

Inspection Form for International Protection Accommodation Services

EOI & Emergency Contracts

The purpose of this inspection is to ensure that the accommodation provider is providing an accommodation service as contracted.

This template applies to centres on EOI & Emergency contracts.

Items **in yellow** apply to centres where families are present only.

Fill in this page prior to inspection:

Accommodation Service Name (Centre):	CnocArdMor Accomodation
Address:	Mountain top, Letterkeny, Co.Donegal
Eircode:	F92EAX8
Contractor (Company):	Oakgate Ltd
Manager:	Bernadette Walsh
Contracted Capacity:	32
Profile (e.g. singles/families):	Single Males
Previous issues checked. Note made of any issues that were not addressed.	Yes, the issues from the previous inspection have been addressed.
Every bedroom on register checked against bedroom list (on residents register)	Yes

Date of Inspection:	07/09/23
Arrival Time:	14.00
Departure Time:	15.49
Inspector:	Okan Ozseker
IPPS/IPAS/QTS:	IPPS

Previous Inspection

Date of last inspection:	19/08/2022
Last Inspector:	Fergal Duane
Last inspection carried out by: IPPS/IPAS or QTS	QTS

Summary of issues from last inspection and confirmation of actions from contractor:

Note to inspector: Please check on this inspection that these items have been addressed.

Fire Safety:

No Fire Alarm inspections completed. Stand along fire alarms in rooms in the houses but no inspection of these alarms.

Fire extinguisher and blanket required for each house.

Emergency Numbers to be on display in each house.

No Fire Drill completed.

No Fire training for staff completed however staff are not on site full time.

No Fire Assembly point.

Food Safety: No Issues

Bedrooms: No Issues

Posters: IOM Voluntary Returns Poster, Anti Human Trafficking Poster and No to Violence and Harassment to be put up. Emergency Numbers to be put up in each house.

First Aid: First aid kit required for each house.

The issues from the previous inspection have been addressed. However, the centre has not received the IOM Voluntary Returns, Anti Human Trafficking and No to Violence and Harassment Posters.

Part 1: Fire & Documentation

Request & review the following items:

- Copy of Resident Register on day of inspection. ☒
- Note the occupancy on day of inspection: 31
- Copy of staff list from day of inspection. **Viewed during the inspection.**
- Note the name of person on duty today: Margaret McCarville
- Copy of catering menu from day of inspection (where relevant). **N/A**
- View list of emergency numbers. ☒
- Date of last Environmental Health Officer Inspection (if applicable) N/A
- If there has been any pest control issues, a copy of most recent report. **N/A**

Security

- Is 24 hour supervision provided? ☒
Staff are not on site all day. However, a member of staff is on call 24/7.
- Is security provided by external company? **No**
- Name of security provider N/A
- Does the centre have CCTV? **No**

Fire Register

- Confirm that the centre is using the register as provided by the Department. ☒
The centre has the red book. However, it doesn't have the register provided by the Department at time of inspection.
- Check the following. Copy the 2 most recent entries under each heading:

Emergency Lighting Inspection Schedule – No Emergency Lighting in the houses.

Date	Inspected by: Company Name/Staff Member (position)	Comments

Fire Alarm & Detection System Inspection Schedule

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
15/08/23	Raymond McMonagle – Maintenance/Liaison Person	Y	N	N	Y
24/08/23	Liaison Person	Y	N	N	Y

Fire Fighting Equipment Inspection Schedule (Include all fire extinguishers, hose reels and fire blankets.) **Not recorded**

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)

Fire Exit Doors / Means of Escape Inspection Schedule

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
01/08/23	Liaison Person	Y	N	N	Y
26/08/23	Liaison Person	Y	N	N	Y

Fire Drill Procedure Inspection Schedule

Date & Time	Number of staff involved in drill	Number of residents present in centre	Number of residents evacuated	Evacuation time (length of time it took to evacuate)	Comments
12/09/23	2	5	5	20 minutes	Most of the residents were at work.

Staff Instruction and Training (Fire Safety)

Staff member(s)	Course	Instructor	Duration	Date
Raymond McMonagle – Liaison Person	Fire Safety	Eddie Boyle	3 Hours	21/12/22
Gerard Dunleavy – Assistant Liaison Person	Fire Safety	Eddie Boyle	3 Hours	21/12/22

Fire Exits, Emergency Lighting, Smoke Alarms, Fire Notices (check as you are going around)

Are fire exits clear from obstruction?	Y
Are they unlocked?	Locked. Easy to open.
Are fire exits clearly posted throughout the building?	Y
Are all fire doors kept closed?	Y

Are fire evacuation instructions clearly displayed in the centre?	Y
Are fire extinguishers clearly visible?	Y
Is there emergency lighting system in place?	N
Comments:	No Emergency Lighting in the houses.

Part 2: Accommodation Units & Communal Facilities

Please note that the setup of the centre can either be own door units or bedrooms with communal facilities (or a mix). In the case of own door units, please check each unit against the bedroom, kitchen facilities, dining and living space requirements.

Reception Area – *(The following are not mandatory for EOI/Emergency Contracts however should be noted as part of the assessment).*

- Reception area has a staff member present. **No, the accommodation is made of separate houses.**
- First aid kits are available ☒

Posters/information are visible, take note of what can be supplied to provider by IPPS	Present	To be provided
Up to date House Rules – confirm that residents are brought through the house rules on arrival	Y	
IPAS Code of Practice		Y
Complaint Forms		Y
Accident/ Incident procedure		Y
HSE Breastfeeding Posters		
Designated Liaison Person details (Child Protection)		Y
Safety Statement/Child Safety Statement		Y
Supervision of children notice		
IOM Voluntary Return Posters		Y
Anti-human trafficking Posters		Y
'No to Violence & Harassment' Posters		Y

- There is a visitor meeting area in the vicinity of the reception where residents can welcome guests. It is clean, functional, fixtures and fittings are in good condition and fit for purpose. **N/A**
- There is evidence that a visitor sign in and child safety procedure for visitors is in place. **N/A**
- There is a public toilet in the vicinity of the reception which is open, clean (evidence of a cleaning list in bathroom), soap, hand drying facilities, toilets are functional and fit for purpose. **N/A**

- Note the heating arrangements.

Note any issues seen in reception area/visitor meeting room/public toilet:

The centre is made up of separate houses. There is no reception area/visitor meeting room or public toilet.

Note the heating arrangement (for whole centre):

Timer – each house – Electric.

The centre is comfortably heated throughout.

WiFi

- Connect to the WiFi that residents use.
- Check the connection at various points throughout the inspection.
- Ask a few residents if the WiFi connection is sufficient.

Note results of speed tests and locations:

37.6 Mbps Download - 17.9 Mbps Upload

The centre has fibre broadband. This was tested in several houses. The results were satisfactory.

Kitchen Facilities for Residents to Cook for themselves (*if Independent Living*):

Can be either communal or within each accommodation unit. Note the set up in this centre:

The kitchen facilities are in each accommodation unit.

- Are the cooking stations clean and functional? ☒
- Are there sufficient cooking utensils? ☒
- Is there a separate cooking station & utensils for halal cooking? **N/A**
- Check that a food safety management system is in place in fridge/freezers/dry storage areas.
N/A
- Do residents have 24/7 access to a Residents Canteen including sink, microwave, kettle, fridges, hot and cold water, cutlery and crockery? ☒

Note any issues observed in or comments on residents' kitchen:

No issues noted.

Dining Area

Can be either communal or within each accommodation unit.

- The dining area is clean and functional. ☒
- There is sufficient furniture including tables, chairs. ☒
- Availability of high chairs. ☐
- Tea, coffee, drinking water, fruit and snacks available to residents. **No**
- Furniture, fixtures and fittings are in good condition and are fit for use. ☒

Note any issues observed in or comments on the dining area:

Residents are giving extra vouchers if needed.

Communal Spaces – N/A

These are communal spaces, not used as a bedroom for families. *(Not applicable if centre is completely made up of own-door units).*

Please check the following in each living room:

- Room is exclusively used as a communal space room ☒
- Room is furnished as a living room including TVs & other recreational facilities. ☒
- Furniture, fixtures and fittings are in good condition and are fit for use. ☒

- No CCTV in living rooms. (Even inactive CCTV cameras are not acceptable). ☒

Note any issues observed in or comments on living rooms (note the number of living rooms):

There are communal spaces within each house. There is one living room in each house.

Check the following:

- Social space is furnished appropriately, furniture is in good condition and fit for purpose. ☒
- Social space includes TV, computers and other recreational facilities which are functional and available to residents. ☒
- Fixtures and fittings of social space(s) are in good condition. ☒
- There is a clean, functional and appropriately equipped indoor children's play area. ☐
- There is a safe, outdoor, clean outdoor children's play area. ☐

- There is a communal space which has TV & other recreational facilities. These are functional and clean. ☒

Note any issues with or comments on social spaces (including if any of the above spaces are not being provided, and note where additional facilities are being provided):

The social spaces are located within each house.

Meeting Rooms

Please check the following in each meeting room:

- Minimum of 5 chairs and a table. ☒
- Furniture, fixtures and fittings in good condition. ☒
- Room is bookable by residents. ☒
- Room has a lockable door (from inside) ☒
- No CCTV in the meeting room. (Even inactive CCTV cameras are not acceptable). ☒

Note any issues observed in or comments on meeting rooms:

There is no official meeting room. A resident can use a room in their house if necessary.

Food Hall if applicable- (Onsite Shop) – N/A

- There is a price list displayed for residents. ☐
- Epos system in operation. ☐
- Records of food delivery. ☐
- Records of refrigerator temperature checks. ☐
- Take samples (at least 5) of food items for sale, the expiration date, price.

Item for sale	Expiration Date	Points Value

Note date of last inspection by Environmental Health Officer: N/A

Note any issues observed in food hall: N/A

Shopping off-site (card/voucher system in place)

Please tick:

- Is a card/voucher system in place for residents to shop in the local area? ☒
- Has an agreement been reached with a local shop(s)? ☒
- Is the system fully functional? ☒
- Do the residents have sufficient credit to buy necessary items? ☒

Note any issues observed with or comments on card/voucher system for external shopping:

No issues noted.

Catering Service if applicable

Please tick:

- Centre has an onsite kitchen providing a catering service? ☐
- Catering service is provided through external service? ☐
- There is no catering service? ☒
- Check that menu provides for all dietary requirements and is nutritionally appropriate.
- Check for any evidence of pest/rodent activity.

HACCP checks	Notes
Food temperature	
Food storage (fridge temperature)	
Food storage (freezer temperature)	
Food safety management system	

Note any issues with or comments on catering service:

N/A

Laundry Facility

- Laundry Service in Place? ☒
- Sufficient self-service machines for number of residents? ☒
- All machines are functional? ☒
- Opening hours are reasonable? **Yes**
- Area is clean and clear of hazards? ☒
- Supply of washing powder available to residents? ☒

Note any issues with or comments on laundry area:

The laundry facilities are located within each house.

Building Exterior/Grounds:

- Grounds are well kept? ☒
- Pathways are free from hazards? ☒
- Paintwork is in good condition? ☒
- Windows appear clean and in good repair? ☒

- Any other applicable considerations.

Note any issues with or comments on building exterior/grounds:

No issues noted.

Corridors

- All corridors throughout maintained. ☒
- Is the area generally clean? ☒
- Any issues requiring attention? ☒

Note any issues with or comments on corridors:

No issues noted.

Stairways

- All stairways kept clear & maintained. ☒
- Is the area generally clean? ☒
- Any issues requiring attention? (*e.g., fire exit signs, hazards, lighting, notices, décor, etc.*) ☒

Note any issues with or comments on stairs/stairwells:

No issues noted.

Bedrooms

Check each bedroom against the below list. If there are any issues, please note the room number and issue in the box below. In each bedroom, check the following:

Occupancy:

- Number of residents to a room.
- If residents are present, and it is appropriate to engage with them, ask if there are any issues with the accommodation that they would like to discuss (*see Part 3 below*).

Physical Aspects:

- Furniture (Beds, wardrobes/ sufficient personal storage, other furniture) are in good condition and fit for use. ☒
- Access to a television (mandatory for EOI, reasonable access in common areas will suffice for Emergency). ☒
- Fixtures and fittings (floor covering, curtains, blinds, light fittings, paintwork, window openers **including child restrictors**) are properly maintained and are fit for use. ☒
- Heating and safety equipment do not present issues (e.g. is smoke alarm uncovered, does the room feel warm enough, any fire hazards). ☒

Bathroom

- Sufficient bathroom facilities for number of residents ☒
- Check for mould or other sanitary issues. Note if deep cleaning is required.
- All fixtures are in good condition and fit for use. ☒

Note any issues seen in or comments on any bedrooms (include room number):

House 2 (room 1) – No rail or wardrobe in room.

House 3 (room 1) – No rail or wardrobe in room.

House 5 (room 1) – No rail or wardrobe in room.

House 6 – Fan needs to be cleaned in Bathroom. The area above the shower also needs to be cleaned.

Note any issues seen in or comments on any bedrooms (include room number):

Summary of Issues

Fill in after inspection. This, along with the report, will be sent to the contractor, and the next inspector will use this section to verify that issues have been addressed on the next inspection.

Once received, the register from the Department should be kept up to date.

House 2 (room 1) – No rail or wardrobe in room.

House 3 (room 1) – No rail or wardrobe in room.

House 5 (room 1) – No rail or wardrobe in room.

House 6 – Fan needs to be cleaned in Bathroom. The area above the shower also needs to be cleaned.

The issues were discussed with the caretaker before exiting the centre. These issues should be addressed before the issuing of this report.



End of inspection checklist (while onsite):

- Date of last Environmental Health Officer Inspection (if applicable)
- Resident Register from day of inspection
- Staff list and name of person on duty on day of inspection
- Catering menu from day of inspection (if applicable)
- If there has been any pest control issues, get a copy of most recent report.
- Manager has signed the declaration.

Follow up:

- Check sample foodhall prices against the IPAS Points and Products list, note any discrepancy.
- Create the summary of issues sheet
- Scan report, register, staff list, menus (*if applicable*) to IPPS. Include the confidential issues page.
- The report can be scanned handwritten, no need to type it if it is legible and appropriate for publication.

Manager Declaration (for IPPS/IPAS inspections)

Manager should be asked to sign this declaration.

This inspection, by a Department official, is primarily to examine how the terms of the Contract are being complied with in the centre.

The manager accepts that the person carrying out the inspection is not charged with certifying the centre is in compliance with all fire safety regulations. The manager agrees that the information provided above is correct.

Signed: Margaret McCreville

Position: Caretaker -

Date: 7-9-2023 .

From: [Paddy Ryan](#)
To: [Marija Jokic \(DCEDIY\)](#); [Seamus McEnaney](#); [Foleys Bar Info](#)
Subject: Fwd: Inspection Report Follow Up - CnocArdMor Accomodation - Mountain Top, Letterkenny, Co Donegal - 12/12/23
Date: Tuesday 12 December 2023 14:45:33
Attachments: [Cnoc Ard Mor - Inspection Report - IPPS - 07.09.23.pdf](#)

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To the relevant officer at IPAS - CnocArdMor Accommodation - 12/12/23- Single male centre

Centre Name - CnocArdMor accomodation, Letterkenny, Co Donegal - Manager - Raymond McMonagle

In relation to the IPAS inspection carried out on the 7/9/23 by Okan Ozeker.

I can confirm, I inspected the premises today and all points raised have been addressed.

I have attached photos for your convenience

Points raised

No 1 - Fire Register - I have attached all relevant fire book entries for your convenience. Fire book are used daily at all our centres.

No 2 - Maintenance

1 - House 2, 3 and 5 (bedroom 1 only) now have access to portable rails to hang clothes as requested - **see photos attached**

2 - The Extractor fan in the main bathroom in house no 6 has been cleaned and the toilet area as requested - **see photos attached**

Attached

**** Photos of relevant points ****

I would like to thank IPAS for their assistance to date and I will ensure that high standards are maintained at this centre.

There is a dedicated manager on site to cater for all residents needs. The manager is also a trained fire warden

Kind Regards

Paddy Ryan,

Compliance Officer

McEnaney Group

12/12/23

From: Marija Jokic (DCEDIY) <
Sent: Wednesday, November 29, 2023 2:09 p.m.
To: Seamus McEnaney
Cc: DCEDIY IPPS
Subject: Inspection Report Follow Up

Dear Seamus,

Please find attached PDF copies of the IPPS Independent Inspection Reports from IPAS for ConcArdMor Accommodation Centre, dated 07/09/2023 which were completed this year.

I would be grateful if you could please review the reports and if there are any comments on the inspection reports which require remediation I would be grateful if you could please revert back to me by email confirming actions taken.

I would be grateful if we could receive your response by Wednesday, the 13/12/2023.

Kind regards,
International Protection Procurement Service

Seirbhísí an tSoláthair Cosaint Idirnáirsiúnta
International Protection Procurement Services

An Roinn Leanai, Comhionannais, Michumais, Lánpháirtíochta agus Óige
Dept. of Children, Equality, Disability, Integration & Youth

2nd Floor Montague Court, 7-11 Montague Street, Dublin 2

FIRE DRILLS / INSTRUCTION / TRAINING

DATE	NATURE OF TRAINING	PERSON GIVING INSTRUCTION	TRAINING RECEIVED BY	DURATION	House 1-6
12 Sept	Fire Evacuation	Raymond Mr Monaghan	ABC Fire Protection	20 mins	House 1, All out of work.
		Gerold Dunlop			House 2 Ben Abraham Greg Alkha
		Paul Alarm was set off, occupants proceed to the appropriate assembly point.			House 3 Empty all at work.
					House 4, Elzom Izard
					House 5 Ahmed N
					House 6 Aleksand Vashev
	All these homes are individually alarmed.				



FIRE INDUCTION TRAINING CERTIFICATE OF PARTICIPATION

This is to Certify that:

"RAYMOND MC MONAGLE"

Has completed a Fire Safety Induction on the use of Portable
Fire Extinguishers & Evacuation at :

"CNOC ARD"

Keshends,
Newtowncunningham,
Co Donegal.
Tel (074) 9156 300
Mob (086) 2554789
email: info@abcfire.ie
www.abcfire.ie

Signed

Eddie Harte

Date

21st December 2022





