

#### FOI DISCLOSURE NBC 2736-1149

#### Part 2



Prepared on the 18<sup>th</sup> December 2013

## Weekly Maintenance Checks - Bus Station W/C.18 June 09

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

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

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

Signed

Date.

Item	Good	Fair	Fair Poor		Comments
Public toilet (Men's)	YES	Yes		Item raised with: Works completed on:	On:
Public toilet (Ladies)	YES		1	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:

	WOLKS COMPleted OII.				Stairwells
On:	Item raised with:		くロの	<b>Υ</b> Π <b>Ω</b>	
On:	Item raised with: Works completed on:		YES	YES	Loading bay / Compactor
On:	Item raised with: Works completed on:		YES	YES	Cleaners storage areas and rest room
On:	Item raised with: Works completed on:			yes	Cleanliness of lower mall and subways
Comments		Poor	Fair	Good	Item
On:	Item raised with: Works completed on:		YES		Cleanliness of concourse
On:	Item raised with: Works completed on:		YES		Windows/Glass throughout
On:	Item raised with: Works completed on:	YES	YES		Decoration throughout
On:	Item raised with: Works completed on:		YES	Yes	Lighting throughout

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

Date.

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

Item	Good	Fair	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		Item raised with: Works completed on:	On:
Concourse light boxes	Yes			Item raised with: Works completed on:	On:
Concourse signage				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 Hanging baskets now gone
Windows/Glass throughout	yes			Item raised with: Works completed on:	On:
Cleanliness of concourse	Yes	The state of the s		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:

Seating areas	Internal public address ystem	External Y	External Y warning boxes
	Yes	Yes	Yes
Yes			
Item raised with: Works completed on:	Item raised with: Works completed on:	Item raised with: Works completed on:	
On:	On:	On:	

Weekly Maintenance Checks – Bus Station W/C. 13<sup>th</sup> July 09

Item	Good Fair Poor	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		Item raised with: Works completed on:	On:
Concourse light boxes	Yes			Item raised with: Works completed on:	On:
Concourse signage				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:

,	Stora and	Clea lowe subv		Clea	Win	Dec thro	
ding bay /	aners age areas rest room	inliness of ir mall and vays	Item	anliness of course	dows/Glass ughout	oration ughout	
Yes	Yes	Yes	Good	Yes	yes	Yes	
			Fair				
			Poor				
Works completed on: Item raised with:	Item raised with: Works completed on: Item raised with:	Item raised with: Works completed on:		Item raised with: Works completed on:	Item raised with: Works completed on:	Item raised with: Works completed on:	
On:	On:	On:	Comments	On:	On:	On Hanging baskets now gone	
	Yes Works completed on:  Item raised with:	Item raised with:  Works completed on:  Item raised with:  Works completed on:  Item raised with:  Item raised with:	Item raised with: Works completed on: Item raised with: Works completed on: Item raised with: Works completed on: Item raised with: Item raised with:	Good Fair Poor  Item raised with:  Works completed on:  Item raised with:  Works completed on:  Item raised with:  Works completed on:	Good Fair Poor  Item raised with: Works completed on:  Works completed on:	Item raised with: Works completed on: Item raised with: Works completed on:  Good Fair Poor Item raised with: Works completed on:  Yes Item raised with: Works completed on: Item raised with: Works completed on: Item raised with: Works completed on: Item raised with:	Yes   Item raised with:   Works completed on:

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

# Weekly Maintenance Checks – Bus Station W/C20th July 09

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

Decoration				Item raised with:	On
throughout	Yes			Works completed on:	
Windows/Glass				Item raised with:	On:
throughout	yes			Works completed on:	
Cleanliness of				Item raised with:	On:
concourse	Yes			Works completed on:	
•	_	1			
ltem	Good	Fair	Fair Poor		Comments
Cleanliness of lower mall and subways	Yes			Item raised with: Works completed on:	On:
Cleaners				Item raised with:	On:
storage areas and rest room	Yes			Works completed on:	
Loading bay / Compactor	Yes			Item raised with: Works completed on:	On:
:	Yes	Yes		Item raised with: Works completed on:	On:
Stairwells					
				Item raised with:	On:
Escalator	Yes			Works completed on:	
warning system					

Seating areas	Internal public Yes address Yes system	External Yes	External Yes warning boxes
Yes	Ö	Ø	<i>Φ</i>
Item raised with: Works completed on:	Item raised with: Works completed on:	Item raised with: Works completed on:	
On:	On:	On:	

20<sup>th</sup> July 09

W/C 22<sup>nd</sup> June 09

Weekly Maintenance Checks - Bus Station

Item	Good	Fair	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		İ	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:

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

Signed by

,

Date 25/6/09

Weekly Maintenance Checks - Bus Station

Item	Good Fair Poor	Fair	Poor	Comments
Public toilet (Men's)	Yes			
Public toilet		<b>Y P S</b>		
()				
Public toilet	<b>\</b>			
(Disabled)	Yes			
Concourse	Vos		-	
wiet(s) zaiii	- G			
Concourse light				
boxes	Yes			
Concourse				
signage	Yes			
Concourse bay				
doors	Yes			
Escalators	<b>`</b>			
	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			

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

Signed

Date 13/08/09

Weekly Maintenance Checks - Bus Station

ltem	Good Fair Poor	Fair	Poor	Comments
Public toilet (Men's)	Yes			
Public toilet (Ladies)		Yes		16 <sup>th</sup> Aug Mears contacted about Taps, pricing in progress
Dublic toilet				
(Disabled)	Yes			
Concourse				
toilet(s) 24hr	Yes			
Concourse light				
boxes	Yes			
Concourse signage	Yes			
Concourse bay	<b>S</b>	- 3:		
Escalators	Yes			
Lift	Yes			
Lighting throughout	Yes			

Decoration throughout Windows/Glass throughout Cleanliness of concourse	Yes Yes	Yes		Hanging baskets gone, and Ravensthorpe con at the moment doing ceilings
item	God	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			

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

Date 20/08/09

Weekly Maintenance Checks - Bus Station
W/C <u>. 24/08/09</u>

Item Good Fair Poor Comments
Good Fair Poor

Item	Good Fair Poor	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			

ファッマン・				
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	Yes			
Cleaners				
storage areas and rest room	Yes			
Loading bay / Compactor		Yes		
Stairwells		Yes		Graffiti on Wellington subway, being painted by cleaner on 26 <sup>th</sup> aug 27 <sup>th</sup> aug;-grafitti now gone, exit door in process of getting red paint
Escalator warning system	Yes			

Signed

Date 2708/09

Weekly Maintenance Checks - Bus Station	nce Check	s – Bus	Station	W/C. 31 <sup>st</sup> Aug 09
Item	Good	Fair	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 <sup>th</sup> 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			
l∉em	Good	Fair	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			

Signed Date 05 Sept 09
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Bus Station W/C 14th SEPT 09

Item	Good	Fair	Fair Poor	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, 18th & 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	Fair Poor	ISSUES	OUTCOME
Decoration throughout		YES		Painting to start on subways Monday the 21 <sup>st</sup> 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				

Signed

Date 18 Sept 09

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

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

Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration	V			****	
throughout	Yes			Subways now painted	
Windows/Glass				The state of the s	
throughout	Yes				
Cleanliness of concourse	Yes		****		
:					
Cleaniness of	100				
lower mall and					
subways					
Cleaners					
storage areas	Yes				
and rest room					
Loading bay /	Yes				
Compactor					

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

Signed Sheila Muttock

Date 21st Sept 09

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

ltem	Good	Fair	Poor	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 smell 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	and the second		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	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	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				

Item	Good Fair Poor	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes				Pressure washed sat 04 <sup>th</sup> 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	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				

Stairwells Yes  Escalator warning system  External warning boxes  External signage  Internal public address system  Seating  Yes  Security call button not working being repaired today  A Painting patchy,  Painting patchy,  Going to re-touch paint work.	Item	Good	Fair	Poor	ISSUES	OUTCOME
Yes boxes  Yes  Yes  Yes  Painting patchy,  Yes	Stairwells	Yes				
Yes boxes  Yes  Security call button not working  Yes  Yes  Painting patchy,	Escalator					
l Yes boxes Public Yes Security call button not working Yes Painting patchy,	warning	Yes				
Yes  Yes  Security call button not working  Yes  Painting patchy,	system					
yes  Yes  Security call button not working  Yes  Painting patchy,	External	Ύes				
ublic Yes Security call button not working Yes Painting patchy,	warning boxes					
wblic Yes Security call button not working Yes  Painting patchy,	External					
Yes  Security call button not working  Yes  Painting patchy,	signage	Yes				
Yes Yes Painting patchy,	Internal public				Security call button not working	Being repaired today
Yes Painting patchy,	address system		Yes			
Yes Painting patchy,	Seating					
Painting patchy,		Yes				
	Subways	Yes			Painting patchy,	Going to re-touch paint work.

Signed

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

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Public toilet	<>>>			Taps still an issue, due to them being	
(Men's)	Yes			left running, but staff do regular checks to turn them off, when they can	
Public toilet				Taps still an issue, due to them being	
(Ladies)	Yes			left running, but staff do regular checks	
				to turn them off, when they can	
Public toilet				Re: hand dryer	New hand drier fitted
(Disabled)	Yes				
Concourse	<b>X</b>			Ceiling taken down, awaiting outcome	Surveyors been accessed work to be
101let(s) 24111	Tes				aone
Concourse light			:		
boxes	Yes				
Concourse					
signage	Yes				
Concourse bay				Door 11 bus level, sticking reported,	Fixed
doors	Yes				
Escalators				The state of the s	
	Yes				
Liŧ					
	Yes				
Lighting throughout	Yes			Lights not working reported	Electrician in process of replacing old units

ltem	Good	Fair	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	Yes				
Loading bay / Compactor	Yes				

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Date 17th Oct 09

Item	Good Fair Poor	Fair	Poor	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 <sup>th</sup> 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	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

FOI Disclosure NBC 2736-1149

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

Signed

Date 24th Oct 09

Weekly Maintenance Checks - Bus Station W/C 26 oct 09

OUTCOME	ISSUES	Poor	Fair	Good	Item
		***		۷	Lighting throughout
				~	Lift
				~	Escalators
				V	Concourse bay doors
				V	Concourse signage
				V	Concourse light boxes
	Closed from 24 <sup>th</sup> due to drug mis use			2	Concourse toilet(s) 24hr
				۷	Public toilet (Disabled)
Capped off, due to leaks and one broken	Taps still an issue,			٧	Public toilet (Ladies)
	Taps still an issue, still wasting water			V	Public toilet (Men's)
OUTCOME	ISSUES	Poor	Fair	Good	Item

Cleanliness of lower mall and

concourse

Cleanliness of

Decoration throughout

Yes

Myself & some staff helping with concourse painting, to make it look nice

Windows/Glass

throughout

Yes

Loading bay / Compactor

subways
Cleaners
storage areas
and rest room

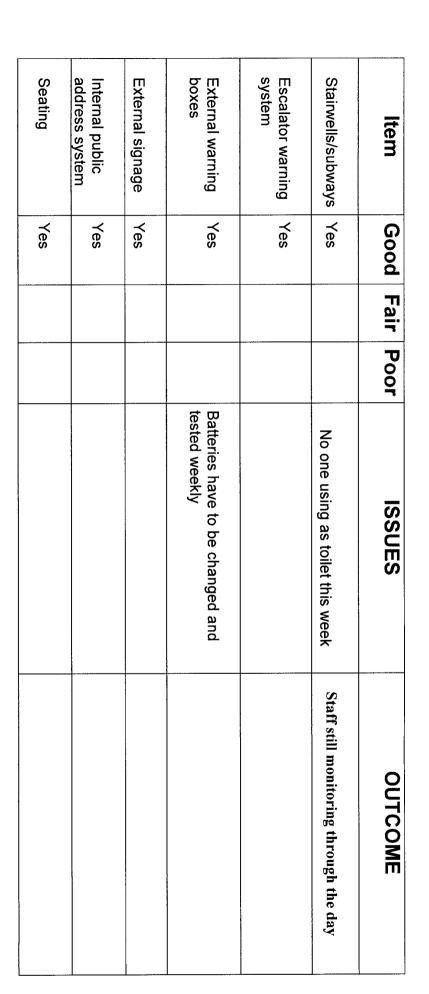
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Date 29th Oct 09

Rus Station W/C. 2nd Nov 09

Item Good Fair Poor ISS	Good	Fair	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				

ltem	Good	Fair	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				





Date 7th Nov 09

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

Public toilet			
(Men <sup>4</sup> s) Yes		Men's urinals leaking	Urinals repair in hand still awaiting
			parts, booked in for the 12 <sup>t</sup> 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			
Escalators			
Yes			
Lift			
Yes		Key Switch hanging off on Saturday.	Jackson's repaired on sat pm
Lighting Yes			

Item	Good	Fair	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				

Stainwells/subways Yes Wellington st stainwells staff reported graffiti, they cleaned it off but then it had to be repainted.  Escalator warning system  Yes Turned off for 2mins on 11/11/09  External warning boxes  External signage Yes Batteries have to be changed and lintermittently working? May need changing  External public address system  Yes Yes Seating Yes Wellington st staff reported graffiti, they cleaned it off but then it Staff still monitoring through the day  Turned back on Monitoring taxi rank box, it seems to be intermittently working? May need changing	Item	Good	Fair Poor	Poor	ISSUES	OUTCOME
Turned off for 2mins on 11/11/09 for 2minute silence  I warning  Yes  Batteries have to be changed and tested weekly  I signage  Yes  yes  Yes  Yes	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
I warning  Yes  Batteries have to be changed and tested weekly  Jublic Yes  System  Yes  Public Yes  Yes	or warning	Yes			Turned off for 2mins on 11/11/09 for 2minute silence	Turned back on
l signage public system	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
public system	External signage	Yes				
	Internal public address system	Yes				
	Seating	Yes				

Date 13th Nov 09

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes			21 <sup>st</sup> 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	Fair Poor	ISSUES	OUTCOME
Decoration throughout	Yes				
Windows/Glass				1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
throughout	Yes				
Cleanliness of					
concourse	Yes				
Cleanliness of	Yes			Graffiti on wall	Domoud
lower mall and subways				מימוונו כון אימוו	Vellioked
Cleaners				11.7	The state of the s
storage areas	Yes				
and rest room					
Loading bay /	Yes				
000000000000000000000000000000000000000					

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Date 21st Nov 09

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

Item	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet					
(Men's)	Yes				
Public toilet					
(Ladies)	Yes				
Public toilet	<b>\</b>				
(Disabled)	Yes				
Concourse			Yes		
Concourse light					
boxes	Yes				
Concourse				THE PROPERTY OF THE PROPERTY O	
signage	Yes				
Concourse bay					
doors	res				
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	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				

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Date 05th dec 09

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

	•		,		
Item	Good	Fair Poor	Poor	ISSUES	OUTCOME
Decoration					
throughout	Yes				
Windows/Glass					
throughout	Yes				
Cleanliness of					
concourse	Yes				
:	•				
lower mall and	č				
subways					
Cleaners	<b>&lt;</b>				
and rest room	(				
<b>y</b> /	Yes				
Compactor					

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Date 05th DEC 09

Weekly Maintenance Checks - Bus Station	ance Chec	KS - BI	us Statio	on W/C 6" Dec 09.	
Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Public toilet					
(Men's)	Yes				
Public toilet					
(Ladies)	Yes				
Public toilet	V				
(Disabled)	Yes				
Concourse toilet(s) 24hr			Yes	Still waiting for work to start	
-					
boxes	Yes				
Concourse					
signage	Yes				
Concourse bay					
doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes				

Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration				4 400000	
throughout	Yes				
Windows/Glass					
throughout	Yes				
Cleanliness of					
concourse	Yes				
Cleanliness of	Yes				
lower mall and					
subways				The state of the s	
Cleaners					
storage areas	Yes				
and rest room					
y /	Yes				
Collipacio					

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					addices system
					address system
				Tes	internal public
				< }	
				Yes	External signage
				Yes	External warning
					,
					system
				res	or warning
				<b>\</b>	
10.00					
				Č	Ordin w Ciloy od bwd y o
				<b>Y</b> pc	Stainwelle/eubwave
	all and a second a				
COLCONE	I SOUTO	700	di	Good Fair Foot	ומוו
OHTOOME			Π )		7

Date 12th dec 09

	Weekly Maintena	ance Chec	KS - B	us Statio	Weekly Maintenance Checks – Bus Station W/C 13th Dec 09.	
	Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
4	Public toilet	<>>>				
- 4	(Men's)	Yes				
	Public toilet (Ladies)	Yes				
	Public toilet (Disabled)	Yes				
	Concourse toilet(s) 24hr			Yes	Still waiting for work to start	
	Concourse light	< ps				
	Concourse signage	Yes				
	Concourse bay doors	Yes				
	Escalators	Yes				
	Lift	Yes				
	Lighting throughout	Yes				

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

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Date 17th Dec 09

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Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	Yes				
Public toilet (Ladies)	Yes				
Public toilet (Disabled)	Yes				
Concourse toilet(s) 24hr			Yes	Maintenance Work still out standing	
Concourse light boxes	Yes				
Concourse signage	Yes				
Concourse bay doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes	1			

Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout	Yes				
Windows/Glass throughout	Yes				
Cleanliness of					
concourse	Yes				
:		Yes		Lower mail, having problems with	Joe came and accessed water problem
subways				-	
Cleaners	< 9,				
and rest room					
Loading bay / Compactor	Yes				

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 vveekiy waintena	nce Cnec	XS - DI	S SIGIO	Weekly Maintenance Checks - Dus Station W/C 29 Dec 09.	)
 ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
 Public toilet (Men's)	Yes				
 Public toilet				The state of the s	and the second s
(Ladies)	Yes				
 Public toilet					
(Disabled)	Yes				
Concourse			Yes	Maintenance Work still out standing	
 toilet(s) 24hr					
 Concourse light boxes	Yes				
				and the second s	
 Concourse signage	Yes				
 Concourse bay doors	Yes				
Escalators	Yes				
Lift	Yes				
Lighting throughout	Yes				

Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout	Yes				
Windows/Glass throughout	Yes				
Cleanliness of					
concourse	Yes				
		Yes		Lower mail, having problems with	Neil from Richardson's been in to
Cleanliness of				water leaking through from bus level	access, will be starting Monday
lower mall and				Property help desk informed	evening to pressure hose bus level
Cleaners					Grand to allowing loans.
storage areas	Yes				
and rest room					
Loading bay / Compactor	Yes				

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Item	Good Fair Poor	Fair	Foor	ISSUES	CUTCOME
Public toilet (Men's)	۷.				
Public toilet (Ladies)	~			•	
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr	<				
Concourse light boxes	~				
Concourse signage	2				
Concourse & bus bay doors	~			Cracked pane of glass-bay 20- reported 4/1/11	
Escalators	2				
Lift	2				
Lighting & clocks throughout		~			

Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout	~				
Windows/Glass throughout	~				
Cleanliness of concourse	~				
Cleanliness of lower mall and		_		Some tiles "bubbling up" outside Travel Shop-reported 14/10/10.Still	
subways		2		week.Re reported 18/11/10./	
Cleaners storage areas and rest room	ح				
Loading bay / Compactor	2			Compactor out of order-order number raised 30/12/10.Contacted company to repair.Came out and stated it was a power problem-electricians attended-power o.ktold company to re attend 4/1/11	Repaired 5/1/11

l†om	Good Eair Door	7 0	D>>>	ISSIES	210011
	0	2	9	100000	COLCONIE
Stairwells/subways	2			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	۷.				
External warning boxes	2			•	
External signage	~				
Internal public address system	2				
Seating	۷.				

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

Th.	)	1 8	ָד פֿיל פֿיל	The Control of Canada World Control of Canada Vol.	
ונפווו	9000	Ган	FOOI	ISSUES	OUTCOME
Public toilet (Men's)	۷.				
Public toilet (Ladies)	2		ii d		
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	~				
Concourse light boxes	2				
Concourse signage	~				
Concourse & bus bay doors	~	,		Cracked pane of glass–bay 20- reported 4/1/11	
Escalators	2			Tripped out Monday 10/1/11 afternoon-attended by Jacksons and back in action 1 hour later.	
Lift	~				
Lighting & clocks		<			

throughout					
Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout	۷				
Windows/Glass throughout	~				
Cleanliness of concourse	۷.				
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.	Repaired 18.00 Monday 10/1/11
Cleaners storage areas and rest room	~				
Loading bay / Compactor	~				

Good Fair Poor	Fair	Poor	OHTCOME
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Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	~			•	
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	2				
Concourse light boxes	2				
Concourse signage	۷.				
Concourse & bus bay doors	۷			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		7			

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

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	GOOD FAIL FOOI	٦٩١١	700	וממטרט	
Stairwells/subways	<b>V</b>				
Escalator warning system	۷				
External warning boxes	۷.				
External signage	~				
Internal public address system	۷.				
Seating	۷				

Weekly Maintenance Checks - Bus Station W/C 24th January 2011

ltem	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			Lock broken 3 <sup>rd</sup> cubicle from disabled toilet-reported 26/1/11	
Public toilet (Ladies)	~	,		•	
Public toilet (Disabled)	~	1			
Concourse toilet(s) 24hr	~				
Concourse light boxes	~				
Concourse signage	~				
Concourse & bus bay doors	~			Cracked pane of glass–bay 20- reported 4/1/11	
Escalators			2	Escalators tripped out twice on Monday 24 <sup>th</sup> January.	Repaired 10.00 25/1/11
Lift	~				
Lighting & clocks throughout		~			

ltem	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration					
throughout	~				
Windows/Glass	~				
เมาอนผู้ท้อนเ					
Cleanliness of					
concourse	۷				
Cleanliness of					
lower mall and	۷				
subways					
Cleaners					
storage areas	۷.				
and rest room					
Loading bay /	۷				
000000000000000000000000000000000000000					

Item	Good	Fair Poor	Poor	ISSUES	OUTCOME
Stairwells/subways	V				
Escalator warning system	2				
External warning boxes		2		2 boxes not functioning properly-will take them down and investigate 28/1/11	
External signage	~				
Internal public address system	2				
Seating	V				

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

ltem	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			Lock broken 3 <sup>rd</sup> cubicle from disabled toilet-reported 26/1/11. Broken lock-2 <sup>nd</sup> 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	2				
Concourse & bus bay doors	2			Cracked pane of glass–bay 20- reported 4/1/11	Repaired w/c 24/1/11
Escalators	V				
Lift	V				

Lighting & clocks throughout		٨			
Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout	ح				
Windows/Glass throughout	2				
Cleanliness of concourse	~				
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	V				
Loading bay / Compactor	~				

Item	Good	Fair Poor	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.kwill take the malfunctioning voicebox to Benn Security.
External signage	2		de la constante de la constant		
Internal public address system	~				
Seating	۷				

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

Item	Good	Fair	Item Good Fair Poor	ISSUES	OUTCOME
Public toilet				Broken lock-2 <sup>nd</sup> cubicle from end –	Repaired 7/2/11
(Men's)	2			reported 4/2/11.	
				2 toilets blocked-reported 7/2/11.	Unblocked 7/2/11
Public toilet	•				
(Ladies)	۷				
Public toilet	-				
(Disabled)	۷				
Concourse	2			Soap dispenser ripped off wall-reported	Repaired 9/2/11
Concourse light boxes	_				
Concourse	ح				
Concourse & bus bay doors	~				
Escalators	2			Out of order 11/2/11	Repaired 12/2/11
Lift	2				
Lighting & clocks		۷			

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

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

Weekly Maintenance Checks - Bus Station W/C 14th February 2011

Item	Good	Fair	Fair Poor	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)	2				
Concourse toilet(s) 24hr	~				
Concourse light boxes	~				
Concourse signage	~				
Concourse & bus bay doors	~				
Escalators	~				
Lift	~				
Lighting & clocks		ح			

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	2				
Cleanliness of lower mall and subways	~			Crack in ceiling to subway to Newlands-reported 14/2/11	
Cleaners storage areas and rest room	2				
Loading bay / Compactor	۷.				

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Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	<b>V</b>				
Escalator warning system	۷.				
External warning boxes	٧				·
External signage	~				
Internal public address system	~				
Seating	~				

Weekly Maintenance Checks - Bus Station W/C 21st February 2011

ltem	Good	Fair	Poor	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)	2				
Concourse toilet(s) 24hr	~			Toilet lock needs attention-reported 21/2/11	Repaired 21/2/11
Concourse light boxes	2				
Concourse signage	۷.				
Concourse & bus bay doors	~				
Escalators	۷.				
Lift	~				
Lighting & clocks		~			

throughout		-			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		ح		Leak in newsagents-reported 15/2/11-spoke to 1/2/11 to chase.	
Windows/Glass throughout	2			Broken window on stairwell Mayorhold end-reported 14/2/11	Repaired 21/2/11
Cleanliness of concourse	2				
Cleanliness of lower mall and subways		2		Crack in ceiling to subway to Newlands-reported 14/2/11	
Cleaners storage areas and rest room	~				
Loading bay / Compactor	۷.		:		

				- The second sec	
Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	۷				
Escalator warning system	2				
External warning boxes	2				•
External signage	٧				
Internal public address system	2				
Seating	٧				

Weekly Maintenance Checks – Bus Station W/C 28th February 2011

Item	Good	Fair	Fair Poor	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	۷				
Concourse & bus bay doors	۷.			Door window Bay A smashed-reported 28/2/11.	Repaired 1/3/11
Escalators	~	į			
Lift	~				
Lighting & clocks throughout		~			

Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		ح		Leak in newsaments-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				Crack in ceiling to subway to Newlands-reported 14/2/11-told	
subways		۷		ceiling could come down. rang me-ceiling is being tested for asbestos.	
Cleaners storage areas and rest room	2				
Loading bay / Compactor	۷.				

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

Weekly Maintenance Checks - Bus Station W/C 7th March 2011

ltem	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			Blocked urinal-reported 28/2/11 1 <sup>st</sup> 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	2				
Concourse signage	2				
Concourse & bus bay doors	2				
Escalators	2				
Lift	2				
Lighting & clocks throughout		~			

Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration throughout		۷.		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	2				
Cleanliness of	-				
lower mall and				Newlands-reported 14/2/11-told	Due to be tested for asbestos on Sunday 13 <sup>th</sup> March
subways		~		ceiling could come down.  rang me-ceiling is being tested for asbestos.	
Cleaners storage areas					
and rest room	2				
Loading bay / Compactor	~				

ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	~				
External warning boxes	2			1 voicebox faulty-will take to Benn Security next week for repair.	•
External signage	~				
Internal public address system	~				
Seating	~				

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

Item	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			1 <sup>st</sup> hand dryer faulty.Reported 9/3/11. Two blanking plates missing from electrical boxes-reported 14/3/11	
Public toilet (Ladies)	2			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	2				
Escalators	2				
Lift	2			*	
Lighting & clocks		~			

throughout					
Item	Good	Fair	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	۷.			Crack in ceiling to subway to Newlands-reported 14/2/11-told chase 28/2/11-as ceiling could come down ceiling me-ceiling is being tested for asbestos.	Due to be tested for asbestos on Sunday 13 <sup>th</sup> March. Ceiling repaired 18/3/11
Cleaners storage areas and rest room	~				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	۷				
External warning boxes	2			1 voicebox faulty-will take to Benn Security next week for repair.	
External signage	~				
Internal public address system	~				
					A STATE OF THE PARTY OF THE PAR

Seating	
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Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	-			1 <sup>st</sup> hand dryer faulty.Reported 9/3/11. Two blanking plates missing from	Repaired.  Blanking plates renewed.14/3/11
`	2			electrical boxes-reported 14/3/11.	-
				Door damaged-3 <sup>rd</sup> door after disabled toilet-reported 21 <sup>st</sup> March.	Door repaired 22/3/11
Public toilet				Last cubicle door warped and difficult	Repaired
(Ladies)				to shut-reported 10/3/11	
	· .			Lock damaged 2 <sup>nd</sup> door down from	
	~			disabled toilet-reported 24/3/11.	
				25/3/11	
Public toilet	. 1				
(Disabled)	~				
Concourse	~				
toilet(s) 24hr					
Concourse light	٠.				
boxes	~			•	
Concourse signage	~				
Concourse & bus bay doors	~				
Escalators	~				

			~	Cleaners storage areas and rest room
			2	Cleanliness of lower mall and subways
			2	Cleanliness of concourse
			~	Windows/Glass throughout
Leak in newsagents-reported 15/2/11- spoke to 28/2/11 to chase- spoke to 28/2/11-he said that leak was being attended to.		~		Decoration throughout
ISSUES	Poor	Fair	Good	Item
		~		Lighting & clocks throughout
			~	Lift

Loading bay / Compactor
~
<u> </u>

 ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
 Stairwells/subways	V				
 Escalator warning system	۷				
 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	۷				

Seating
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Item	Good Fair Poor	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet	~				
Public toilet (Ladies)	V				
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		~		Clock time changes done 27 <sup>th</sup> Mar 11	
ווויסמאווסמנ					

ltem	Good	Fair	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	۷.			loading bay, due to it being disgusting.  I have told cleaners to keep an eye on it.	Lift lobby in loading bay now cleared and cleaned by have thanked him

Item	Good	Fair Poor	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, memoved and cleaned.
Escalator warning system	٨				
External warning boxes	~			Voice boxes are being checked by Shamus whilst on leave	
External signage	~				
Internal public address system	~				
Seating	2				

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

Item	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	2				
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr		٧		Closed off until further notice	
Concourse light boxes	~				
Concourse signage	~				
Concourse & bus bay doors	~				
Escalators	~				
Lift	~				
Lighting & clocks throughout		۷		One clock removed as the time keeps changing. Need new batteries	Ask for Batteries

142		7	ן ייני	707170	2110011
ונפווו	9000	T a ll	raii rooi	ISSUES	COLCONE
Decoration		. /			
throughout		2			
Windows/Glass	<b>V</b>				
unoagnoat					
Cleanliness of					
concourse	۷				
				, m. 1947	And the second s
Cleanliness of					
lower mall and		د			
subways		•			
Cleaners					
storage areas	۷.				
and rest room	~				
Loading bay /	۷			cleaned this area	
Compactor					

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

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

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	2				
Public toilet (Ladies)	2				
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr		2		Closed off due to being flooded	
Concourse light boxes	2				
Concourse signage	~				
Concourse & bus bay doors	~				
Escalators	~				
Lift	2				
l iahtina &	-				

Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration					- Andrews
throughout		2			
Windows/Glass					
throughout	~				
Cleanliness of					
concourse		2			
Cleanliness of					100
lower mall and		<u>د</u>			
subways		4			
Cleaners					
storage areas and rest room	~				
Loading bay / Compactor	~				

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

Weekly Maintenance Checks - Bus Station W/C 18th April 2011

ltem	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	~				
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr	~				
Concourse light boxes	۷				
Concourse signage	~				
Concourse & bus bay doors	~				
Escalators	۷			Escalators out of action 18/4/11.Reported 18/4/11	Attended to and repaired 19/4/11
Lift	۷.				
Lighting & clocks throughout		~			

Item	Good	Fair	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	N/				
throughout	<				
Cleanliness of	-				
Collecture	2				
Cleanliness of lower mall and subways	V				
Cleaners storage areas and rest room	V				
Loading bay / Compactor	۷.				

ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	۷.				
External warning boxes		۷		1 voicebox faulty-loose wires-will see if we can repair ourselves.	•
External signage	V				
Internal public address system	~				
Seating	~				

Weekly Mainten	ance Chec	KS - B	us Statio	Weekly Maintenance Checks – Bus Station W/C 25" April 2011	
Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	V				
Public toilet (Disabled)	V				
Concourse toilet(s) 24hr	V				
Concourse light boxes	~				
Concourse signage	2				
Concourse & bus bay doors	2				
Escalators	2				
Lift	2				
Lighting & clocks throughout	3	~			

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		~		spoke to 28/2/11-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	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	۷.				
Escalator warning system	۷.				
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	2				
Seating	~				

Weekly Maintenance Checks - Bus Station W/C2nd May 2011

	21.00	Į,	טומויטו	The Charles Charles Das Claudit #1/Calla May 2011	
Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet	-				
(Ladies)	2				
Public toilet (Disabled)	۷.				
Concourse toilet(s) 24hr	۷				
Concourse light boxes	۷.				
Concourse signage	2				
Concourse & bus bay doors	V				
Escalators	۷.				
Lift	~				
Lighting & clocks throughout		~			

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

Item	Good	Fair Poor	Poor	ISSUES	OUTCOME
Stairwells/subways	~				
Escalator warning system	2				
External warning boxes		ح		1 voicebox faulty-loose wires-will see if we can repair ourselves.	Repaired faulty voicebox-all voiceboxes functioning.
External signage	V				
Internal public address system	2				
Seating	V				

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

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet				Hand dryers not working correctly.Sink	Handryers renewed 12/5/11.
(Men's)		۷		in attendants office blocked-both reported 10/5/11	Sink unblocked 11/5/11
Public toilet	`			Panel under 1 <sup>st</sup> basin loose-reported	Repaired 11/5/11
(Ladies)	۷			10/5/11.	
Public toilet	ح				
(5,500,500)					
Concourse toilet(s) 24hr	۷				
Concourse light boxes	2				
Concourse signage	~				
Concourse & bus bay doors	~				
Escalators	~				
Lift	2			•	
Lighting & clocks		~			

throughout					
ltem	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		۷.		Leak in newsagents-reported 15/2/11- spoke to 28/2/11-he said that leak was being attended to.	
Windows/Glass throughout	٧				
Cleanliness of concourse	۷.		:		
Cleanliness of lower mall and subways	~				
Cleaners storage areas and rest room	2				
Loading bay / Compactor	~				

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	٨				
Escalator warning system	V				
External warning boxes	~				
External signage	~		1		
Internal public address system	~				
Seating	~				

Weekly Maintena	ance Chec	ks – Bi	us Statio	Weekly Maintenance Checks – Bus Station W/C 16th May 2011	
Item	Good Fair Poor	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	۷.				
Lift	۷.			•	
Lighting & clocks throughout		~			

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

ltem	Good Fair Poor	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	۷.				
External warning boxes	V				
External signage	~				
Internal public address system	2				
Seating	۷				

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

ltem	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~			Blocked toilet-2 <sup>nd</sup> from end-reported 27/5/11-unblocked 27/5/11	
Public toilet (Ladies)	~				
Public toilet (Disabled)	~		- Territoria		
Concourse toilet(s) 24hr	۷				
Concourse light boxes	۷				
Concourse signage	۷				
Concourse & bus bay doors		2		Door to bay 16 needs attention- reported 25/5/11	
Escalators	۷				
Lift	~				
Lighting & clocks throughout		~			

		  -			
Item	Good	Fair	Fair Poor	ISSUES	OUTCOME
Decoration					To the state of th
throughout		~			
Windows/Glass throughout	٧				
(					
Cleanliness of					
concourse	۷				
Cleanliness of					
lower mall and	۷_				
subways	4				
Cleaners storage areas	-				
and rest room	2				
Loading bay /	۷				
Compactor					

	>	1	,		
lem	6000	Fair Poor	7001	ISSUES	OUTCOME
Stairwells/subways	ح				
Escalator warning system	۷				
External warning boxes	۷.		:		
External signage	~				
Internal public address system	~				
Seating	2				

Weekly Mainten	ance Chec	cks – B	us Statio	Weekly Maintenance Checks – Bus Station W/C 30th May 2011	
Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	ح				
Public toilet (Ladies)	ح				
Public toilet (Disabled)	2				
Concourse toilet(s) 24hr	۷				
Concourse light boxes	2				
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	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	۷.				
Public toilet (Disabled)	۷				
Concourse toilet(s) 24hr	~				
Concourse light boxes	۷				
Concourse signage	۷				
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	۷.				
Lift	2				

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

1+>>>	Cood Eair Door	Π >	0>>	ISCI IEC	CHICOME
	0000	2			CONC
Stairwells/subways	V				
Escalator warning system	~				
External warning boxes	2			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	۷				

Weekly Maintenance Checks - Bus Station W/C 13h June 2011

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	۷			Broken toilet seat 1 <sup>st</sup> cubicle-reported 15/6/11	
Public toilet (Ladies)	۷				
Public toilet (Disabled)	۷				
Concourse toilet(s) 24hr	۷				
Concourse light boxes	۷				
Concourse signage	۷				
Concourse & bus bay doors		~		Door to bay A difficult to open-Amattended 14 <sup>th</sup> June.  Water coming through ceiling by bay G-reported 14 <sup>th</sup> June	Repaired 15/6/11
Escalators	٧				
Lift	~				

Lighting & clocks throughout		<			
Item	Good	Fair	Poor	ISSUES	OUTCOME
Decoration throughout		~			
Windows/Glass throughout	~				
Cleanliness of concourse	~			79	
Cleanliness of lower mall and subways	V				
Cleaners storage areas and rest room	V				
Loading bay / Compactor	~				

 Item	Good	Fair Poor	Poor	ISSUES
 Stairwells/subways	۷.			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	<b>V</b>			
External warning boxes	ح			Voicebox by National Express ba malfunction-will take down and investigate 4/6/11
 External signage	۷.			
 Internal public address system	2			
 Seating	~			

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

Item	Good	Fair	Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	۷			Broken toilet seat 1 <sup>st</sup> cubicle-reported 15/6/11	Repaired
Public toilet (Ladies)	۷.			2 panels loose-reported 20/6/11	Repaired
Public toilet (Disabled)	~				
Concourse toilet(s) 24hr	۷	;			
Concourse light boxes	۷				
Concourse signage	۷				
Concourse & bus bay doors		2		Door to bay A difficult to open- ttended 14 <sup>th</sup> June. Still outstanding 24/6/11	
Escalators	7				
Lift	۷				
Lighting & clocks		<			

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

The second secon					
ltem	Good	Fair Poor	Poor	ISSUES	OUTCOME
Stairwells/subways	V			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	۷.			Voicebox by National Express bay-malfunction-will take down and investigate 4/6/11	Voicebox taken to Benn Security 14/6/11
External signage	V				
Internal public address system	2				
Seating	۷.				

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

Item	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet			ح	Standards are not as expected in the	
(Men's)			~	toilets, staff will be guided through what	
				to do by management	
Public toilet			•	Standards are not as expected in the	
(Ladies)			~	toilets, staff will be guided through what	
				to do by management	
Public toilet				Standards are not as expected in the	
(Disabled)		۷		toilets, staff will be guided through what	
				to do by management	
Concourse		۷		Standards are not as expected in the	
toilet(s) 24hr	•	~		toilets, staff will be guided through what	
				to do by management	
Concourse light	_				
boxes	~				
Concourse	-				
signage	2				
Concourse &				Door to bay A difficult to open-	
bus bay doors		۷		attended 14 <sup>th</sup> June.	
7					
Escalators	~				
Lift	۷				

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

Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	V			•	
Escalator warning system	۷				
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	V				
Internal public address system	2				
Seating	2				

Item Good Fair Poor ISSU	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)		2		Standards are not as expected in the toilets, staff will be guided through what	Deep cleaned to a good/fair standard by and and 7/11
				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. 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	
Concourse		2		Standards are not as expected in the	
- (-)				to do by management	
Concourse light boxes	٨		:		
Concourse signage	۷.				
Concourse & bus bay doors		۷.		Door to bay A difficult to open————————————————————————————————————	
Escalators	٧				

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

ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	V				
Escalator warning system	~				
External warning boxes	2			Voicebox by National Express bay-malfunction-will take down and investigate 4/6/11	Voicebox fitted and back in full working order.
External signage	V	-			
Internal public address system	2				
Seating	~				

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W/C 11th July 2011

Item Good Fair Poor ISSUE	Good	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)		۷		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)		2		Blockage in ladies toilet-reported 5/7/11	Toilets and sinks cleaned by and 11/7/11.  Blockage cleared 12/7/11.
				Leak reported 14/7/11	Attended 14/7/11.
Public toilet		~		Standards are not as expected in the	
(Disabled)		~		to ilets, staff will be guided through what to do by management	
Concourse	:	1		Standards are not as expected in the	
toilet(s) 24hr				toilets, staff will be guided through what	
Concourse light				to do by management	
boxes	۷				
Concourse signage	۷				
Concourse & bus bay doors		ح	-	Door to bay A difficult to openation attended 14 <sup>th</sup> June.  Still outstanding 24/6/11-re reported to	
				5/7/11.Spoke to 14/7/11-said he will chase.	•
Escalators	~				

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

				The state of the s	
ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	7			Hole appeared entrance to Greyfriars —reported 14/7/11.	
Escalator warning system	V				
External warning boxes	~				
External signage	~				
Internal public address system	2				
Seating	۷				

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

Item	Good	Fair	Fair Poor	Item Good Fair Poor ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	~				
Public toilet (Disabled)		2		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	ح		***************************************		
Concourse signage	~				
Concourse & bus bay doors		~		Door to bay A difficult to open- attended 14 <sup>th</sup> 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	~				

Loading bay / Compactor	Cleaners storage areas and rest room	Cleanliness of lower mall and subways	Cleanliness of concourse	Windows/Glass throughout	Decoration throughout	Item	Lighting & clocks throughout	Lift
~	~	~	~	~		Good		۷.
					7	Fair	~	
						Poor		
						*		
					*	ISSUES	Ç	
						OUTCOME		

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

ונפווו	6000	Гälг	rair roor	ISSUES	COLCOME
Public toilet (Men's)	2			Damaged lock-reported 1/8/11	Repaired 2/8/11
Public toilet (Ladies)	~			Door and surround damaged-reported 1/8/11	Repaired 2/8/11
				Damaged hinge reported 5/8/11	Attended to 5/8/11
Public toilet		-		Standards are not as expected in the	
(Disabled)		ح		toilets, staff will be guided through what to do by management	
Concourse		ح		Standards are not as expected in the	
toilet(s) 24hr				toilets, staff will be guided through what to do by management	
Concourse light	-				
boxes	2				
Concourse	2				
Concolling &				Door to how A distinguish to page	
bus bay doors				attended 14 <sup>th</sup> June.	
		۷.		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	۷.				

Weekly Maintena	ance Chec	ks – Bı	us Statio	Weekly Maintenance Checks – Bus Station W/C 8th August 2011	
Item	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Public toilet (Men's)	2				
Public toilet (Ladies)	2	1, 4/16			
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	2				
Concourse & bus bay doors		~		Door to bay A difficult to open- attended 14 <sup>th</sup> June. Still outstanding 24/6/11-re reported to 14/7/11-said he will chase.Still outstanding 23/7/11	Repaired w/c 8/8/11
Escalators	V				

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

ltem	Good	Fair	Fair Poor	ISSUES	OUTCOME
Public toilet (Men's)	۷			Broken toilet seat-2 <sup>nd</sup> cubicle-reported 18/8/11	Repaired 19/8/11
Public toilet (Ladies)	2				
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		ح		Standards are not as expected in the toilets, staff will be guided through what to do by management	
Concourse light boxes	~				
Concourse signage	۷.				
Concourse & bus bay doors		<		Fire escape ladder near bay A insecure-reported 15/8/11	Now secured.
Escalators	2				
Lift	V				

ltem	Good Fair Poor	Fair	Poor	ISSUES	OUTCOME
Stairwells/subways	2			Hole appeared entrance to Greyfriars –reported 14/7/11.Bob Turrell came out to investigate.No repair yet 23/7/11.  Vegitation growing over handrails on steps into Bus Station from Newlands.	Cut back by 20/8/11
Escalator warning system	2				
External warning boxes	۷				
External signage	٧				
Internal public address system	2	,			

Seating	
۷.	

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

Item	Good	Fair	Fair Poor	r Poor ISSUES	OUTCOME
Public toilet (Men's)	~				
Public toilet (Ladies)	~		į		
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	2				
Concourse signage	~				
Concourse & bus bay doors		~			
Escalators	2	,			
Lift	~				