

## 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):	Robinsons Hall Apartments
Address:	Port Road, Letterkenny, Co. Donegal
Eircode:	F92 T9K7
Contractor (Company):	Brimwood Ltd
Manager:	Aidan Cannon
Contracted Capacity:	20
Profile (e.g. singles/families):	Single Males
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

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Date of Inspection:	01/09/2023
Arrival Time:	11.45
Departure Time:	13.49
Inspector:	Okan Ozseker
IPPS/IPAS/QTS:	IPPS

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#### 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: 20
- Copy of staff list from day of inspection. ☒
- Note the name of person on duty today: Aidan Cannon
- 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? ☒
- Is security provided by external company? ☒
- Name of security provider Own Security and Stephen Hegarty
- Does the centre have CCTV? ☒

### Fire Register

- Confirm that the centre is using the register as provided by the Department. ☒  
**The centre had the register at time of inspection. However, at time of inspection the centre was not recording inspection schedules.**
- 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

#### 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)

**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)

### 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)

### 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

### Staff Instruction and Training (Fire Safety)

Staff member(s)	Course	Instructor	Duration	Date
Dermot Mills – Maintenance Manager	Fire Safety Training	Hugh Cannon	1 day	22/03/23
Aidan Cannon – Duty Manager	Fire Safety Training	Hugh Cannon	1 day	22/03/23

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

Are fire exits clear from obstruction?	Yes
Are they unlocked?	No. Easy to open
Are fire exits clearly posted throughout the building?	Yes
Are all fire doors kept closed?	Yes
Are fire evacuation instructions clearly displayed in the centre?	Yes
Are fire extinguishers clearly visible?	Yes
Is there emergency lighting system in place?	Yes
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.  
**There is no reception area in Robinsons Hall.**
- 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. **N/A**
- 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. **N/A**

- Note the heating arrangements.

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

**Note the heating arrangement (for whole centre):**

**Oil heating, Electric. 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:**

**The centre has fibre broadband. This was tested during the inspection. 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? **N/A**

**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:**

**The residents receive an extra allowance from the provider.**

### **Communal Spaces**

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 is a living room in each apartment.**

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):**

**No issues noted.**

## **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 meeting room in Robinsons Hall. Meeting room available in Westside Apartments if required by residents.**

**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:**

**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:**

**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:**

**Each apartment has its own laundry facilities.**

**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:**

**Socket needs fixed in stairway.**

## 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):**

**Apartment 1**

**Room 2 - couldn't enter. Residents were out. No key to enter room.**

**Apartment 2 –**

**Room 1 - Mould/Mildew present on wall near ceiling.**

**Room 1 – Mould/Mildew/Black stain present on each side of window.**

**Room 2 – Mildew/Mould present near ceiling.**

**Bathroom wall needs to be repainted.**

**Apartment 3 – Press was missing hob. Needs fixed.**

**Apartment 3 – Kitchen wall needs to be repainted.**

**Apartment 3 – Bathroom wall needs to be repainted. Mould/Mildew in corner of bathroom.**

**Room 3 – couldn't enter. Residents were out. No key to enter room.**

**No issues in the other rooms.**



**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.

**Fire register provided by the Department needs to be kept up to date.**

**Socket needs fixed in stairway.**

### **Apartment 1**

**Room 2 - couldn't enter. Residents were out. No key to enter room.**

### **Apartment 2**

**Room 1 - Mould/Mildew present on wall near ceiling.**

**Room 1 – Mould/Mildew/Black stain present on each side of window.**

**Room 2 – Mildew/Mould present near ceiling.**

**Bathroom wall needs to be repainted.**

**Apartment 3 – Press was missing hob. Needs fixed.**

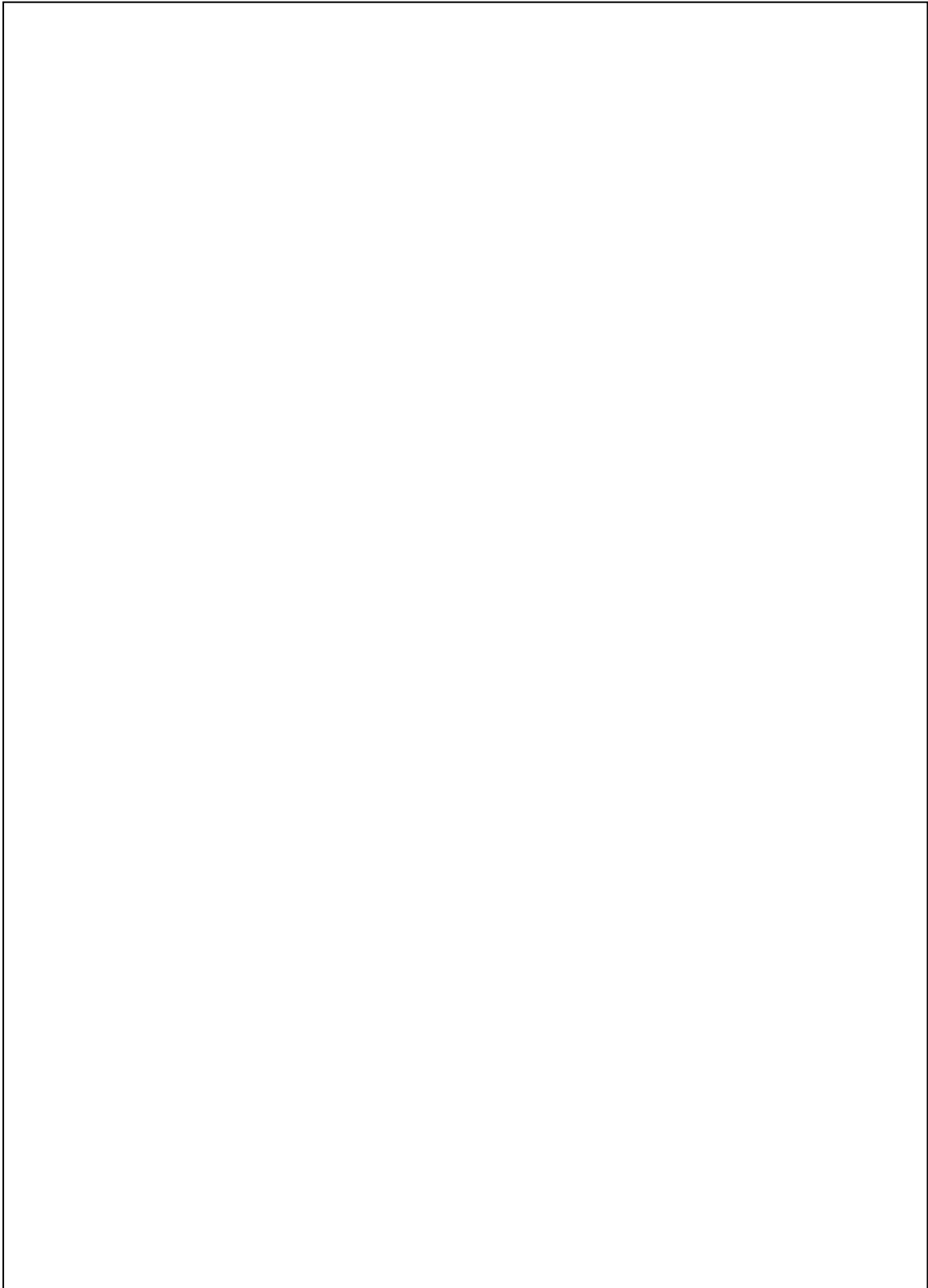
**Apartment 3 – Kitchen wall needs to be repainted.**

**Apartment 3 – Bathroom wall needs to be repainted. Mould/Mildew in corner of bathroom.**

**Room 3 – couldn't enter. Residents were out. No key to enter room.**

**The provider should have key to all apartments and all rooms.**

Issues above should be well resolved by the issuing of this report as discussion was had with centre 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.**

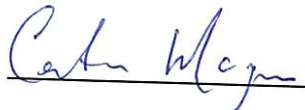
This inspection, by a Department official, is primarily to examine how the terms of the Contract are being complied with in the centre.

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:**

1/30/23

**From:** [Paddy Ryan](#)  
**To:** [Foleys Bar Info](#); [Seamus McEnaney](#); [Marija Jokic \(DCEDIY\)](#)  
**Subject:** Follow up Inspection - Robinsons Hall - Letterkenny, Co Donegal - 13/12/23  
**Date:** Wednesday 13 December 2023 17:05:30  
**Attachments:** [Robinsons Hall Apts - Inspection Report - IPPS - 01.09.23.pdf](#)

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**To the relevant officer at IPAS - Inspection at Robinsons Hall Letterkenny - 1/9/23 - Single male centre**

**Centre Name - Robinsons Hall, Letterkenny, Co Donegal - Manager - Aidan Cannon - Single male centre - points in yellow do not apply**

In relation to the IPAS inspection carried out on the 4/9/23 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 books are used daily at all our centres.

#### **No 2 - Maintenance ( Apartments 1 -3 )**

Apartments 1 -3 are currently in the process of a total revamp and work will be concluded this friday prior to Xmas. I have attached photos of the finished bathrooms for your attention. The work is of a very high standard.

I have also spoken to management and will ensure access can be gained to all apartments going forward during inspections

I have also spoken to residents about the importance of ventilation and allowing air to circulate in their respective apartments to avoid the concentration of mildew.

Management have employed two cleaners to maintain issues with ventilation going forward

**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 trained in, fire safety and cpr

Kind Regards

Paddy Ryan,

Compliance Officer

McEnaney Group











1.

(Fill in)  
**FIRE SAFETY REGISTER**

**Centre Details**

Premises Name

ROBINSONS HALL APARTMENTS

Address

PORT ROAD  
Letterkenny  
Co Donegal

Telephone

087 183 1204

Fax

E-mail

JMOADVENTURES@gmail.com

Company/Owner  
Details

JAMES MCCARVILLE

Centre Manager

AIDAN CANNON

**Fire Brigade  
Details**

Fire Officer

Fire Station  
Location

LETTERKENNY FIRE STATION

Telephone

444 / 074 9103150

\*Please note all fields are required to be completed



## 10. FIRE DRILL PROCEDURE INSPECTION SCHEDULE

[illegible]



1x per week (usual)

6. EMERGENCY LIGHTING INSPECTION SCHEDULE

**\* Attach all copies of maintenance certificates to folder**

[illegible]



Monthly (1x per month)

## 8. FIRE FIGHTING EQUIPMENT INSPECTION SCHEDULE

**Inspection to include all fire extinguishers, hose reels and fire blankets.**

**\* Attach all copies of all contractor maintenance/inspection certificates to folder.**

[illegible]















1.

(Fill in)  
FIRE SAFETY REGISTER

Centre Details

Premises Name

ROBINSONS HALL APARTMENTS

Address

PORT ROAD  
Letterkenny  
Co Donegal

Telephone

087 183 1204

Fax

E-mail

JMOADVENTURES@gmail.com

Company/Owner  
Details

JAMES MCCARVILLE

Centre Manager

AIDAN CANNON

Fire Brigade  
Details

Fire Officer

Fire Station  
Location

LETTERKENNY FIRE STATION

Telephone

444 / 074 9103150

\*Please note all fields are required to be completed



## 10. FIRE DRILL PROCEDURE INSPECTION SCHEDULE

[illegible]



1x per week (usual)

6. EMERGENCY LIGHTING INSPECTION SCHEDULE

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[illegible]



