



FOI DISCLOSURE

NBC 2736-1149

Part 1



Prepared on the 18th December 2013

Weekly Maintenance Checks – Bus Station

W/C 18th May 09

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

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

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				
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				

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 scratched	Night Cleaners are doing their best to keep up with it, day cleaners just using dry mop for H&S reasons
Cleanliness of lower mall and subways		Yes		Lower mall, having problems with water leaking through from bus level To concourse	Monday evening to pressure hose bus level drains to alleviate leaks.
Cleaners storage areas and rest room	Yes				
Loading bay / Compactor	Yes				

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

Signed 

Date 09th Jan “10

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

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				
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 scratched	Night Cleaners are doing their best to keep up with it, day cleaners just using dry mop for H&S reasons
Cleanliness of lower mall and subways			Yes	Lower mall, having problems with water leaking through from bus level To concourse	Work still in progress, all this week. All work to bus lane now in progress, coach bays being used.
Cleaners storage areas and rest room	Yes				
Loading bay / Compactor	Yes				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	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				

Signed Sheila Muttock

Date 16th Jan “10

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

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

Windows/Glass throughout	✓					
Cleanliness of concourse	✓					
Cleanliness of lower mall and subways	✓					
Cleaners storage areas and rest room	✓					
Loading bay / Compactor	✓					

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	✓				
Escalator warning system	✓				
External warning boxes			✓	Warning boxes faulty	Warning signs now removed 13 th Jan Returned for service

External signage	✓				
Internal public address system	✓				
Seating	✓				

Signed 

Date 22nd Jan ‘10

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

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				
Concourse & bus bay doors	Yes			1.Fire doors damaged 2.Bus level doors	Now replaced Still waiting out come
Escalators	Yes				
Lift	Yes				
Lighting & clocks throughout	Yes				Clocks reset again,

Item	Good	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				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	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				

Signed Sheila Muttlock

Date 29th Jan '10

Weekly Maintenance Checks – Bus Station W/C 01st Feb. 10

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				
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

Item	Good	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				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	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				

Signed 

Date 06th Feb 10

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

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)		✓		Broken locks to 2 doors-reported 26/2/10.	
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr			✓	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	✓				
Concourse & bus bay doors		✓		Doors to bays A and B stuck-reported 26/2/10.	
Escalators	✓				
Lift	✓				

Lighting & clocks throughout			✓		Replacement battery operated clocks to be costed and proposed as solution
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
Windows/Glass throughout		✓		Broken window bay 10-reported 26/2/10.	
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

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

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)		✓		Broken locks to 2 doors-reported 26/2/10.	Hand dryer fixed.
Public toilet (Ladies)	Yes			Still outstanding 6/3/10-will chase up.	Lights fixed
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr			Yes	Maintenance Work still out standing. ██████████ assuming the sourcing of quotes to finish this work.	
Concourse light boxes	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
Item	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 concourse	Yes			.	
Cleanliness of lower mall and subways	Yes				
Cleaners storage areas and rest room	Yes				
Loading bay / Compactor	Yes				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	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				

Signed _____
Date 6/3/10

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

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.	Hand dryer fixed PT to chase up repairs on broken locks. Locks on order 10/3/10.
Public toilet (Ladies)		✓		Toilet leaking in far right hand corner- reported 10/3/10.	Lights fixed
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr			✓	Maintenance Work still out standing	
Concourse light boxes	✓				
Concourse signage	✓				
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	✓				
Lift	✓				
Lighting & clocks			✓		Clocks to be replaced

throughout					
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
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	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

Signed 

Date 6/3/10

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

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)	✓				
Concourse toilet(s) 24hr	✓			Maintenance work outstanding. Toilet roll dispenser to be fitted. Sharps box to be emptied. Toilet should be operational next week.	
Concourse light boxes	✓				
Concourse signage	✓				
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 throughout			✓		Clocks to be replaced
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
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.
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

Item	Good	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	✓				
Internal public address system	✓				
Seating	✓				

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Signed: _____
Date 6/3/10

Weekly Maintenance Checks – Bus Station W/C 22nd March 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Drain blocked and leaking-reported 10/3/10 Toilet 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)	✓				
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	✓				
Concourse & bus bay doors	✓			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
Lift	✓				

Lighting & clocks throughout			✓	Up to 100 tubes out in Mezzanine-will report 29/3/10	Clocks to be replaced
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
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 Monday.
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

Item	Good	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	✓				
Internal public address system	✓				
Seating	✓				

Signed _____
Date 6/3/10

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)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓			Light out-reported 31/3/10	Repaired 1/4/10
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓			Bollard bay H hit by bus –reported 23/3/10. Bay 1 –rubber coming away from door-reported 29/3/10. Bays C and B cannot lock door – will report next week.	Bollard repaired. Rubber repaired.
Escalators	✓			Up escalator motor burnt out-parts on order-up to 5 weeks wait.	Escalator working w/e 4/4/10

Lift	✓				
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
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
Windows/Glass throughout	✓			Broken window bay 10-reported 26/2/10.	Renewed w/e 4/4/10
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

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Signed [REDACTED]
Date 3/4/10.

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

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	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Bays C and B cannot lock door – reported 9/4/10	
Escalators	✓				
Lift	✓				
Lighting & clocks			✓	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	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓			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	✓				

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

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

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
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Bays C and B cannot lock door – reported 9/4/10	Still outstanding-will chase w/c 19/4/10.
Escalators	✓				
Lift	✓				

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	✓				
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

Weekly Maintenance Checks – Bus Station W/C 19th April 2010

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	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		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	✓				

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

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

Weekly Maintenance Checks – Bus Station W/C 26th April 2010

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)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓			Bays C and B cannot lock door – reported 9/4/10	Doors repaired w/e 2/5/10
Escalators	✓				
Lift	✓				
Lighting & clocks throughout		✓			Clocks to be replaced-some clocks replaced w/e 2/5/10

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

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

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

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

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

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

Weekly Maintenance Checks – Bus Station W/C 10th May 2010

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)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				
Lift	✓				

Lighting & clocks throughout		✓		2 lights out on centre stairs from bus level to office level-will report 17/5/10.	Clocks to be replaced
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor		✓		Lock to generator room needs attention. Reported 13/5/10.	

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

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

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. 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 (Ladies)	✓			Second cubicle has very poor flush-will report w/c 24/5/10	
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
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	✓				

Lift	✓				
Lighting & clocks throughout		✓		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
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		✓		Lock to generator room needs attention.Reported 13/5/10.	Lock now o.k.

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

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

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)	✓			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)	✓				
Concourse toilet(s) 24hr	✓			Light out-reported 28/5/10.	Repaired 28/5/10
Concourse light boxes	✓				
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. Door to bay 6 has come off its runners-reported 28/5/10.	Door to bay 6 repaired 28/5/10
Escalators	✓				

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	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

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

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.	W.C. pan renewed 2/6/10. Urinals still blocked-will chase next week.
Public toilet (Ladies)	✓			.	
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
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.	
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	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

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

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)		✓		Urinals blocked – reported 28/5/10.	Urinals still blocked-will chase next week-re reported 8/6/10.Repaired w/c 7/6/10..
Public toilet (Ladies)	✓			.	
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
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.	
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	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓			Water coming through loading bay corridor ceiling-will report Monday 7 th June.	Reported 8/6/10.Attended 8/6/10.

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

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

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			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. 1 toilet tissue dispenser removed-reported 15/6/10	All issues fixed 15/6/10.
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
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

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	✓				
Cleanliness of concourse	✓			Water coming through ceiling by bay 11 –Sat 19/6/10-Richardsons drainage called out	Severe blockage cleared.
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓			Water coming through loading bay corridor ceiling-will report Monday 7 th June.	Reported 8/6/10.Attended 8/6/10.Seems to have dried out w/c 14/6/10

Item	Good	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	✓				
Internal public address system	✓				
Seating	✓				

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

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)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
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	✓				
Lift	✓				

Lighting & clocks throughout		✓			
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	✓				

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

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

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

Lighting & clocks throughout		✓		Mezzanine lights going off at 22.00- reported 2/7/10	
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	✓				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	✓				
Escalator warning system	✓		*		
External warning boxes			✓		
External signage	✓				
Internal public address system	✓				
Seating	✓				

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

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)	✓			Hand dryer stopping intermittently. Reported 9/7/10	
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓			●	
Escalators	✓				
Lift	✓				

Lighting & clocks throughout		✓		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.	K ██████████.
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

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

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

Lighting & clocks throughout		✓		Flashing light –Sheep St stairwell-reported 9/7/10.	Repaired 9/7/10
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		✓		Water leaking through ceiling adjacent to bus station café--reported 21/5/10. K. _____ said she would have someone take another look next week.	K. _____
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

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

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Cracked/broken toilet seat-1 st cubicle past disabled toilet-reported 23/7/10. 2 toilets blocked 28/7/10-reported 28/7/10. Broken lock-reported 30/7/10	Repaired w/c 26/7/10 Unblocked 29/7/10
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				

Lift	✓				
Lighting & clocks throughout		✓		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.	K ██████████
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	ISSUES	OUTCOME
Stairwells/subways	✓			Fire door bus station concourse to Wellington St subway damaged- reported 28/7/10.	Repaired 29/7/10
Escalator warning system	✓				
External warning boxes		✓		2 voice boxes working-took other three off site for repair.	3 voice boxes now working.
External signage	✓				
Internal public address system	✓				

Seating	✓					
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Weekly Maintenance Checks – Bus Station W/C 2nd August 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Broken lock-reported 30/7/10	Repaired w/c 2/8/10
Public toilet (Ladies)	✓				
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	✓				
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		✓		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. _____ said she would have _____ someone take another look next week.	K _____
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

Weekly Maintenance Checks – Bus Station W/C 30th August 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
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.	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				
Lift	✓				

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

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

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

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Blocked toilet reported 12/8/10.	Unblocked 12/8/10
Public toilet (Ladies)	✓			Broken toilet seat reported 11/8/10	Repaired 12/8/10
Public toilet (Disabled)	✓				
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	✓				
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		✓		Water leaking through ceiling adjacent to bus station café-reported 21/5/10. [REDACTED] aid she would have [REDACTED] someone take another look next week.	K [REDACTED]
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

Weekly Maintenance Checks – Bus Station W/C 23rd August 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
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.	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				
Lift	✓				

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.	K _____
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

Weekly Maintenance Checks – Bus Station W/C 16th August 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
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.	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓			Up escalator out of order 2/8/10- reported 2/8/10	Repaired 16/8/10
Lift	✓				

Lighting & clocks throughout		✓			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		✓		Water leaking through ceiling adjacent to bus station café-reported 2/1/5/10. _____ said she would have _____ someone take another look next week.	K _____
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

Weekly Maintenance Checks – Bus Station W/C 13th September 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			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	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓			•	
Escalators	✓				
Lift	✓				

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.	K ██████████ Seems to be dry at the moment-will monitor.
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

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

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			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)	✓			Toilet seat missing-reported 20/9/10.	Fitted 21/9/10
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	✓			• ———	-
Concourse & bus bay doors	✓				•
Escalators	✓				

Lift	✓				
Lighting & clocks throughout		✓			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		✓		Water leaking through ceiling adjacent to bus station café-reported 2/15/10. _____ said she would have someone take another look next week.	K_____ Seems to be dry at the moment-will monitor.
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	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	✓				
External warning boxes	✓				
External signage	✓				
Internal public address system	✓				

Seating	✓					
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Weekly Maintenance Checks – Bus Station W/C 27th September 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			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	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				
Lift	✓				

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	✓				
Cleanliness of lower mall and subways	✓				
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

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

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

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

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

Weekly Maintenance Checks – Bus Station W/C 11th October 2010

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)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr			✓	Toilet ripped off wall-reported 4/10/10	New w.c. pan ordered.
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓			Door to bay 1-off its runners-reported 11/10/10	
Escalators	✓				

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

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

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

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.	Work carried out-toilets o.k. now
Public toilet (Ladies)	✓			Cubicle lock damaged reported 18/10/10-re reported 22/10/10	
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓			Toilet ripped off wall-reported 4/10/10	New w.c. pan fitted.
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓			Door to bay 1-off its runners-reported 11/10/10	Door repaired w/c 18/10/10
Escalators	✓				

Lift	✓				
Lighting & clocks throughout		✓			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
Windows/Glass throughout	✓				
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.	
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

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

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

Lighting & clocks throughout		✓			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓			.	
Windows/Glass throughout	✓				
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	✓				
Loading bay / Compactor	✓				

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

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

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
Public toilet (Ladies)	✓			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
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				
Lift	✓				

Lighting & clocks throughout		✓			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
Windows/Glass throughout	✓				
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	✓				
Loading bay / Compactor	✓				

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

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

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

Lighting & clocks throughout		✓			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓			.	
Windows/Glass throughout	✓				
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	✓				
Loading bay / Compactor	✓				

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

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

Item	Good	Fair	Poor	ISSUES	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	✓				

Lift	✓				
Lighting & clocks throughout		✓			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
Windows/Glass throughout	✓				
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	✓				
Loading bay / Compactor	✓				

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

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

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.	
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 [REDACTED] to check to see if fixed 27/11/10.	
Escalators	✓				

Lift	✓				
Lighting & clocks throughout		✓			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
Windows/Glass throughout	✓				
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. [REDACTED] and [REDACTED] to liase and check.	
Cleaners storage areas and rest room	✓				

Loading bay / Compactor	✓					
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Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	✓			Litter bin broken –beyond repair- order new litter bin and contact helpdesk. 12/11/10	
Escalator warning system	✓				
External warning boxes		✓		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	✓				
Internal public address system	✓				

Seating	V					
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Weekly Maintenance Checks – Bus Station W/C 29th November 2010

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 [REDACTED] and [REDACTED] to check to see if fixed 27/11/10.	[REDACTED] checked and stated that they are as secure as they can be.
Escalators	✓				

Lift	✓				
Lighting & clocks throughout		✓			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
Windows/Glass throughout	✓				
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 [REDACTED] and [REDACTED] to liase and check.	
Cleaners storage areas and rest room	✓				

Loading bay / Compactor	✓					
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Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	✓			Litter bin broken –beyond repair- order new litter bin and contact helpdesk. 12/11/10	
Escalator warning system	✓				
External warning boxes		✓		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	✓				
Internal public address system	✓				

Seating	V				
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Weekly Maintenance Checks – Bus Station W/C 6th December 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
Public toilet (Ladies)	✓				
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	✓				
Concourse & bus bay doors	✓				
Escalators	✓			Down escalator "tripped out" Friday 10/12/10-a.m.-Security reported it to Jacksons-attended later that morning and repaired.	
Lift	✓				

Lighting & clocks throughout		✓				
Item	Good	Fair	Poor	ISSUES	OUTCOME	
Decoration throughout	✓					
Windows/Glass throughout	✓					
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. ██████████ to liase and check.		
Cleaners storage areas and rest room	✓					
Loading bay / Compactor	✓					

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	✓			Litter bin broken –beyond repair- order new litter bin and contact helpdesk. 12/11/10	
Escalator warning system	✓				
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	✓				
Seating	✓				

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

Item	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)	✓			.	
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				
Lift	✓				
Lighting & clocks throughout		✓			

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓				
Windows/Glass throughout	✓				
Cleanliness of concourse	✓			Leak coming through ceiling of newsagent at bottom of escalators- reported 22/12/10	
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. [REDACTED] and [REDACTED] to liase and check.	
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

Weekly Maintenance Checks – Bus Station W/C13th December 2010

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Broken tiles reported-15/12/10	
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓			• •	
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓			Up escalator out of order 14/12/10- reported 14/12/10	Repaired 14/12/10
Lift	✓				
Lighting & clocks throughout		✓			

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓			.	
Windows/Glass throughout	✓				
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.. [REDACTED] chase and check.	
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

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

Weekly Maintenance Checks – Bus Station W/C 27th December 2010


Item	Good	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	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				
Lift	✓				
Lighting & clocks throughout		✓			

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	✓			Burst pipe in old Barclaycard building reported 30/12/10	Attended and capped off 30/12/10.
Windows/Glass throughout	✓				
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. [REDACTED] to liase and check.	
Cleaners storage areas and rest room	✓				
Loading bay / Compactor			✓	Compactor out of order-order number raised 30/12/10.Contacted company to repair.	

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	✓			Litter bin broken –beyond repair- order new litter bin and contact helpdesk-reported 13/12/10	
Escalator warning system	✓				
External warning boxes	✓			•	
External signage	✓			,	
Internal public address system	✓				
Seating	✓				

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:

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

Signed 

Date.

Weekly Maintenance Checks – Bus Station W/C 25th May 09.

Item	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: 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:

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:
Escalator warning system		Yes		Item raised with: Works completed on:	On:

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

Weekly Maintenance Checks – Bus Station W/C 1st June 09.

Item	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: Works completed o	On:
Concourse toilet(s) 24hr		YES	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	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:

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

Weekly Maintenance Checks – Bus Station

W/C 8th June 09

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

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

Signed _____

Date.

Weekly Maintenance Checks – Bus Station

W/C 15th June 09

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

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

Signed 

Date.