

EXAMPLE REPORT

your block's monthly report would look like this

BLOCK / SITE
Example block, West London

MANAGING AGENT
[Your managing agent]

MONTH
June 2026

VISITS THIS MONTH
4 (weekly)

PREPARED BY
Steven Rocha

NEXT VISIT
Mon 6 Jul

Areas serviced this month

- ✓ Entrance & lobby
- ✓ Stairwells & landings
- ✓ Glass, doors & handrails
- ✓ High-level cobweb removal
- ✓ Communal hallways
- ✓ Bin & recycling store
- ✓ Floors vacuumed & mopped
- ✓ External / grounds tidy

Photo record



Entrance & lobby



Communal hallway



Communal stairwell

Notes this month

- All communal areas cleaned to standard on each of the four weekly visits.
- Bin store pressure-washed on the 12th; entrance glass polished throughout.
- Leaf litter and weeds cleared from the front path and side passage.

Spotted on site — passed to you

Loose handrail on the 2nd-floor landing, and a cracked pane in the bin-store door — flagged so you can action them before a resident reports them. Your eyes and ears on site, every visit.