



FOI DISCLOSURE

NBC 2736-1149

Part 2



Prepared on the 18th December 2013

Weekly Maintenance Checks – Bus Station W/C.18 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: 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 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 29th June 09

Item	Good	Fair	Poor	Comments
Public toilet (Men's)	YES	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			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	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	YES		Item raised with: Works completed on:	On:
Loading bay / Compactor	YES	YES		Item raised with: Works completed on:	On:
Stairwells	YES	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. 06th July 09

Item	Good	Fair	Poor	Comments
Public toilet (Men's)	Yes	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				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	Hanging baskets now gone
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	Yes		Item raised with: Works completed on:	On:	
Escalator warning system	Yes			Item raised with: Works completed on:	On:	

External warning boxes	Yes			
External signage	Yes			Item raised with: <input type="checkbox"/> Works completed on: On:
Internal public address system	Yes			Item raised with: Works completed on: On:
Seating areas		Yes		Item raised with: Works completed on: On:

Weekly Maintenance Checks – Bus Station

W/C. 13th July 09

Item	Good	Fair	Poor	Comments
Public toilet (Men's)	Yes	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 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				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	Hanging baskets now gone
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	Yes		Item raised with: Works completed on:	On:	
Escalator warning system	Yes			Item raised with: Works completed on:	On:	

External warning boxes	Yes			
External signage	Yes			Item raised with: <input type="checkbox"/> Works completed on: On:
Internal public address system	Yes			Item raised with: <input type="checkbox"/> Works completed on: On:
Seating areas		Yes		Item raised with: <input type="checkbox"/> Works completed on: On:

[REDACTED]

14th July 09

Weekly Maintenance Checks – Bus Station W/C20th July 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	Yes		Item raised with: Works completed on:	On:
Escalator warning system	Yes			Item raised with: Works completed on:	On:

External warning boxes	Yes			
External signage	Yes			Item raised with: <input type="checkbox"/> Works completed on: On:
Internal public address system	Yes			Item raised with: Works completed on: On:
Seating areas		Yes		Item raised with: Works completed on: On:


20th July 09

Weekly Maintenance Checks – Bus Station

W/C 22nd June 09

Item	Good	Fair	Poor	Comments
Public toilet (Men's)	YES	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			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	YES	Item raised with: Works completed on: On:
Lift		YES	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	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	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			

Signed by 

Date 25/6/09

Weekly Maintenance Checks – Bus Station W/C. 10/08/09

Item	Good	Fair	Poor	Comments
Public toilet (Men's)	Yes			
Public toilet (Ladies)		Yes		
Public toilet (Disabled)	Yes			
Concourse toilet(s) 24hr	Yes			
Concourse light boxes	Yes			
Concourse signage	Yes			
Concourse bay doors	Yes			
Escalators	Yes			
Lift	Yes			
Lighting throughout	Yes			

Decoration throughout		Yes		
Windows/Glass throughout	Yes			
Cleanliness of concourse	Yes			
Item	Good	Fair	Poor	Comments
Cleanliness of lower mall and subways	Yes			
Cleaners storage areas and rest room	Yes			
Loading bay / Compactor		Yes		
Stairwells		Yes		
Escalator warning system	Yes			

External warning boxes		Yes		
External signage	Yes			
Internal public address system	Yes			
Seating		Yes		Some are missing,

Signed 

Date 13/08/09

Weekly Maintenance Checks – Bus Station W/C. 17/08/09

Item	Good	Fair	Poor	Comments
Public toilet (Men's)	Yes			
Public toilet (Ladies)		Yes		16 th Aug Mears contacted about Taps, pricing in progress
Public toilet (Disabled)	Yes			
Concourse toilet(s) 24hr	Yes			
Concourse light boxes	Yes			
Concourse signage	Yes			
Concourse bay doors	Yes			
Escalators	Yes			
Lift	Yes			
Lighting throughout	Yes			

Decoration throughout		Yes		Hanging baskets gone, and Ravensthorpe con at the moment doing ceilings
Windows/Glass throughout	Yes			
Cleanliness of concourse	Yes			
Item	Good	Fair	Poor	
Cleanliness of lower mall and subways	Yes			Comments
Cleaners storage areas and rest room	Yes			
Loading bay / Compactor		Yes		
Stairwells		Yes		
Escalator warning system	Yes			

External warning boxes		Yes		
External signage	Yes			
Internal public address system	Yes			
Seating		Yes		

Signed 

Date 20/08/09

Weekly Maintenance Checks – Bus Station W/C 24/08/09

Item	Good	Fair	Poor	Comments
Public toilet (Men's)	Yes			
Public toilet (Ladies)	Yes			
Public toilet (Disabled)	Yes			
Concourse toilet(s) 24hr	Yes			
Concourse light boxes	Yes			
Concourse signage	Yes			
Concourse bay doors	Yes			
Escalators	Yes			
Lift	Yes			
Lighting throughout	Yes			

Decoration throughout		Yes		Company due in, to paint.
Windows/Glass throughout	Yes			
Cleanliness of concourse	Yes			
Item	Good	Fair	Poor	Comments
Cleanliness of lower mall and subways	Yes			
Cleaners storage areas and rest room	Yes			
Loading bay / Compactor		Yes		
Stairwells		Yes		Graffiti on Wellington subway, being painted by cleaner on 26 th aug 27 th aug;-graffiti now gone, exit door in process of getting red paint
Escalator warning system	Yes			

External warning boxes		Yes		Some times Playing intermittently batteries changed regular, 27 th Aug 09 spoke to Alan Craggs who is going to contact company who supplied them
External signage	Yes			
Internal public address system	Yes			
Seating		Yes		Some seats missing, but safe, none broken,

Signed 

Date 2708/09

Weekly Maintenance Checks – Bus Station

W/C. 31st Aug 09

Item	Good	Fair	Poor	Comments
Public toilet (Men's)	Yes			Taps and sink prices to be agreed
Public toilet (Ladies)	Yes			Taps and sink prices to be agreed
Public toilet (Disabled)	Yes			
Concourse toilet(s) 24hr		Yes		Door repaired, toilet needs a paint up
Concourse light boxes	Yes			
Concourse signage	Yes			
Concourse bay doors	Yes			
Escalators		Yes		Still having problems with escalator stopping, but repairs due Monday 7 th sept for 3 days, one will be open off but can still be used by the public
Lift	Yes			
Lighting throughout	Yes			

Decoration throughout		Yes		Painters due soon.
Windows/Glass throughout	Yes			
Cleanliness of concourse	Yes			
Item	Good	Fair	Poor	Comments
Cleanliness of lower mall and subways	Yes			
Cleaners storage areas and rest room	Yes			
Loading bay / Compactor		Yes		Still in a bit untidy, but that is the users of the compactor leaving rubbish on the floor, this is not the staff
Stairwells	Yes			
Escalator warning system	Yes			

External warning boxes	Yes			
External signage	Yes			
Internal public address system	Yes			
Seating	Yes			Have removed all broken green swing seats, leaving good conditioned seating in place. Broken seating non-repairable. Not replaced

Signed 

Date 05 Sept 09

Weekly Maintenance Checks – Bus Station W/C. 14th SEPT 09

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	YES			Still waiting for new price for taps & sinks	
Public toilet (Ladies)	YES			Sanitary bins still an issue, 18 th & they are still not emptied	Rang them on weds they assured me they will be done by thurs. it is now fri still not done
Public toilet (Disabled)	YES				
Concourse toilet(s) 24hr	YES				
Concourse light boxes	YES				
Concourse signage	YES				
Concourse bay doors	YES				
Escalators	YES				
Lift	YES			Stopped working early this morning, security called Jackson's, on route	1150 Jackson's on site lift ok now
Lighting throughout	YES				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		YES		Painting to start on subways Monday the 21 st sept 09 Ceilings still bad	
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	YES			Graffiti on wall emporium way.	Tina cleaned Graffiti off all clear again
Escalator warning system	YES				
External warning boxes	YES				
External signage	YES				
Internal public address system	YES				
Seating	YES			No complaints about seats that were removed,	

Signed [REDACTED]

Date 18 Sept 09

Weekly Maintenance Checks – Bus Station W/C. 21th sept/09

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes			Tiles looking a bit tatty and dated, going to be pressure washed Sunday	
Public toilet (Ladies)	Yes			Tiles looking a bit tatty and dated, going to be pressure washed Sunday	
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr		Yes		This toilet needs the false ceiling replaced due to people hiding needles behind it	Will be asking, for it to be looked at
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting throughout		Yes			

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	Yes			Subways now painted	
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	Yes			Subways are still being used as urinals	Cleaners are aware and are monitoring them, and cleaning them if need be at the time
Escalator warning system	Yes				
External warning boxes	Yes				
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed Sheila Muttock

Date 21st Sept 09

Weekly Maintenance Checks – Bus Station W/C. 28th Sept 09

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes			Tiles were tatty looking & dirty & smelt of urine	Now been pressure washed and cleaned, also smelt a lot fresher,
Public toilet (Ladies)	Yes			Tiles were tatty looking & dirty	Being pressure washed this Sunday
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr		Yes		False ceiling in hand, toilet seat broken, helpdesk called.	New toilet seat, & ceiling in hand
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes			Bay 3 door come off hinges	Now repaired
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes			Some light out, but have been reported	Electricians been in, 1 row still out job in hand.

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	Yes			Subways now painted, awaiting painters return, to white wash subway entrances	
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	Yes			Still being used as a urinal, on going problem	
Escalator warning system	Yes				
External warning boxes	Yes			Having to change batteries more often	
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed 

Date

Weekly Maintenance Checks – Bus Station W/C. 07th Oct 09

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes				Pressure washed sat 04 th oct
Public toilet (Disabled)	Yes			Hand dryer not working, reporting today 07/10/09	
Concourse toilet(s) 24hr	Yes			Ceiling needs securing due to needles being hidden inside. Report made	Ceiling been replaced work in progress
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes				

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	Yes				
Escalator warning system	Yes				
External warning boxes	Yes				
External signage	Yes				
Internal public address system		Yes		Security call button not working	Being repaired today
Seating	Yes				
Subways	Yes			Painting patchy,	Going to re-touch paint work.

Signed 

Date

Weekly Maintenance Checks – Bus Station W/C12 oct 09.

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes			Taps still an issue, due to them being left running, but staff do regular checks to turn them off, when they can	
Public toilet (Ladies)	Yes			Taps still an issue, due to them being left running, but staff do regular checks to turn them off, when they can	
Public toilet (Disabled)	Yes			Re: hand dryer	New hand drier fitted
Concourse toilet(s) 24hr	Yes			Ceiling taken down, awaiting outcome	Surveyors been accessed work to be done
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes			Door 11 bus level, sticking reported,	Fixed
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes			Lights not working reported	Electrician in process of replacing old units

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	Yes			Concourse still looking tired compared to subways	
Windows/Glass throughout	Yes				
Cleanliness of concourse	Yes				
Cleanliness of lower mall and subways	Yes			Some scuffing, but cleaned up	Cleaners checking at regular intervals
Cleaners storage areas and rest room	Yes				
Loading bay / Compactor	Yes				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	Yes			Checked at regular intervals	
Escalator warning system	Yes				
External warning boxes	Yes				
External signage	Yes			New signs are due Monday	
Internal public address system	Yes			Security call button	Now working
Seating	Yes				

Signed 

Date 17th Oct 09

Weekly Maintenance Checks – Bus Station W/C 19 oct 09.

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes			Taps still an issue, still wasting water	
Public toilet (Ladies)	Yes			Taps still an issue, 2 TAPS NOW CAPPED OFF, DUE TO BEING BROKEN	Capped off, due to leaks and one broken
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr	Yes			Ceiling taken down, awaiting outcome	Still awaiting, but now closed toilet from 24 th oct
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes			Loading bay corridor lighst out	1 repaired the other awaiting fitment

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	Yes				
Windows/Glass throughout	Yes				
Cleanliness of concourse	Yes				
Cleanliness of lower mall and subways	Yes			Mess made at night, food on the walls	Again Cleaners checking at regular intervals
Cleaners storage areas and rest room	Yes				
Loading bay / Compactor	Yes			Compactor filling up quick again,	None

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	Yes			Subways walls, food on walls	
Escalator warning system	Yes				
External warning boxes	Yes				
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed

Date 24th Oct 09

Weekly Maintenance Checks – Bus Station W/C 26 oct 09.

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Taps still an issue, still wasting water	
Public toilet (Ladies)	✓			Taps still an issue,	Capped off, due to leaks and one broken
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓			Closed from 24 th due to drug mis use	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse bay doors	✓				
Escalators	✓				
Lift	✓				
Lighting throughout	✓				
Item	Good	Fair	Poor	ISSUES	OUTCOME

Decoration throughout	Yes			Myself & some staff helping with concourse painting, to make it look nice	
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			Batteries changed & checked	
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed: 

Date 29th Oct 09

Weekly Maintenance Checks – Bus Station W/C 2nd Nov 09

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes			Men's urinals leaking	Urinals repair in hand
Public toilet (Ladies)	Yes				
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr		Yes		Closed whilst work is in progress.	New ceiling and lighting to be done
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	Yes			Concourse being painted by staff and myself	
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			No one using as toilet this week	Staff still monitoring through the day
Escalator warning system	Yes				
External warning boxes	Yes			Batteries have to be changed and tested weekly	
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed _____ :

Date 7th Nov 09

Weekly Maintenance Checks – Bus Station W/C. 9th Nov 09

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes			Men's urinals leaking	Urinals repair in hand still awaiting parts, booked in for the 12 th Nov.
Public toilet (Ladies)	Yes			Locks problem on toilets ladies	All replaced
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr		Yes		Closed whilst work is in progress.	New ceiling and lighting to be done
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators	Yes				
Lift	Yes			Key Switch hanging off on Saturday.	Jackson's repaired on sat pm
Lighting throughout	Yes				

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			Wellington st stairwells staff reported graffiti, they cleaned it off but then it had to be repainted.	Staff still monitoring through the day
Escalator warning system	Yes			Turned off for 2mins on 11/11/09 for 2minute silence	Turned back on
External warning boxes	Yes			Batteries have to be changed and tested weekly	Monitoring taxi rank box, it seems to be intermittently working? May need changing
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed [REDACTED]


Date 13th Nov 09

Weekly Maintenance Checks – Bus Station W/C: 16th Nov 09

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes			21 st nov hand drier not working report on Monday 23rd	
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr		Yes		Closed whilst work is in progress.	New ceiling and lighting to be done
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes				

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

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	Yes			End of subway entry pink paint all over	Would not clean off, so Painted over
Escalator warning system	Yes				
External warning boxes	Yes			Batteries have to be changed and tested weekly	Monitoring taxi rank box, it still seems to be intermittently working? May need changing
External signage	Yes				
Internal public address system	Yes			Volume too low, reporting to help desk	
Seating	Yes				

Signed  6th ON A COURSE & 18TH rest day

Date 21st Nov 09

Weekly Maintenance Checks – Bus Station W/C 30th Nov 09.

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes				
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr			Yes		
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators		Yes		Keeps stopping, Jackson's called cone plate sheared off.	New cone plate fitted, still stopping now & again
Lift	Yes				
Lighting throughout	Yes				

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				
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed : 

Date 05th dec 09

Weekly Maintenance Checks – Bus Station W/C 06 DEC 09.

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

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				
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed 

Date 05th DEC 09

Weekly Maintenance Checks – Bus Station W/C 6th Dec 09.

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes				
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr			Yes	Still waiting for work to start	
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes				

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				
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed 

Date 12th dec 09

Weekly Maintenance Checks – Bus Station W/C 13th Dec 09.

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes				
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr			Yes	Still waiting for work to start	
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes				

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				
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed 

Date 17th Dec 09

Weekly Maintenance Checks – Bus Station W/C 21st Dec 09.

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				
Lift	Yes				
Lighting throughout	Yes				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	Yes				
Windows/Glass throughout	Yes				
Cleanliness of concourse	Yes				
Cleanliness of lower mall and subways		Yes		Lower mail, having problems with water leaking through from bus level Property help desk informed	Joe came and accessed water problem
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				
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed 

Date 24th Dec 09

Weekly Maintenance Checks – Bus Station W/C 29 Dec 09.

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				
Lift	Yes				
Lighting throughout	Yes				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout	Yes				
Windows/Glass throughout	Yes				
Cleanliness of concourse	Yes				
Cleanliness of lower mall and subways		Yes		Lower mail, having problems with water leaking through from bus level Property help desk informed	Neil from Richardson's been in to access, will be starting 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				
External signage	Yes				
Internal public address system	Yes				
Seating	Yes				

Signed _____

Date 31st Dec 09

Weekly Maintenance Checks – Bus Station W/C 3rd January 2011

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	✓			Cracked pane of glass–bay 20- reported 4/1/11	
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] to liaise and check.	
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓			Compactor out of order-order number raised 30/12/10.Contactd company to repair.Came out and stated it was a power problem-electricians attended-power o.k.-told company to re attend 4/1/11	Repaired 5/1/11

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	✓			Litter bin broken –beyond repair- order new litter bin and contact helpdesk-reported 13/12/10- attended 4/1/11	Fixed 5/1/11
Escalator warning system	✓				
External warning boxes	✓				
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 10th January 2011

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	✓			Cracked pane of glass-bay 20-reported 4/1/11	
Escalators	✓			Tripped out Monday 10/1/11 afternoon-attended by Jacksons and back in action 1 hour later.	
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] o liase and check.	Repaired 18.00 Monday 10/11/11
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 17th January 2011

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	✓			Cracked pane of glass–bay 20-reported 4/1/11	
Escalators	✓			Escalators tripped out Thursday 20/1/11-repaired by Jacksons same day.	
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 24th January 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Lock broken 3 rd cubicle from disabled toilet-reported 26/1/11	
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓			Cracked pane of glass-bay 20-reported 4/1/11	
Escalators			✓	Escalators tripped out twice on Monday 24 th January.	Repaired 10.00 25/1/11
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		✓		2 boxes not functioning properly-will take them down and investigate 28/1/11	
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 31st January 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Lock broken 3 rd cubicle from disabled toilet-reported 26/1/11. Broken lock-2 nd cubicle from end – reported 4/2/11	Repaired 27/1/11.
Public toilet (Ladies)	✓			.	
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓			Soap dispenser ripped off wall-reported 4/2/11	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓			Cracked pane of glass-bay 20-reported 4/1/11	Repaired w/c 24/1/11
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		✓		2 boxes not functioning properly-will take them down and investigate 28/1/11	4 boxes working o.k.-will take the malfunctioning voicebox to Benn Security.
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 7th February 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Broken lock-2 nd cubicle from end – reported 4/2/11. 2 toilets blocked-reported 7/2/11.	Repaired 7/2/11 Unblocked 7/2/11
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓			Soap dispenser ripped off wall-reported 4/2/11	Repaired 9/2/11
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓			Out of order 11/2/11	Repaired 12/2/11
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 14th February 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Broken lock-1st cubicle after disabled toilet – reported 14/2/11.	
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	✓			Leak in newsagents-reported 15/2/11	
Windows/Glass throughout	✓			Broken window on stairwell Mayorhold end-reported 14/2/11	
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓			Crack in ceiling to subway to Newlands-reported 14/2/11	
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 21st February 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Broken lock-1st cubicle after disabled toilet – reported 14/2/11.	All locks repaired 21/2/11
Public toilet (Ladies)	✓			.	
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓			Toilet lock needs attention-reported 21/2/11	Repaired 21/2/11
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				
Lift	✓				
Lighting & clocks		✓			

throughout					
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		✓		Leak in newsagents--reported 15/2/11-spoke to ██████████ 1/2/11 to chase.	
Windows/Glass throughout	✓			Broken window on stairwell Mayorhold end-reported 14/2/11	Repaired 21/2/11
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways		✓		Crack in ceiling to subway to Newlands--reported 14/2/11	
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 February 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Blocked urinal-reported 28/2/11	
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓			Door window Bay A smashed-reported 28/2/11.	Repaired 1/3/11
Escalators	✓				
Lift	✓				
Lighting & clocks throughout		✓			

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		✓		Leak in newswearments-reported 15/2/11-spoke to ██████████ 21/2/11 to chase-spoke to ██████████ 28/2/11-he said that leak was being attended to.	
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways		✓		Crack in ceiling to subway to Newlands-reported 14/2/11-told ██████████ to chase 28/2/11-as ceiling could come down. ██████████ rang me-ceiling is being tested for asbestos.	
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 March 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Blocked urinal-reported 28/2/11 1 st hand dryer faulty. Reported 9/3/11	Unblocked w/c 28/2/11
Public toilet (Ladies)	✓			Last cubicle door warped and difficult to shut-reported 10/3/11	
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		✓		Leak in newsagents--reported 15/2/11-spoke to ████████ 21/2/11 to chase-spoke to ████████ 28/2/11-he said that leak was being attended to.	
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways		✓		Crack in ceiling to subway to Newlands-reported 14/2/11-told ████████ to chase 28/2/11-as ceiling could come down. ████████ rang me-ceiling is being tested for asbestos.	Due to be tested for asbestos on Sunday 13 th March.
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓				

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	✓				
Escalator warning system	✓				
External warning boxes	✓			1 voicebox faulty--will take to Benn Security next week for repair.	.
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 14th March 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			1 st hand dryer faulty. Reported 9/3/11. Two blanking plates missing from electrical boxes-reported 14/3/11	
Public toilet (Ladies)	✓			Last cubicle door warped and difficult to shut-reported 10/3/11	
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		✓		Leak in newsagents--reported 15/2/11-spoke to ██████████ 21/2/11 to chase-spoke to ██████████. 8/2/11-he said that leak was being attended to.	
Windows/Glass throughout	✓				
Cleanliness of concourse	✓				
Cleanliness of lower mall and subways	✓			Crack in ceiling to subway to Newlands--reported 14/2/11-told ██████████, chase 28/2/11-as ceiling could come down ██████████.rang me-ceiling is being tested for asbestos.	Due to be tested for asbestos on Sunday 13 th March. Ceiling repaired 18/3/11
Cleaners storage areas and rest room	✓				

Loading bay / Compactor	✓				
----------------------------	---	--	--	--	--

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	✓				
Escalator warning system	✓				
External warning boxes	✓			1 voicebox faulty-will take to Benn Security next week for repair.	.
External signage	✓				
Internal public address system	✓				

Seating	✓				
---------	---	--	--	--	--

Weekly Maintenance Checks – Bus Station W/C 21st March 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			1 st hand dryer faulty. Reported 9/3/11. Two blanking plates missing from electrical boxes-reported 14/3/11. Door damaged-3 rd door after disabled toilet-reported 21 st March.	Repaired. Blanking plates renewed. 14/3/11 Door repaired 22/3/11
Public toilet (Ladies)	✓			Last cubicle door warped and difficult to shut-reported 10/3/11 Lock damaged 2 nd door down from disabled toilet-reported 24/3/11. Lock on "family toilet" broken-reported 25/3/11	Repaired
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		✓		Leak in newsagents-reported 15/2/11-spoke to ██████████ 21/2/11 to chase-spoke to ██████████ 28/2/11-he said that leak was being attended to.	
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	✓			1 voicebox faulty-will take to Benn Security next week for repair.	Have repaired voicebox myself-all voiceboxes operational.
External signage	✓				
Internal public address system	✓				

Seating	✓				
---------	---	--	--	--	--

Weekly Maintenance Checks – Bus Station W/C 21st March 2011


Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr			✓	Closed off due to being flooded	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				
Lift	✓				
Lighting & clocks throughout		✓		Clock time changes done 27 th Mar 11	

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		✓			
Windows/Glass throughout	✓				
Cleanliness of concourse		✓		Asked cleaners to spot mop, through the day, due to spillages of drinks	
Cleanliness of lower mall and subways		✓			
Cleaners storage areas and rest room	✓				
Loading bay / Compactor	✓			<p>█████ cleaned all around compactor and loading bay, due to it being disgusting. I have told cleaners to keep an eye on it.</p>	<p>Lift lobby in loading bay now cleared and cleaned by █████ have thanked him</p>

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways		✓		Complaint from bus stn regarding centre stairs,	Have asked cleaners to remove chewing gum from stairs, and mop in the morning early, █████ removed and cleaned.
Escalator warning system	✓				
External warning boxes	✓			Voice boxes are being checked by Shamus whilst █████ on leave	
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 4th Apr 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr		✓		Closed off until further notice	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors	✓				
Escalators	✓				
Lift	✓				
Lighting & clocks throughout		✓		One clock removed as the time keeps changing. Need new batteries	Ask [REDACTED] for Batteries

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	✓			 cleaned this area	

Item	Good	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways		✓		Complaint from bus stn regarding centre stairs,	Have asked cleaners to remove chewing gum from stairs, and mop in the morning early, █████ removed and cleaned.
Escalator warning system	✓				
External warning boxes	✓				
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 11th Apr 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr		✓		Closed off due to being flooded	
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 18th April 2011

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	✓			Escalators out of action 18/4/11. Reported 18/4/11	Attended to and repaired 19/4/11
Lift	✓				
Lighting & clocks throughout		✓			

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		✓		Leak in newsagents-reported 15/2/11-spoke to █████ 21/2/11 to chase-spoke to █████ 28/2/11-he said that leak was being attended to.	
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		✓		1 voicebox faulty-loose wires-will see if we can repair ourselves.	
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 25th April 2011

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		✓			

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		✓		Leak in newsagents--reported 15/2/11-spoke to ██████████ 21/2/11 to chase-spoke to ██████████ 28/2/11-he said that leak was being attended to.	
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		✓		1 voicebox faulty-loose wires-will see if we can repair ourselves.	Repaired faulty voicebox-all voiceboxes functioning.
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C2nd May 2011

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		✓			

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		✓		Leak in newsagents-reported 15/2/11-spoke to ██████████ 21/2/11 to chase-spoke to ██████████ 28/2/11-he said that leak was being attended to.	
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		✓		1 voicebox faulty-loose wires-will see if we can repair ourselves.	Repaired faulty voicebox-all voiceboxes functioning.
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 9th May 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)		✓		Hand dryers not working correctly. Sink in attendants office blocked-both reported 10/5/11	Handdryers renewed 12/5/11. Sink unblocked 11/5/11
Public toilet (Ladies)	✓			Panel under 1 st basin loose-reported 10/5/11.	Repaired 11/5/11
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		✓		Leak in newsagents--reported 15/2/11-spoke to ██████████ 21/2/11 to chase-spoke to ██████████ 28/2/11-he said that leak was being attended to.	
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 May 2011

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		✓			

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		✓		Leak in newsagents--reported 15/2/11-spoke to ██████████ 21/2/11 to chase-spoke to ██████████ 28/2/11-he said that leak was being attended to.	Leaks seem to have dried up.
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	✓			Handrail and post adjacent to taxi rank damaged--reported 17/5/11	Repaired 18/5/11
Escalator warning system	✓				
External warning boxes	✓				
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 23rd May 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Blocked toilet-2 nd from end-reported 27/5/11-unblocked 27/5/11	
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Door to bay 16 needs attention-reported 25/5/11	
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 30th May 2011

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		✓		Door to bay 16 needs attention- reported 25/5/11	
Escalators	✓				
Lift	✓				
Lighting & clocks throughout		✓			

Weekly Maintenance Checks – Bus Station W/C 6th June 2011

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		✓		Door to bay 16 needs attention- reported 25/5/11. Lock to bay 7 door faulty-reported 9/6/11.	Completed 31/5/11 Repaired 10/6/11
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	✓			Voicebox by National Express bay-malfunction-will take down and investigate 4/6/11	Voicebox taken down-may have to take to Benn Security.
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 13th June 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Broken toilet seat 1 st cubicle-reported 15/6/11	
Public toilet (Ladies)	✓				
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Door to bay A difficult to open- attended 14 th June. Water coming through ceiling by bay G-reported 14 th June	Repaired 15/6/11
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	✓			Middle stairwell door to "Mez" level difficult to close. Key pad to bus drivers level-button number 6 sticking-both reported 17/6/11	
Escalator warning system	✓				
External warning boxes	✓			Voicebox by National Express bay-malfunction-will take down and investigate 4/6/11	Voicebox taken to Benn Security 14/6/11
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 20th June 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Broken toilet seat 1 st cubicle-reported 15/6/11	Repaired
Public toilet (Ladies)	✓			2 panels loose-reported 20/6/11	Repaired
Public toilet (Disabled)	✓				
Concourse toilet(s) 24hr	✓				
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Door to bay A difficult to open - attended 14 th June. Still outstanding 24/6/11	
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	✓			Middle stairwell door to "Mez" level difficult to close. Key pad to bus drivers level-button number 6 sticking-both reported 17/6/11	Repaired Repaired
Escalator warning system	✓				
External warning boxes	✓			Voicebox by National Express bay-malfunction-will take down and investigate 4/6/11	Voicebox taken to Benn Security 14/6/11
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 27th June 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)			✓	Standards are not as expected in the toilets, staff will be guided through what to do by management	
Public toilet (Ladies)			✓	Standards are not as expected in the toilets, staff will be guided through what to do by management	
Public toilet (Disabled)		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse toilet(s) 24hr		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Door to bay A difficult to open- [REDACTED] attended 14 th June. Still outstanding 24/6/11	
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	✓			Voicebox by National Express bay-malfunction-will take down and investigate 4/6/11	Voicebox taken to Benn Security 14/6/11 Voicebox ready to be picked up-will do so next week.
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 4th July 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	Deep cleaned to a good/fair standard by [REDACTED] and [REDACTED] 5/7/11
Public toilet (Ladies)			✓	Standards are not as expected in the toilets, staff will be guided through what to do by management. Blockage in ladies toilet-reported 5/7/11	
Public toilet (Disabled)		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse toilet(s) 24hr		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Door to bay A difficult to open - [REDACTED] attended 14 th June. Still outstanding 24/6/11-re reported to [REDACTED] 5/7/11.	
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	✓			Voicebox by National Express bay-malfunction-will take down and investigate 4/6/11	Voicebox fitted and back in full working order.
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 11th July 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)		✓		Blockage in Men's toilets also. Broken handle reported 14/7/11.	Blockage cleared 12/7/11 Broken handle repaired 15/7/11
Public toilet (Ladies)		✓		Blockage in ladies toilet-reported 5/7/11 Leak reported 14/7/11	Toilets and sinks cleaned by ██████████ and ██████████ 11/7/11. Blockage cleared 12/7/11. Attended 14/7/11.
Public toilet (Disabled)		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse toilet(s) 24hr		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Door to bay A difficult to open. ██████████ attended 14 th June. Still outstanding 24/6/11-re reported to ██████████ 5/7/11. Spoke to ██████████ 14/7/11-said he will chase.	
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	✓			Hole appeared entrance to Greyfriars –reported 14/7/11. [REDACTED] came out to investigate.	
Escalator warning system	✓				
External warning boxes	✓				
External signage	✓				
Internal public address system	✓				
Seating	✓				

Weekly Maintenance Checks – Bus Station W/C 18th July 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
Public toilet (Ladies)	✓				
Public toilet (Disabled)		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse toilet(s) 24hr		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Door to bay A difficult to open- ██████ attended 14 th June. Still outstanding 24/6/11-re reported to ██████ 5/7/11. Spoke to ██████ 14/7/11-said he will chase. Still outstanding 23/7/11	
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	✓				

Weekly Maintenance Checks – Bus Station W/C 1st August 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Damaged lock-reported 1/8/11	Repaired 2/8/11
Public toilet (Ladies)	✓			Door and surround damaged-reported 1/8/11 Damaged hinge reported 5/8/11	Repaired 2/8/11 Attended to 5/8/11
Public toilet (Disabled)		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse toilet(s) 24hr		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Door to bay A difficult to open- ██████████ attended 14 th June. Still outstanding 24/6/11-re reported to ██████████ 5/7/11. Spoke to ██████████ 14/7/11-said he will chase. Still outstanding 23/7/11	
Escalators	✓				


Weekly Maintenance Checks – Bus Station W/C 8th August 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
Public toilet (Ladies)	✓				
Public toilet (Disabled)		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse toilet(s) 24hr		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Door to bay A difficult to open- [redacted] attended 14 th June. Still outstanding 24/6/11-re reported to [redacted] 27/7/11. Spoke to [redacted] 14/7/11-said he will chase. Still outstanding 23/7/11	Repaired w/c 8/8/11
Escalators	✓				

Weekly Maintenance Checks – Bus Station W/C 15th August 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓			Broken toilet seat-2 nd cubicle-reported 18/8/11	Repaired 19/8/11
Public toilet (Ladies)	✓				
Public toilet (Disabled)		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse toilet(s) 24hr		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓		Fire escape ladder near bay A insecure-reported 15/8/11	Now secured.
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	✓			Hole appeared entrance to Greyfriars –reported 14/7/11.Bob Turrell came out to investigate.No repair yet 23/7/11. Vegetation growing over handrails on steps into Bus Station from Newlands.	Cut back by  20/8/11
Escalator warning system	✓				
External warning boxes	✓				
External signage	✓				
Internal public address system	✓				

Seating	✓					
---------	---	--	--	--	--	--

Weekly Maintenance Checks – Bus Station W/C 22nd August 2011

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	✓				
Public toilet (Ladies)	✓				
Public toilet (Disabled)		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse toilet(s) 24hr		✓		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse light boxes	✓				
Concourse signage	✓				
Concourse & bus bay doors		✓			
Escalators	✓				
Lift	✓				