

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): | Dublin City Dorms |
| Address: | 146 Parnell St, Rotunda, Dublin |
| Eircode: | D01 DH95 |
| Contractor (Company): | Dublin City Dorms Limited |
| Manager: | John Paul Mooney |
| Contracted Capacity: | 92 |
| Profile (e.g. singles/families): | SM |
| Previous issues checked. Note made of any issues that were not addressed. | N/A |
| Every bedroom on register checked against bedroom list (on residents register) | Yes |

| | |
|---------------------|-----------------------------|
| Date of Inspection: | 05/09/2023 |
| Arrival Time: | 10:10 |
| Departure Time: | 13:10 |
| Inspector: | Seán Woods & Damien Donohoe |
| IPPS/IPAS/QTS: | IPPS |

Previous Inspection

| | |
|--|-----|
| Date of last inspection: | N/A |
| Last Inspector: | N/A |
| Last inspection carried out by: IPPS/IPAS or QTS | N/A |

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.

N/A

Part 1: Fire & Documentation

Request & review the following items:

- Copy of Resident Register on day of inspection. ☒
- Note the occupancy on day of inspection: **89 – IPAS informed of 3 free bedspaces.**
- Copy of staff list from day of inspection. ☒
- Note the name of person on duty today: **Tommy Maher**
- Copy of catering menu from day of inspection (where relevant). ☒
- View list of emergency numbers. ☒
- Date of last Environmental Health Officer Inspection (if applicable) _____
- If there has been any pest control issues, a copy of most recent report ☒

Security

- Is 24 hour supervision provided? ☒
- Is security provided by external company? **No**
- Name of security provider **N/A**
- Does the centre have CCTV? ☒

Fire Register

- Confirm that the centre is using the register as provided by the Department. **To be issued.**
- Check the following. Copy the 2 most recent entries under each heading:

Emergency Lighting Inspection Schedule

| Date | Inspected by: Company Name/Staff Member (position) | Comments |
|------------|--|----------|
| 08/06/2023 | Red Fire Protection Systems Limited | N/A |
| 03/04/2023 | Red Fire Protection Systems Limited | N/A |

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) |
|------------|--|-----------|--------|-----------------------------|----------------|
| 14/08/2023 | Tommy Maher – Duty Manager | Y | N | N | Y |
| 08/08/2023 | Tommy Maher – Duty Manager | Y | N | N | Y |

Fire Fighting Equipment Inspection Schedule (Include all fire extinguishers, hose reels and fire blankets.)

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

| | | | | | |
|-------------------|--|----------|--------------------------------|----------|----------|
| 13/07/2023 | Red Fire Protection Systems Limited | Y | Empty Foam Extinguisher | Y | Y |
| 01/2023 | Red Fire Protection Systems Limited | Y | N | Y | Y |

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) |
|-------------------|--|------------------|---------------|------------------------------------|-----------------------|
| 04/09/2023 | Duty Manager | Y | N | N | Y |
| 03/09/2023 | Duty Manager | 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 |
|--|--|--|--------------------------------------|---|-----------------|
| No fire drill taken place since centre opened in January 2023 as waiting for all staff to be adequately fire trained. First fire drill scheduled for Thursday 07/09/2023. | | | | | |

Staff Instruction and Training (Fire Safety)

| Staff member(s) | Course | Instructor | Duration | Date |
|-------------------------------------|--------------------|----------------------|-----------------|-------------------|
| Josip Corluka – Duty Manager | Fire Warden | Mark Hyland | 1 day | 04/07/2023 |
| Eduardo Borsoro | Fire Warden | Michael Casey | 1 day | 13/04/2023 |

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

| | |
|---|-----|
| Are fire exits clear from obstruction? | Y |
| Are they unlocked? | Y |
| 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? | Y |
| Comments: | N/A |

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. ☒
- 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 | N/A | |
| Designated Liaison Person details (Child Protection) | Y | |
| Safety Statement/Child Safety Statement | Y | |
| Supervision of children notice | N/A | |
| 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. ☒
- There is evidence that a visitor sign in and child safety procedure for visitors is in place. ☒
- 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. ☒

- Note the heating arrangements.

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

No issues noted.

Note the heating arrangement (for whole centre):

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:

2.4/5G – Meeting room, dining room, 1st floor corridor, reception.

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:

N/A

- Are the cooking stations clean and functional? ☐
- Are there sufficient cooking utensils? ☐
- Is there a separate cooking station & utensils for halal cooking? ☐
- Check that a food safety management system is in place in fridge/freezers/dry storage areas. ☐
- 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:

N/A

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. ☒
- Tea, coffee, drinking water, fruit and snacks available to residents. ☒
- Furniture, fixtures and fittings are in good condition and are fit for use. ☒

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

Dining area also operates as a meeting place for residents.

Communal Spaces

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 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):

Broken sofa noted in recreation area (see pictures attached).

Due to location of living area (next to smoking area in basement) there has been a recent issue of flies which is being managed by centre. No pests noted during inspection, evident that traps are working well.

PCs and television available to residents.

Space also operates as a meeting room for residents along with dining area.

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:

Main meeting areas for residents are the dining area and social area as highlighted above, however residents do have access to an office space with no CCTV for meetings of a more sensitive/private nature.

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:

Well balanced meals served by external company twice daily. Breakfast provided on-site and stored in refrigeration units at temps between 0°C and 3°C.

See menu below.

No complaints from residents re: catering.

Provider has also ensured that meals are available to be taken to go so that residents do not miss meals due to work or other commitments.

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:

No issues. Bed linen done by Carrig Linen, residents responsible for own clothing laundry.

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:

N/A

Corridors

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

Note any issues with or comments on corridors:

N/A

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:

N/A

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):

A – Mould present on bathroom ceiling.

B – No issues.

C – Extension leads plug into one another in a potentially hazardous manner. Centre management should take steps to prevent hazard use of power chords within bedrooms.

D – No issues.

E – Mould present on bathroom ceiling.

F – No issues.

G – Paint peeling on bathroom ceiling.

H – Converted to office, also functions as meeting room for residents.

I – Paint peeling and some mould presence on bathroom ceiling.

J – Broken door handle in bedroom.

K – Trailing power cables across bedroom floor leading to potential fire and tripping hazard. Paint peeling in bathroom and light mould in shower area.

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.

Social Spaces:

Broken sofa noted in recreation area.

Bedrooms:

A – Mould present on bathroom ceiling.

C – Extension leads plug into one another in a potentially hazardous manner. Centre management should take steps to prevent hazard use of power chords within bedrooms.

E – Mould present on bathroom ceiling.

G – Paint peeling on bathroom ceiling.

I – Paint peeling and some mould presence on bathroom ceiling.

J – Broken door handle in bedroom.

K – Trailing power cables across bedroom floor leading to potential fire and tripping hazard. Paint peeling in bathroom and light mould in shower area.

Overall very positive feedback from residents, issues above should be well resolved by the issuing of this report as discussion was had with duty manager on exiting the centre.

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: _____

Position: _____

Date: _____

From: [Tommy Maher](#)
To: [Marija Jokic \(DCEDIY\)](#)
Cc: [DCEDIY IPPS](#)
Subject: Re: Inspection Report Follow Up
Date: Wednesday 13 December 2023 12:44:09
Attachments: [DCD RemediationReportFollowUp.docx.pdf](#)

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Hi Marija,

Please find attached in PDF form a letter on headed paper highlighting the remediation follow up on the report for Dublin City Dorms.

All the best,

Tommy Maher

On Wed, Dec 13, 2023 at 12:33 PM Tommy Maher <> wrote:

Dear Marija,

I hope this email finds you well.

As requested, the following is our remediation efforts in response to the official IPAS report (see attached) from our inspection at Dublin City Dorms in September 2023.

Summary of improvement areas identified by the inspection and response:

- It was noted that the fire register provided by the Department was not being used.

Actions Taken - We have retired our inhouse fire safety book and we have migrated to using the IPAS official fire register book and this book is currently in use and kept up to date on a daily basis.

- It was noted in the report that we hadn't done a fire drill due to waiting for all staff to be trained.

Actions Taken - all staff are now trained and fire drill evacuation was completed on 8/9/2023 at 2PM. We have also put in internal control procedures to ensure the fire evacuation drill is carried out no less than 6 monthly and that we aim to constantly monitor and improve the efficiency of the evacuation procedures.

- It was noted in the report that one couch in the TV room was identified as collapsing on one side.

Action Taken - We have since removed the broken item of furniture and additional seating provision has been provided, we have also implemented a system of checks to ensure that broken items are identified, placed on the maintenance list and actioned in a reasonable time frame.

- It was noted on the report that there was an Issue with flies identified though it was noted it was a common seasonal issue.

Action Taken - fly treatments were carried out by a pest control company and an assessment of pipe work and potential sources was undertaken and corrective action taken. We are happy that the issue has now been permanently addressed and we have procedures in place to identify any further issues that arise.

- It was noted on the report that the dining area also operates as a meeting place for residents.

Action Taken - We have assessed an identified additional space in the reception area to create a new meeting area for residents and guests outside separate to the dining area.

- It was noted that mould was present on the bathroom ceiling and some paint was peeling in some rooms.

Action Taken - We have treated and cleaned all affected bathrooms, we have also had a permanent washable mould proof cover to the affected bathrooms which have eliminated the issue.

- It was noted that extension leads were plugged into each other in a potentially hazardous manner.

Action Taken - We have made all residents aware that they can not link leads in this way and this has been flagged on our room inspections checklist. We are currently consulting with an electrician on the implementation of extra outlet sockets in order to increase the number of outlets available and also to reduce the desire to use extension leads if possible.

- It was noted that the door handle in room J was broken.

Action Taken- This item had been flagged on our maintenance list and was fixed shortly after the inspection. Our room inspection checklist includes identifying areas of maintenance and entering them on our maintenance log so that items are repaired in a speedy manner.

We are passionate about providing the best service that we can provide for residents and we are very grateful for the report process and the opportunity to improve our service in any way that we can. Please let me know if any further information on remediation is required.

On Wed, Nov 29, 2023 at 10:58 AM Marija Jokic (DCEDIY) wrote:

Dear Tommy,

Please find attached PDF copies of the IPPS Independent Inspection Reports from IPAS for Dublin City Dorms Accommodation Centre, dated 05/09/2023 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 Leanaí, Comhionannais, Míchumais, Lánpháirtíochta agus Óige

Dept. of Children, Equality, Disability, Integration & Youth

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



An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth









SCHEDULE PREP DAY:

- **MONDAY**

- CAJUN CHICKEN SAMBOS + VEGETABLE SOUP
- WHOLE CHICKEN LEGS WITH PASTA IN TOMATO CREAM SAUCE

- **TUESDAY**

- BEEF LASAGNE + SALAD
- CHICKEN CURRY + white RICE

- **WEDNESDAY**

- WHITE CREAM PASTA CHICKEN LEGS
- GIZZARDS + baby pot veg mix

- **THURSDAY**

- CHICKEN WRAPS + DORITOS
- BEEF STEW + COUSCOUS

- **FRIDAY**

- BEEF BURGERS + WEGDS
- CHICKEN CURRY + WHITE RICE

- **SATURDAY**

- ADANA KEBABS SKEWERS + NAN+ SALAD GARLIC MAYO
- CHICKEN WITH OLIVES, TAJINE ZITOUNE + yellow RICE

- **SUNDAY**

- WINGS + WEDGS GARLIC
- TOMATO BASE SEAFOOD CHOWDER + white RICE

LUNCH MUST BE done by 11 handle over to the driver
DINER MUST BE done by 11 handle over to the driver



Dublin City University

CLASSES



Company Name:

Site Address:

Dublin City Arms
Parnell St.
Dl.



IASIS

PROMPT
Register

BASIS



FMJ001033

- Routine Follow Up
- Call Out
- Q.A. Visit
- E.F.K.s

| | |
|--------------------|---------|
| Date: | 17/7/23 |
| Additional Charge? | Y N |
| Page No. | 1 |
| Cost No. | |

Report No. 09500

Active Monitor Report - Service Report

| Active Monitor Report - Service Report | | | | | | | | | |
|--|-----------------------|-------------------------|--|--|------------------------|--|-----------------------|--|--|
| Monitor Ref. | | | | | | | | | |
| Type | | | | | | | | | |
| Condition | | | | | | | | | |
| Evidence | | | | | | | | | |
| Action Taken | | | | | | | | | |
| | Type | Evidence | Risk Assessment | | Rodenticides | | Insecticides | | |
| BT | Box: Part | Full Test | | | Brodifacoum | | Aldrin Cockroach Gel | | |
| BT | Box: Full | No trapped Pests | Any Signs? Have you checked during the last 30 days? <input type="checkbox"/> Grade: Yes or No | | Crimethiazole | | Machona Dust | | |
| BT | Assigned Monitor | | | | Crimethiazole in block | | Machona Paste | | |
| EPK | Block: Fly x Bar | | | | Bioradukolene Chain | | Fenitrothion | | |
| | Condition | Action Taken | YES NO | | Alphachlorosis | | Fenitrothion | | |
| CL | Water for LDC | Monitor re-moistened | | | Chloroethene | | K.Othrine - K.Othrine | | |
| MA | Box Access to Monitor | Spot and bait to second | If Yes, provide details in case of | | Nix - Toxic Bait | | Fipronil Bait | | |
| MA | Water in Monitor | Water in Monitor | If Yes, provide details in case of | | | | Fipronil Bait | | |

Additional Corrective Action / Service - Delivery Notes / Observations

Routine pest inspection carried out on premises.
No pest activity found at this time.

Proofing Or Other Preventive Measures Recommended / Hazards Noted

Details of Invoice / Payment

| | | | | | | |
|-----------------|--------|--|-----|--|-------|--|
| Invoice Address | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Charge | | Vat | | Total | |

Customer's Signature: _____

Operative / Technician



146 Parnell Street
Dublin 1

13/12/2023

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Action Taken - We have assessed an identified additional space in the reception area to create a new meeting area for residents and guests outside separate to the dining area.

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We are passionate about providing the best service that we can provide for residents and we are very grateful for the report process and the opportunity to improve our service in any way that we can. Please let me know if any further information on remediation is required.

Yours sincerely,

Tommy Maher

General Manager

Dublin City Dorms Accommodation Centre