

APPENDIX 1 – SNAGGING TRACKER

ISSUE	PHOTO	RESPONSIBLE	NOTES	DATE COMPLETED
Item 1 Entrance 4 (Gravel Lane) sign peeling away from wall		Estate Services		Completed 21 August- sign reattached properly.
Item 2 Paintwork scratched on communal entrance doors at Entrances 2, 3 and 4. Needs repainting		Major Works Team Last communal redecoration project completed in 2018. When is next planned redecoration programme?	No planned redecoration works at this present time for MSE – will review the Major Works capital programme Q1 2026. Any works of this nature are likely to follow the MSE Canopy Installation and Concrete Repair project which will be delivered in 2027.	Entrance Doors 2, 3 & 4 were re-painted by cleaning staff – completed week 10th Nov – 14 th Nov Residents have noticed, happy & commented on the good work.
Item 3 Holes in wall near Entrance 4 secondary door.		Estate Services Team to fill holes and repaint patch		Completed 29/8/25 Gavin Orr Estate Supervisor Holes filled and area repainted.
Item 4 Faded sign on exterior (Gravel Lane) to be removed or replaced.		Estate Services Estate Team to remove redundant sign and fill holes.		Completed 28/8/25 Gavin Orr Estate Supervisor
Item 5 Outline of previous sign visible, holes need filling.		Unknown This was a legacy from the lift replacement project 2021. Signage was renewed as part of project works.	Can the holes be filled please and the area be left tidy????? REPAIRS *****	Location has been confirmed as in the ground floor entrance lobby of entrance No.3 and this was reported to Repairs on 09/01/26 to complete repair. Completed by Gavin Orr on 12/01/25
Item 6 Wooden beading and putty to glazing repair (Entrance 3) badly applied and not painted to match door. This was a Wates repair job.		Property Services Can an order be raised for Chigwell to complete the repair properly?	Requested repair be raised on the 01/09/25 Progress: Doesn't look like it has been raised. ES to follow up 14/10/25	Repair now requested – target completion date 06/02/26
Item 7 Cement residue from fire stopping after electrical installation.		Estate Services Can this be cleaned off? If not, find a suitable cleaning contractor.	Progress: Estate services will attempt to clean the stain off the brickwork. Expected completion 17/10/25	Completed 30/10/25
Item 8 Broken steps (X2) on redundant Middlesex St Stairwell.		Unknown Potentially Highways Team?	These steps are not part of the estate. Check with highways team. ES to raise with Highways 14/10/25	Order has been raised with property services 29/10/25 : HSG2544846 Chigwell completed step repairs on 10/11/25 but advised further works required which are currently

				being reviewed - Lift up to 12sqm of slabs and relay - point up to 12sqm of slabs - flaunch treads where needed
Item 9 Graffiti on multiple shop shutters, Middlesex Street and Harrow Place		Estate Services Arrange for contractor to remove graffiti/repaint shutters as previously.	Estate team to liaise with surveyors on shop owners maintaining shutters. Estate services to follow up with vacant premises.	
Item 10 Graffiti on wall near 85 Middlesex Street		Estate Services Arrange contractor to remove OR Estate Staff to paint over in white.	Estate team to paint this wall. Expected to be completed by 22/10/25	Completed 27/10/25 – re-painted with white paint by onsite staff member.
Item 11 Covers (X2) missing from door closer at Entrances No.3 and No.4		Estate Services Estate Team to source replacement covers.	Awaiting quote for replacement covers from info.gb@dormakaba.com	
Item 12 Brackets from former sign at Entrances No.2, No.3 and No.4 to be removed.		Estate services Estate team to remove redundant brackets	All redundant brackets removed & nearby signs cleaned	Completed 28/8/25 Gavin Orr Estate Supervisor
Item 13 Damaged magnetic lock at Entrance No.2		Property Services Arrange repair for magnetic lock to Petticoat Square communal entry door No.2 (Harrow Place)	Requested repair be raised in the 01/09/2025	Repair Completed
Item 13 Damaged paintwork at Entrance No.2 (Harrow Place)		Major Works Team Last communal redecoration project completed in 2018. When is next planned redecoration programme?	No planned redecoration works at this present time for MSE – will review the Major Works capital programme Q1 2026. Any works of this nature are likely to follow the MSE Canopy Installation and Concrete Repair project which will be delivered in 2027.	Paint on order, waiting for delivery. Cleaner to touch up affected area in Buckingham Green 31/10/25 To be completed when weather warms up (18/11) Doors re-painted by staff:07/12/25
Door is much heavier than others and is difficult to open.		Property Services Raise order to ease and adjust MED.	Requested repair on the 01/09/25 Progress: Estate team to follow up	Door closer adjusted by Estates Team 06/01/26

Item 14 Exposed cables at Entrance No.1 lobby area.		Estate Supervisor to establish what these cables may be.	These cables are existing fire cables for sounders/detectors	Fire cables to remain in place
Item 15 Exposed cable at Entrance No.1 lobby area.		Estate Supervisor to establish what these cables may be.	These cables are for power/lighting into the storage areas	Electrical cables to remain in place
Item 16 Sprinkler system apparatus at main entrance to Petticoat Tower		Sprinkler Project Team	Has already been agreed that these will be relocated as part of ongoing project works. To note, this is being led by Senior Principal Project Manager Dean Elsworth of the New Developments and Special Projects Team, not Major Works.	Sprinkler system apparatus has now been removed to new location, Making good to previous location wall/paintwork is incomplete – will chase
Item 17 Bin Chamber cover at Entrance No.1 (Harrow Place) small section of paintwork missing. This was caused when the bin chamber roller shutter was replaced with a different design. The unpainted section was previously covered by the old shutter.		Estate Services Neilcott may have matching paint in this colour (Buckingham Green). If so, can the estate team rectify this?	Paint is on order, awaiting delivery	Completed 11/11/25
Item 18 Hyperoptic/fibreoptic cables outside various flats.		These were provided to each flat to allow residents to have fibreoptic connection if required.	Cables are coiled neatly and left in place for future upgrades. Unclear what action may be appropriate.	These cables are fibre optic, cannot be folded. No further action
Item 19 Stains on exterior walls. Example shown is Harrow place, but applies to all walls outside flats on the 4th floor. Caused when holes were made to install the pipework for the new heating system	  	TSG Heating Project Will TSG be addressing this as part of scheduled project works? Check with Clerk of Works Martin Oscar.	Will raise with Clerk of Works for further investigation.	As per site visit on 01/09/2025 These areas have now been power washed and scrubbed with a cleaning solution by TSG Martin Oscar Action closed out.

Item 20 Redundant signage above bin chutes in various locations to be replaced.		Estate Services Replace bin chute signage where required.	Work in progress. Some have been updated.	Completed in the week of 10th Nov – 14 th Nov
Item 21 Buildup of dirt/moss on painted walls in various locations around Petticoat Square		Estate Services Cleaners to attempt cleaning. Otherwise, can this be repainted?		Cleaning ongoing
Item 22 Damage to fire stopping adjacent trunking. 4 th floor near Lift No.2.		Property Services Please raise an order for repair.	Repair requested on the 01/09/25.	Chigwell attended, awaiting survey/quote as engineer noted more firestopping damage to trunking on existing areas. The requirement for additional fire stopping is being reviewed with Head of Health and Fire safety
Item 23 Buildup of dirt/moss on painted walls in various locations around Petticoat Square		Estate Services Cleaners to attempt cleaning. Otherwise, can this be repainted?		Cleaning is ongoing.
Item 24 Damaged concrete and rust from corroding railings on Middlesex Street sub-stairwell.		Property Services Arrange PSO Inspection to identify repairs required Major Works When is the next phase of concrete repairs due?	MSE Canopy Installation and Concrete Repairs project scheduled for delivery in 2027. Consultant team in the process of being appointed. PM Rafael Cardenas of the Major Works Team is the lead. First design team meeting scheduled for 13/11/25	

			with full consultant team in attendance.	
Item 25 Electrical junction boxes on 4 th Floor are in poor condition.		Property Services Can these be replaced?		Completed by cleaning staff - in the week of 10th Nov – 14 th Nov
Item 26 Temporary installation around heating system pipework.		TSG Heating Project TSG have ordered a permanent solution. Project Manager/Clerk of Works to monitor.	Neil Clutterbuck and Martin Oscar to have oversight.	
Item 27 Redundant light fittings at various locations around Petticoat Square (almost all on private balconies). Can these be made safe and any redundant holes covered with a blanking plate where needed.		Estate Services Create a list of locations. Explore options for fixing a blanking plate where required.	Repair requested on the 01/09/25.	List to be completed fully, and send to property services or to obtain a quote from electrical contractor. Guardian contractor's onsite week starting Monday 12 th , I will ask advice regarding blanking plates & quote. This is not a repair – this is historic unfinished project work.

				
Item 28 Damaged paintwork on resident's shed, outside Flat 449.		Unknown This could be covered in the next external redecorations project. Unsure if it qualifies for repair?		
Item 29 Holes in concrete walls around Petticoat Square where former pedestrian gates were removed.		Estate Services Estate Supervisor to explore options for how these could be addressed. Major Works Will these be addressed as part of the next round of concrete repairs?	Yes. MSE Canopy Installation and Concrete Repairs project scheduled for delivery in 2027. Consultant team in the process of being appointed. PM Rafael Cardenas of the Major Works Team is the lead. First design team meeting scheduled for 13/11/25 with full consultant team in attendance.	
Item 30 Rusted electrical box on Petticoat Square, exact location TBC.		Property Services Arrange replacement of rusted electrical box. Location TBC	Repair requested on the 01/09/25.	Completed by cleaning staff - in the week of 3rd Nov – 7th Nov
Item 31 Electrical containment missing and loose in various locations, exposing wires.		Unknown Does this qualify as a repair? Are there any alternative solutions?	Estate team to raise as repair. Locations need to be confirmed 14/10/25	

