



ID	LOCATION (Bathroom, Kitchen, Living Room, Hallway.. .)	DESCRIPTION (Describe in details the outstanding issue)	RAISED BY (NAME)	DATE RAISED	COMMENT BY SITE MANAGER	COMMENT DATE	COMPLE TE YES/NO	DATE CLOSED
1	Hallway	Painting for Skirting Board is incomplete	Mr Smith	15/11/2017	This is now resolved	16/11/2017	Yes	16/11/2017
2	Toilet	Hinge for the toilet seat is loose	Mr Smith	15/11/2017	This is now resolved	16/11/2017	Yes	16/11/2017
3	Kitchen	One of the kitchen unit cabinet knob is loose	Mr Smith	15/11/2017	This is will be resolved tomorrow 17/11/2017	16/11/2017	No	