor
						Fair
			٧			Poor
						ISSUES
						OUTCOME

Weekly Maintenance Checks - Bus Station W/C 12th July 2010

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	۷			Blocked urinal – reported 16/7/10	
Public toilet (Ladies)	۷			Hand dryer stopping intermittently.Reported 9/7/10	Fixed w/c 12/7/10
Public toilet (Disabled)	۷.				
Concourse toilet(s) 24hr	۷				
Concourse light boxes	~				
Concourse signage	۷				
Concourse & bus bay doors	۷.				
Escalators	۷				
Lift	~				

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Lighting &				Flashing light –Sheep St stairwell-	Repaired 9/7/10
clocks throughout		ح		reported 9/7/10.	
İtem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		۷.		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. said she would have	
Windows/Glass	-			Solicolic take allotter box liext week.	
throughout	۷				
Cleanliness of					
concourse	۷				
Cleanliness of lower mall and subways	V				
Cleaners storage areas and rest room	2				
Loading bay / Compactor	2				

ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	۷.				
External warning boxes			2	2 voice boxes working-took other three off site for repair.	
External signage	2				
Internal public address system	~				
Seating	2				

Weekly Maintenance Checks - Bus Station W/C 26th July 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet				Cracked/broken toilet seat-1st cubicle	Repaired w/c 26/7/10
(Men's)	۷			2 toilets blocked 28/7/10-reported 28/7/10.	Unblocked 29/7/10
Public toilet				DIONELL DON LE POLICE DON LA LO	
(Ladies)	۷				
Public toilet (Disabled)	۷.				
Concourse toilet(s) 24hr	۷				
Concourse light boxes	۷				
Concourse signage	~			•	
Concourse & bus bay doors	۷.				
Escalators	۷.				

Lift Lighting & clocks throughout	~	2		Light out on middle stairwell to bus level-reported 23/7/10	Renewed w/c 26/7/10
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		~		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. said she would have someone take another look next week.	
Windows/Glass throughout	~		1		
Cleanliness of concourse	۷.				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	~				

Loading bay / Compactor
~

	Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
· · · · T	Stairwells/subways	۷			Fire door bus station concourse to Wellington St subway damaged-reported 28/7/10.	Repaired 29/7/10
	Escalator warning system	2				
	External warning boxes		۷		2 voice boxes working-took other three off site for repair.	3 voice boxes now working.
	External signage	٧				
	Internal public address system	2				

	Seating
	۷
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Item Good Fair Poor	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	2			Broken lock-reported 30/7/10	Repaired w/c 2/8/10
Public toilet (Ladies)	2				
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr		~		Door vandalised 5/8/10.Reported 6/8/10.	
Concourse light boxes	~				
Concourse signage	~				
Concourse & bus bay doors	۷				
Escalators			\ \	Up escalator out of order 2/8/10-reported 2/8/10	
Lift	~				

Lighting & clocks throughout		\			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		2		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. someone take another look next week.	
Windows/Glass throughout	~				
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	2				
Loading bay / Compactor	~				

Item	Good	Fair Poor	Poor	ISSUES	OUTCOME
Stairwells/subways	۷				
Escalator warning system	~				
External warning boxes	2			2 voice boxes working-took other three off site for repair.	4 voice boxes now working.
External signage	~				
Internal public address system	2				
Seating	2				

Item	Good Fair Poor	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	2				
Public toilet (Ladies)	2				
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr		~		Door vandalised 5/8/10.Reported 6/8/10.Re reported 13/8/10.Door on order.	
Concourse light boxes	٧				
Concourse signage	~				
Concourse & bus bay doors	۷				
Escalators	~				
Lift	7				

Lighting & clocks throughout		~			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		2		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. someone take another look next week.	X
Windows/Glass throughout	2				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways	2				
Cleaners storage areas and rest room	2				
Loading bay / Compactor	~				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	2				
Escalator warning system	٧				
External warning boxes	۷.		į		
External signage	2				
Internal public address system	2				
Seating	۷				

Weekly Maintenance Checks - Bus Station W/C 9th August 2010

ltem	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	2			Blocked toilet reported 12/8/10.	Unblocked 12/8/10
Public toilet (Ladies)	2			Broken toilet seat reported 11/8/10	Repaired 12/8/10
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr		~		Door vandalised 5/8/10.Reported 6/8/10.Re reported 13/8/10.	
Concourse light boxes	~				
Concourse signage	~				
Concourse & bus bay doors	2				
Escalators			۷.	Up escalator out of order 2/8/10- reported 2/8/10	
Lift	~				

Lighting & clocks throughout		~			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		2		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. aid she would have someone take another look next week.	X
Windows/Glass throughout	2				
Cleanliness of					
concourse	2				
Cleanliness of lower mall and subways	۷.				
Cleaners storage areas and rest room	٧				
Loading bay / Compactor	~				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	۷.				
External warning boxes	۷.				
External signage	۷.				
Internal public address system	2			C)	
Seating	~				

ltem	Good Fair Poor	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	۷				
Public toilet (Ladies)	2				
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr		~		Door vandalised 5/8/10.Reported 6/8/10.Re reported 13/8/10.Door on order.	
Concourse light boxes	۷.				
Concourse signage	۷				
Concourse & bus bay doors	~				
Escalators	V				
Lift	2				

Lighting & clocks throughout		~			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		2		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. said she would have someone take another look next week.	X
Windows/Glass throughout	۷				
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	۷				

Good	Fair	Poor	ISSUES	OUTCOME
~				
V				
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~				
	Good	Good Fair	Good Fair Poor	

Weekly Maintena	ance Chec	Ks - Bi	us Statio	Weekly Maintenance Checks – Bus Station W/C 16th August 2010	
ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	2				
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr		2		Door vandalised 5/8/10.Reported 6/8/10.Re reported 13/8/10.Door on order.	
Concourse light boxes	V				
Concourse signage	2				
Concourse & bus bay doors	~				
Escalators	~			Up escalator out df order 2/8/10- reported 2/8/10	Repaired 16/8/10
Lift	~				

Lighting & clocks throughout		~			
ltem	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout		~		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. Said she would have someone take another look next week.	
Windows/Glass throughout	~				
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	۷.				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	۷.				

ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	۷.				
External warning boxes	~				
External signage	2				
Internal public address system	۷.				
Seating	~				

Item	Good Fair Poor	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	2			Urinals 2 and 3 partly blocked-reported 17/9/10.	
Public toilet (Ladies)	~				
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr		~		Door vandalised 5/8/10.Reported 6/8/10.Re reported 13/8/10.Door on order.Chased up 17/9/10-should be fitted next week.	
Concourse light boxes	٧				
Concourse signage	~				
Concourse & bus bay doors	2			•	
Escalators	~				
Lift	V				

Lighting & clocks throughout		~			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		~		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. Said she would have someone take another look next week.	Seems to be dry at the moment-will monitor.
Windows/Glass throughout	<				
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	2				
Cleaners storage areas and rest room	2				
Loading bay / Compactor	2				

			4	~	Ceamig
				٤.	Seating
				~	Internal public address system
				2	External signage
				~	External warning boxes
				2	Escalator warning system
				۷.	Stairwells/subways
OUTCOME	ISSUES	Poor	Fair	Good Fair Poor	Item

ekly Maintenance Checks – Bus Station W/C 20th September 2010

Item	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	۷			Urinals 2 and 3 partly blocked-reported 17/9/10.still blocked 20/9/10-re-reported 20/9/10.	Attended 21/9/10.
Public toilet (Ladies)	~				
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr		~		Door vandalised 5/8/10.Reported 6/8/10.Re reported 13/8/10.Door on order.Chased up 17/9/10-should be fitted next week.	Door fixed 23/9/10
Concourse light boxes	~				
Concourse signage	2				•
Concourse & bus bay doors	~				
Escalators	~				

Lift	۷.				
Lighting & clocks throughout		~			
Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout		2		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. said she would have someone take another look next week.	Seems to be dry at the
Windows/Glass throughout	~				
Cleanliness of concourse	_				
Cleanliness of lower mall and subways	2				
Cleaners storage areas and rest room	2				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~			Leak on stairwell to bus station staff section-reported 20/9/10. Attended 20/9/10.	Leak fixed 20/9/10
Escalator warning system	V				
External warning boxes	۷.				
External signage	~				
Internal public address system	2				

Seating
~

ekly Maintenance Checks – Bus Station W/C 27th September 2010

ltem	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	2			Blocked toilet-first cubicle-reported 29 th September	Unblocked 29/9/10
Public toilet (Ladies)	~				
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	~			Toilet seat broken-reported 30/9/10	Repaired 30/9/10
Concourse light boxes	2				
Concourse signage	~				
Concourse & bus bay doors	2				
Escalators	~				
Lift	V				

Lighting & clocks throughout		~			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		<		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. said she would have someone take another look next week.	Still dry w/c 27/9/10
Windows/Glass throughout	~				
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	۷.				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	~				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	٧				
Escalator warning system	۷.				
External warning boxes	۷.				
External signage	~				
Internal public address system	۷.		:		
Seating	۷				

Weekly Maintenance Checks - Bus Station W/C 4th October 2010

Item	Good	Fair	Item Good Fair Poor	ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	2			Blocked toilet-reported 5/10/10	Cleared 6/10/10
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr			~	Toilet ripped off wall-reported 4/10/10	New w.c. pan ordered.
Concourse light boxes	2				
Concourse signage	~				
Concourse & bus bay doors	2				
Escalators	~				
Lift	V				

Lighting & clocks throughout		V			
Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout	ν.			•	
Windows/Glass throughout	~				
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	2				
Cleaners storage areas and rest room	~				
Loading bay / Compactor	~				

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Good	Fair	Poor	ISSUES	OUTCOME
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	Good	Good Fair	Good Fair Poor	Good Fair Poor ISSUES

Item	Good Fair Poor	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)		~		Blocked toilet –reported 11/10/10. Pipes at the rear of toilets need checking-toilets to be closed for a few hours next week whilst work is carried out.	
Public toilet (Ladies)	۷		;		
Public toilet (Disabled)	۷				
Concourse toilet(s) 24hr			~	Toilet ripped off wall-reported 4/10/10	New w.c. pan ordered.
Concourse light boxes	ح	į			
Concourse signage	۷				
Concourse & bus bay doors	۷.			Door to bay 1-off its runners-reported 11/10/10	
Escalators	۷.				

				~	Loading bay / Compactor
				~	Cleaners storage areas and rest room
	Some tiles "bubbling up" outside Travel Shop-reported 14/10/10			~	Cleanliness of lower mall and subways
				۷.	Cleanliness of concourse
				~	Windows/Glass throughout
				ح	Decoration throughout
OUTCOME	ISSUES	Poor	Fair	Good	Item
			V		Lighting & clocks throughout
				~	Lift

ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	2				
Escalator warning system	~				
External warning boxes	V				
External signage	7		1		
 Internal public address system	~				
Seating	V				

Weekly Maintenance Checks - Bus Station W/C 18th October 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	۷.			Blocked toilet –reported 11/10/10. Pipes at the rear of toilets need	Work carried out-toilets o.k. now
	-			checking-toilets to be closed for a few hours next week whilst work is carried out.	
Public toilet (Ladies)	<			Cubicle lock damaged reported 18/10/10-re reported 22/10/10	
Public toilet (Disabled)	۷				
Concourse toilet(s) 24hr	۷	_		Toilet ripped off wall-reported 4/10/10	New w.c. pan fitted.
Concourse light boxes	~	:			
Concourse signage	2				
Concourse & bus bay doors	~			Door to bay 1-off its runners-reported 11/10/10	Door repaired w/c 18/10/10
Escalators	~				

				~	Loading bay / Compactor
				~	Cleaners storage areas and rest room
	Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still outstanding -will chase up next week.			~	Cleanliness of lower mall and subways
				2	Cleanliness of concourse
				~	Windows/Glass throughout
				~	Decoration throughout
OUTCOME	ISSUES	Poor	Fair	Good	Item
			~		Lighting & clocks throughout
				~	Lift

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	~				
External warning boxes	۷.				
External signage	7				
Internal public address system	2				
Seating	V				

Weekly Maintenance Checks - Bus Station W/C 25th October 2010

Item	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	ح				
Public toilet (Ladies)	~			Cubicle lock damaged reported 18/10/10-re reported 22/10/10.Still outstanding will chase next week	
Public toilet (Disabled)	~			c	
Concourse toilet(s) 24hr	~				
Concourse light boxes	2				
Concourse signage	2				
Concourse & bus bay doors	۷.			Bench damaged opposite lifts-reported 28/10/10.	Bench taped up.
Escalators	~				
	~				

Lighting & clocks throughout		V			
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	~			-	
Windows/Glass throughout	2				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways	~			Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still outstanding –will chase up next week.	Some tiles taken up others still bubbling.
Cleaners storage areas and rest room	٧				
Loading bay / Compactor	V				

	,			A Company of the Comp	
Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	۷.				
Escalator warning system	۷.				
External warning boxes	~				
External signage	~				
Internal public address system	~				
Seating	~				

Weekly Maintenance Checks – Bus Station W/C 1st November 2010

Public toilet (Men's) Public toilet (Ladies) Public toilet		Cubicle lock damaged reported 18/10/10-re reported 22/10/10.Still outstanding will chase next week. W.C. seat broken 6/11/10-will report next week.	Repaired w/c 1/11/10
		Cubicle lock damaged reported 18/10/10-re reported 22/10/10.Still outstanding will chase next week. W.C. seat broken 6/11/10-will report next week.	Repaired w/c 1/11/10
		outstanding will chase next week. W.C. seat broken 6/11/10-will report next week.	
		TICAL WEEK.	
(הוסמטוכמ)	_		
Concourse √ toilet(s) 24hr			
Concourse light boxes			
Concourse vignage			
Concourse & √ bus bay doors √			
Escalators $\sqrt{}$			
Lift			

Lighting & clocks throughout		~			
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	2			·	
Windows/Glass throughout	~				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways	2			Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still outstanding –will chase up next week.	Some tiles taken up others still bubbling.
Cleaners storage areas and rest room	~				
Loading bay / Compactor	γ				

				- introduction in the second s	The second secon
ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	ح				
Escalator warning system	V				
External warning boxes	٨				
External signage	7				
Internal public address system	2				
Seating	~				

Weekly Maintenance Checks – Bus Station W/C 8th November 2010

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			Butler sink in men's toilet blocked-reported 12/11/10.	
Public toilet (Ladies)	2			W.C. seat broken 6/11/10-will report next week.	Repaired 9/11/10
`				Cracked w.c. reported 8/11/10	Plumber checked w.c9/11/10-o.k.
Public toilet (Disabled)	V				
Concourse toilet(s) 24hr	۷				
Concourse light boxes	~				
Concourse signage	2				
Concourse & bus bay doors	~			Window pane smashed by bay 17 10/11/10	Boarded up 11/11/10.
Escalators	~				
Lift	~				

Lighting & clocks throughout		~			
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	2			-	
Windows/Glass throughout	~				
Cleanliness of concourse	2				
Cleanliness of lower mall and subways	~			Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still outstanding –will chase up next week.	Some tiles taken up others still bubbling.
Cleaners storage areas and rest room	~				
Loading bay / Compactor	~				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~			Litter bin broken –beyond repair- order new litter bin and contact helpdesk.12/11/10	
Escalator warning system	2				
External warning boxes	~				
External signage	~		-		
Internal public address system	2				
Seating	۷				

Weekly Maintenance Checks – Bus Station W/C 15th November 2010

Item	Good	Fair	Fair Poor	Sanssi	OUTCOME
Public toilet (Men's)	~			Butler sink in men's toilet blocked-reported 12/11/10.	Unblocked 15/11/10
Public toilet (Ladies)	~				
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	~				
Concourse light boxes	~				
Concourse signage	~				
Concourse & bus bay doors		<		Glass smashed to door bay 13-reported 17/11/10. Bay doors to A,B,C and H need securing-can be opened by shaking.Reported 18/11/10.Attended 18/11/10.	•
Escalators	٧				

Lift Lighting & clocks throughout	~	2			
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	~			•	
Windows/Glass throughout	2				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways	~			Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still outstanding –will chase up next week.Re reported 18/11/10	
Cleaners storage areas and rest room	۷.				
Loading bay / Compactor	~				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	2			Litter bin broken –beyond repair- order new litter bin and contact helpdesk.12/11/10	
Escalator warning system	2				
External warning boxes		~		3 voiceboxes working-3 voiceboxes not working.Contact Benn Security to see if they can repair.	
External signage	V				
Internal public address system	2	The state of the s			
Seating	~				

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Weekly Maintenance Checks - Bus Station W/C 22nd November 2010

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	2				
Public toilet (Ladies)	~			Broken toilet seat-reported 25/11/10. Still outstanding-will chase next week.	
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	~				
Concourse light boxes	~				
Concourse signage	۷.				
Concourse & bus bay doors		ح		Glass smashed to door bay 13-reported 17/11/10. Bay doors to A,B,C and H need securing-can be opened by shaking.Reported 18/11/10.Attended 18/11/10.Asked Taylor check to see if fixed 27/11/10.	
Escalators	~				

Lighting & clocks throughout	~	2			
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	~			•	
Windows/Glass throughout	2				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways		2		Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still outstanding –will chase up next week.Re reported 18/11/10	
Cleaners storage areas and rest room	~				

	Loading bay / Compactor
	~
L	

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~			Litter bin broken —beyond repair- order new litter bin and contact helpdesk.12/11/10	
Escalator warning system	~				į
External warning boxes		۷		3 voiceboxes working-3 voiceboxes not working.Contact Benn Security to see if they can repair.	Repaired 2 of the voiceboxes-will fit next week.1 voicebox damaged beyond repair.
External signage	1				
Internal public address system	~				

Seating
2

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Weekly Maintenance Checks - Bus Station W/C 29th November 2010

ltem	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	~			Broken toilet seat-reported 25/11/10. Still outstanding-will chase next week.	Renewed w/c 29/11/10
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	~				
Concourse light boxes	~				
Concourse signage	~				
Concourse & bus bay doors		~		Glass smashed to door bay 13-reported 17/11/10. Bay doors to A,B,C and H need securing-can be opened by shaking.Reported 18/11/10.Attended 18/11/10.Asked and to check to see if fixed 27/11/10.	as secure as they can be.
Escalators	~				

Lighting & clocks throughout				02	
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	۷.			·	
Windows/Glass throughout	2				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways		2		Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still outstanding –will chase up next week.Re reported 18/11/10 and and to liase and check.	
Cleaners storage areas and rest room	۷.				

 Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
 Stairwells/subways	~			Litter bin broken –beyond repairorder new litter bin and contact helpdesk.12/11/10	
 Escalator warning system	2				
 External warning boxes		۷		3 voiceboxes working-3 voiceboxes not working.Contact Benn Security to see if they can repair.	Repaired 2 of the voiceboxes-will fit next week.1 voicebox damaged beyond repair.
External signage	2				
 Internal public address system	2				

Seating
V

Weekly Maintenance Checks - Bus Station W/C 6th December 2010

Item	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	2			-	
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	~			W.C seat set on fire-reported 9/12/10	Renewed 10/12/10
Concourse light boxes	~				
Concourse signage	٧				
Concourse & bus bay doors	۷				
Escalators	۷.			Down escalator "tripped out" Friday 10/12/10-a.mSecurity reported it to Jacksons-attended later that morning and repaired.	
Lift	۷				

				V	Loading bay / Compactor
				V	Cleaners storage areas and rest room
	Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still outstanding –will chase up next week.Re reported 18/11/10.		2		Cleanliness of lower mall and subways
				2	Cleanliness of concourse
				~	Windows/Glass throughout
	•			~	Decoration throughout
OUTCOME	ISSUES	Poor	Fair	Good	ltem
			~		Lighting & clocks throughout

Item	Good	Fair Poor	Poor	ISSUES	OUTCOME
Stairwells/subways	~			Litter bin broken –beyond repair- order new litter bin and contact helpdesk.12/11/10	
Escalator warning system	~			r	
External warning boxes	~			3 voiceboxes working-3 voiceboxes not working.Contact Benn Security to see if they can repair.	All 5 working voiceboxes fitted and fully operational.
External signage	~				
Internal public address system	2				
Seating	~				

Weekly Maintenance Checks – Bus Station W/C 20th December 2010

Item Good Fair Poor	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	~			Broken tiles reported-15/12/10 Broken toilet seat-reported 22/12/10	Attended 20/12/10
Public toilet (Ladies)	۷.			-	
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr	2				
Concourse light boxes	۷.				
Concourse signage	۷.		1.0		
Concourse & bus bay doors	۷.				
Escalators	۷				
Lift	2				
Lighting & clocks throughout		~			

	,				
Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	۷.				
Windows/Glass					
throughout	~				
Cleanliness of				Leak coming through ceiling of	
concourse	۷			newsagent at bottom of escalators- reported 22/12/10	
Cleanliness of lower mall and				Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still	
subways		ح		outstanding –will chase up next week.Re reported 18/11/10, and to liase and check.	
Cleaners storage areas and rest room	~				
Loading bay / Compactor	۷.				

ltem	Good	Fair Poor	Poor	ISSUES	OUTCOME
Stairwells/subways	~			Litter bin broken –beyond repair- order new litter bin and contact helpdesk-reported 13/12/10	
Escalator warning system	2				
External warning boxes	~				
External signage	~				
Internal public address system	۷.				
Seating	۷				

Weekly Maintenance Checks - Bus Station W/C13th December 2010

ltem	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OLICOME
Public toilet (Men's)	~			Broken tiles reported-15/12/10	
Dublic toilet					
(Ladies)	~			٠	
Public toilet					
(Disabled)	<				
Concourse					
toilet(s) 24hr	2				
Concourse light					
boxes	2			•	
Concourse	_				
signage	2				
Concourse &	٤				
- Dus pay doors	_				
Escalators	۷.			Up escalator out of order 14/12/10- reported 14/12/10	Repaired 14/12/10
Li#					
	2				
Lighting &		3			
throughout					
יוויסמפווסמר					

Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout	2				
Windows/Glass throughout	2				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways		2		Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still outstanding –will chase up next week.Re reported 18/11/10.	
Cleaners storage areas and rest room	~				
Loading bay / Compactor	2				

l+om	200		7	100): ii)
	all FOOI	all	o c	IOOUEO	COME
Stairwells/subways	۷		-	Litter bin broken –beyond repair- order new litter bin and contact helpdesk-reported 13/12/10	
Escalator warning system	۷.				
External warning boxes	~				
External signage	7				
Internal public address system	~				
Seating	۷				

Item Good Fair Poor	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	~			Broken toilet seat-reported 22/12/10	Repaired 23/12/10
Public toilet (Ladies)	~			-	
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	~		3		
Concourse light boxes	~				
Concourse signage	ح				
Concourse & bus bay doors	2				
Escalators	2				
Lift	2				
Lighting & clocks throughout		~			
				The state of the s	The state of the s

ltam .	1 000	יני ק	ססק		OUTCOME
ונסוו	0000	21	700	ISSUES	COLCOME
Decoration throughout	~			Burst pipe in old Barclaycard building reported 30/12/10	Attended and capped off 30/12/10.
Windows/Glass throughout	~	3			
Cleanliness of concourse	2				
Cleanliness of lower mall and subways		2		Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still outstanding –will chase up next week.Re reported 18/11/16.	
Cleaners storage areas and rest room	۷.				
Loading bay / Compactor			2	Compactor out of order-order number raised 30/12/10.Contacted company to repair.	

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	2			Litter bin broken –beyond repairorder new litter bin and contact helpdesk-reported 13/12/10	
Escalator warning system	۷.				
External warning boxes	۷.				
External signage	2				
Internal public address system	~				
Seating	۷.				

-					
Decoration throughout		yes		Item raised with: Works completed on:	On:
Windows/Glass throughout		yes		Item raised with: Works completed on:	On:
Cleanliness of				Item raised with:	On:
concourse		yes		Works completed on:	
Item	Good	Fair	Fair Poor		Comments
Cleanliness of lower mall and	yes			Item raised with: Works completed on:	On:
Cleaners storage areas and rest room	yes			Item raised with: Works completed on:	On:
Loading bay / Compactor	yes			Item raised with: Works completed on:	On:
Stairwells	yes			Item raised with: Works completed on:	On:

External signage

Escalator

External

Signed

system

Date.

Item	Good	Fair	Fair Poor	Co	Comments
Public toilet (Men's)		Yes		Item raised with Works completed on:	On:
Public toilet (Ladies)	Yes			Item raised with Works completed on:	On:
Public toilet (Disabled)		Yes		Item raised with: Works completed on:	On:
Concourse toilet(s) 24hr		Yes		Item raised with: Works completed on:	On:
Concourse light boxes	Yes			Item raised with: Works completed on:	On:
Concourse signage	Yes			Item raised with: Works completed on:	On:
Concourse bay doors	Yes			Item raised with: Works completed on:	On:
Escalators	Yes			Item raised with: JACKSON'S Works completed on:	On:
Lift	Yes			Item raised with: Works completed on:	On:
Lighting throughout	yes			Item raised with: Works completed on:	On:

throughout		Yes		Item raised with: Works completed on:	On:
Windows/Glass				Item raised with:	On:
throughout		Yes		Works completed on:	
Cleanliness of				Item raised with:	On:
concourse	Yes			Works completed on:	
	-				
Item	Good	Fair	Poor		Comments
Cleanliness of lower mall and subways	Yes			Item raised with: Works completed on:	On:
Cleaners	Y			Item raised with:	On:
and rest room	Yes			Works completed on:	
Loading bay / Compactor	Yes			Item raised with: Works completed on:	On:
Stairwells	Yes			Item raised with: Works completed on:	On:
Escalator warning system		Yes		Item raised with: Works completed on:	On:

On:	Item raised with: Works completed on:			Yes	Internal public address system
On:	Item raised with: Works completed on:		Yes		External signage
On:	Item raised with: Works completed on:	Yes			External warning boxes

W/C 1st June 09<u>.</u>

Weekly Maintenance Checks - Bus Station

Item	Good	Fair	Fair Poor		Comments
Public toilet (Men's)		YES		Item raised with: Works completed on:	On:
Public toilet (Ladies)	YES			Item raised with: Works completed on:	On:
Public toilet (Disabled)		YES		Item raised with: On: Works completed o	On:
Concourse toilet(s) 24hr		YES	YES	Item raised with: Works completed on:	On:
Concourse light boxes	YES		1	Item raised with: Works completed on:	On:
Concourse signage	YES			Item raised with: Works completed on:	On:
Concourse bay doors	YES			Item raised with: Works completed on:	On:
Escalators		YES		Item raised with: Works completed on:	On:
Lift		YES		Item raised with: Works completed on:	On:

Y! Stairwells	Loading bay / Compactor	Cleaners storage areas and rest room	Cleanliness of Yillower mall and subways	Item G	Cleanliness of concourse YI	Windows/Glass throughout	Decoration throughout	Lighting throughout YI
YES			YES	Good	YES			YES
	YES	YES		Fair		YES	YES	
				Poor			YES	
Item raised with: Works completed on:	Item raised with: Works completed on:	Item raised with: Works completed on:	Item raised with: Works completed on:		Item raised with: Works completed on:	Item raised with: Works completed on:	Item raised with: Works completed on:	Item raised with: Works completed on:
On:	On:	On:	On:	Comments	On:	On:	On:	On:

Seating	Internal public address system	External signage	External warning boxes	Escalator warning system
	YES	YES		YES
YES				
			YES	
	Item raised with: Works completed on:	Item raised with: Works completed on:	Item raised with: Works completed on:	Item raised with: Works completed on:
	On:	On:	On:	On:

W/C<u>.8th June 09</u>

Weekly Maintenance Checks - Bus Station

Item	Good	Fair	Fair Poor		Comments
Public toilet (Men's)		Yes		Item raised with: Works completed on:	On:
Public toilet (Ladies)		Yes		Item raised with: Works completed on:	On:
Public toilet (Disabled)	Yes			Item raised with: On: Works completed o	On:
Concourse toilet(s) 24hr			Yes	Item raised with: Works completed on:	On:
Concourse light boxes		Yes		Item raised with: Works completed on:	On:
Concourse signage	yes		i f	Item raised with: Works completed on:	On:
Concourse bay doors	yes			Item raised with: Works completed on:	On:
Escalators	yes			Item raised with: Works completed on:	On:
Lift		yes		Item raised with: Works completed on:	On:
Lighting throughout			yes	Item raised with: Works completed on:	On:

Decoration throughout		yes		Item raised with: Works completed on:	On:
Windows/Glass throughout		yes		Item raised with: Works completed on:	On:
Cleanliness of concourse		yes		Item raised with: Works completed on:	On:
Item	Good	Fair	Poor		Comments
Cleanliness of lower mall and subways	yes			Item raised with: Works completed on:	On:
Cleaners storage areas and rest room	yes			Item raised with: Works completed on:	On:
Loading bay / Compactor	yes			Item raised with: Works completed on:	On:
Stairwells	yes			Item raised with: Works completed on:	On:

						system
On:		Item raised with: Works completed on:			yes	Internal public address
	n:	Works completed on:		yes		signage
On:		Item raised with:				External
						warning boxes
On:		Item raised with: Works completed on:	yes			External
						warning system
	n:	Works completed on:			yes	Escalator
On:		Item raised with:				

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Weekly Maintenance Checks – Bus Station W/C15th June 09

Item	Good	Fair	Fair Poor		Comments
Public toilet (Men's)		Yes		Item raised with: Works completed on:	On:
Public toilet (Ladies)		Yes		Item raised with: Works completed on:	On:
Public toilet (Disabled)	Yes			Item raised with: On: Works completed o	On:
Concourse toilet(s) 24hr			Yes	Item raised with: Works completed on:	On:
Concourse light boxes		Yes		Item raised with: Works completed on:	On:
Concourse signage	yes			Item raised with: Works completed on:	On:
Concourse bay doors	yes			Item raised with: Works completed on:	On:
Escalators	yes			Item raised with: Works completed on:	On:
Lift		yes		Item raised with: Works completed on:	On:
Lighting throughout			yes	Item raised with: Works completed on:	On:

Decoration throughout		yes		Item raised with: Works completed on:	On:
Windows/Glass				Item raised with:	On:
throughout		yes		Works completed on:	
Cleanliness of				Item raised with:	On:
concourse		yes		Works completed on:	
ltem	Good	Fair Poor	Poor		Comments
Cleanliness of	Ves			Item raised with: Works completed on:	On:
lower mall and subways					
Cleaners				Item raised with:	On:
storage areas and rest room	yes			Works completed on:	
Loading bay / Compactor	yes			Item raised with: Works completed on:	On:
	yes			Item raised with: Works completed on:	On:
Stairwells					

Signed •

Date.

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