

BRANT SELF STORAGE

MAINTENANCE SCHEDULE – MELKSHAM

Site	Melksham Self Storage
Address	1 Scotland Road, Melksham, Wiltshire
Postcode	SN12 8AJ
Site Caretaker	Jason Fletcher

Weekly Site Inspection

Frequency: Every Monday at 9:00am

Responsible person: Jason Fletcher – Site Caretaker

The purpose of the weekly inspection is to ensure the site is maintained in a clean, safe, secure and presentable condition at all times. The inspection must be documented and any issues requiring further action reported to Brant Self Storage management.

1. Photographic Inspection Record

Take inspection photographs from seven consistent locations around the site. These should include the outside/entrance to the facility, the storage rows, site boundaries/perimeter and general site condition. Photographs should provide a clear weekly record of the condition and maintenance of the site.

2. Litter, Waste and General Cleanliness

Inspect all areas for litter, rubbish, fly-tipping, loose materials and debris. Remove and dispose of waste appropriately. Keep access areas, spaces between units and boundaries clean and tidy.

3. Weeds and Vegetation

Check for weeds and overgrown vegetation around units, fencing, boundaries, access routes and drainage areas. Remove or arrange treatment where required so vegetation does not become unsightly, obstruct access or cause damage.

4. Fencing, Boundaries and Security

Walk the full perimeter of the site and inspect all fencing and boundaries for damage, gaps, loose sections or signs of attempted access. Check gates, locks and access points are secure and operating correctly. Any damage must be photographed and reported promptly.

5. Storage Units

Inspect the external condition of storage units, including doors, locks, hinges and visible signs of damage, corrosion or deterioration. Vacant units requiring attention should be cleaned and left dry, secure, tidy and ready for occupation.

6. Roads, Hardstanding and Access Areas

Check vehicle and pedestrian access areas for potholes, trip hazards, standing water, obstructions, damaged surfacing or other hazards. Access and emergency routes must remain clear.

7. Drainage

Inspect visible drainage channels, gullies and surrounding areas for blockages, debris or standing water. Clear minor debris where safe to do so and report any drainage problem requiring further work.

8. Signage and Site Appearance

Check that site signage is clean, secure, legible and undamaged. The overall site should remain orderly and presentable, with no unnecessary materials, waste or equipment left in inappropriate areas.

9. Pest and Environmental Checks

Look for evidence of pests, vermin, contamination, leaks or other environmental concerns. Any issue requiring specialist attention must be reported to management.

10. Repairs and Follow-up

Minor cleaning and maintenance that can be completed safely during the visit should be dealt with immediately. Any repair, contractor work or significant maintenance requirement must be photographed, reported to Brant Self Storage management and logged for follow-up.

Monthly Detailed Condition Review

Once each month, the weekly inspection should include a more detailed review of fencing and boundaries, surfacing, drainage, vegetation, signage, unit condition and the overall external appearance of the facility. Any developing maintenance issues should be recorded and scheduled for corrective action.

Weekly Inspection Sign-Off

Inspection date:	
Inspection completed by:	Jason Fletcher
Issues / actions required:	
Signed:	