

SQF Storage & Distribution Food Safety Management System Start Up Guide



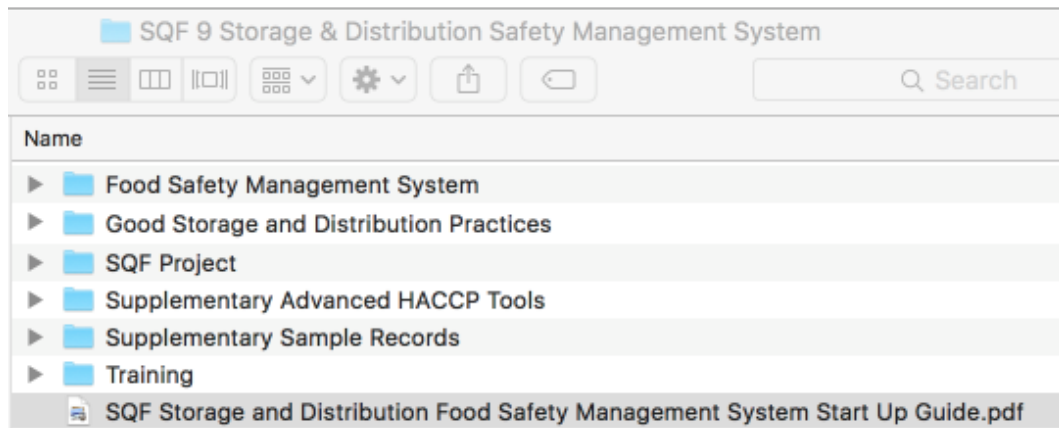
Welcome to the IFSQN SQF Storage and Distribution Food Safety Management System Start Up Guide which will guide you through the contents of the package.

The IFSQN SQF Storage and Distribution Food Safety Management System includes:

- ✓ A comprehensive set of editable SQF Storage and Distribution Food Safety Management System Procedures
- ✓ A range of easy to use Sample Record Templates
- ✓ Advanced HACCP Manual including the SQF Hazard Analysis & Food Safety Plan Template
- ✓ Introduction to the SQF Storage and Distribution Food Safety Management System Training Modules
- ✓ HACCP & Internal Auditor Training
- ✓ Sample Verification and Validation Record Templates
- ✓ Implementation Workbook
- ✓ Free Technical Support

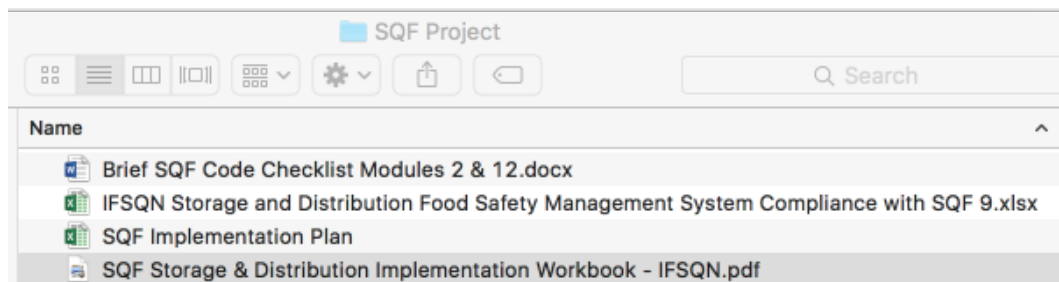
SQF Storage & Distribution Food Safety Management System Start Up Guide

When you download the package, you will find this start up guide and 6 folders containing the package documents:



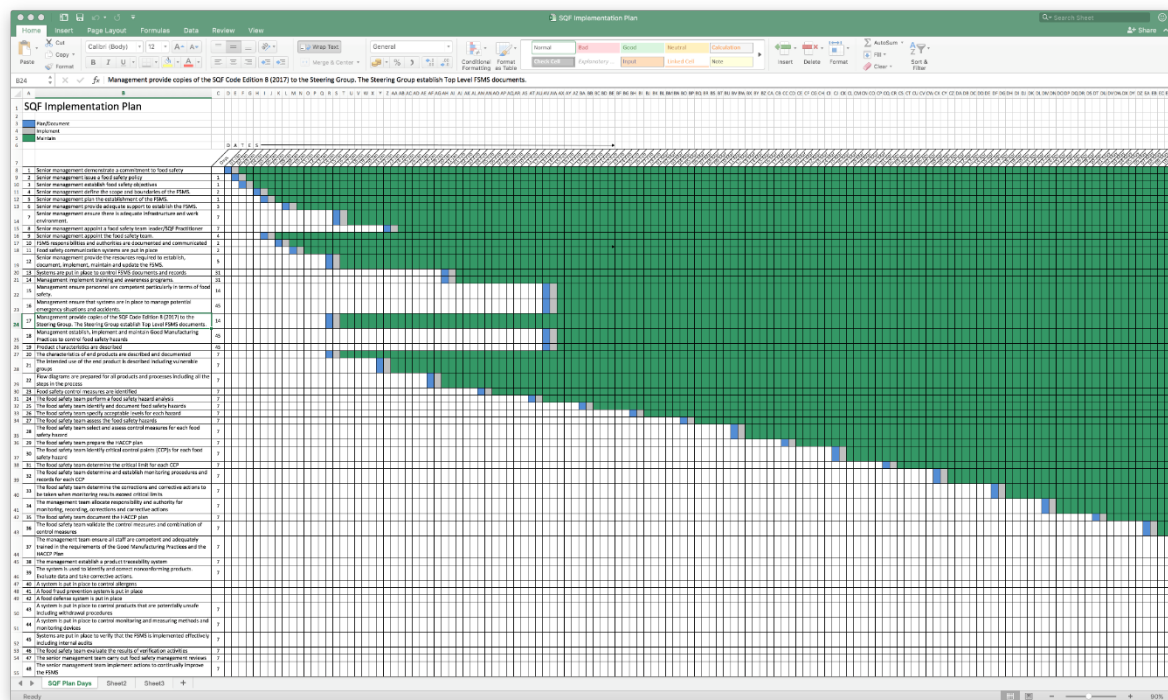
Your first job is to obtain your own copy of the [SQF Food Safety Code: Storage and Distribution Edition 9](#) from the SQFI website (It is free to download)

Start by opening the SQF Project folder:

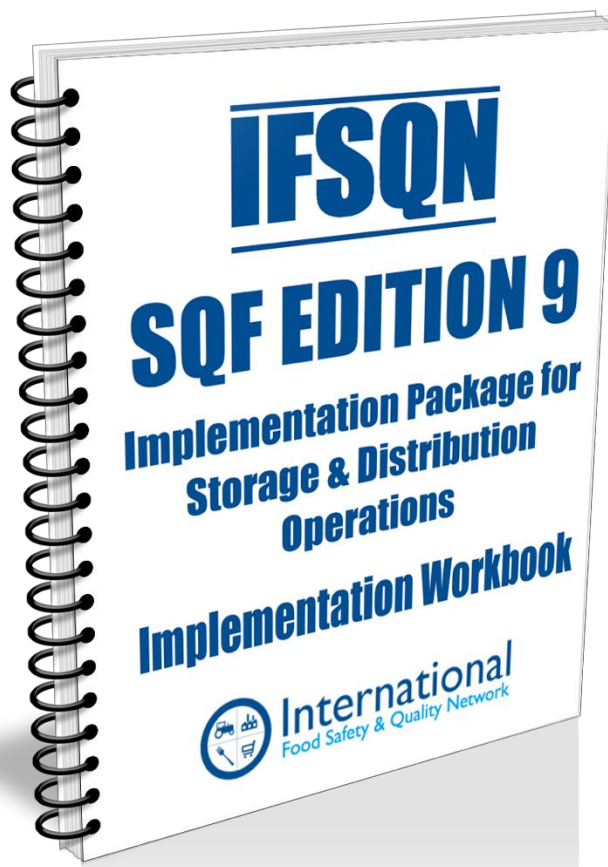


In this folder, you will find the **SQF Implementation Plan which can be used to by Senior Management to plan the development of your SQF Storage and Distribution Food Safety Management System**

SQF Storage & Distribution Food Safety Management System Start Up Guide



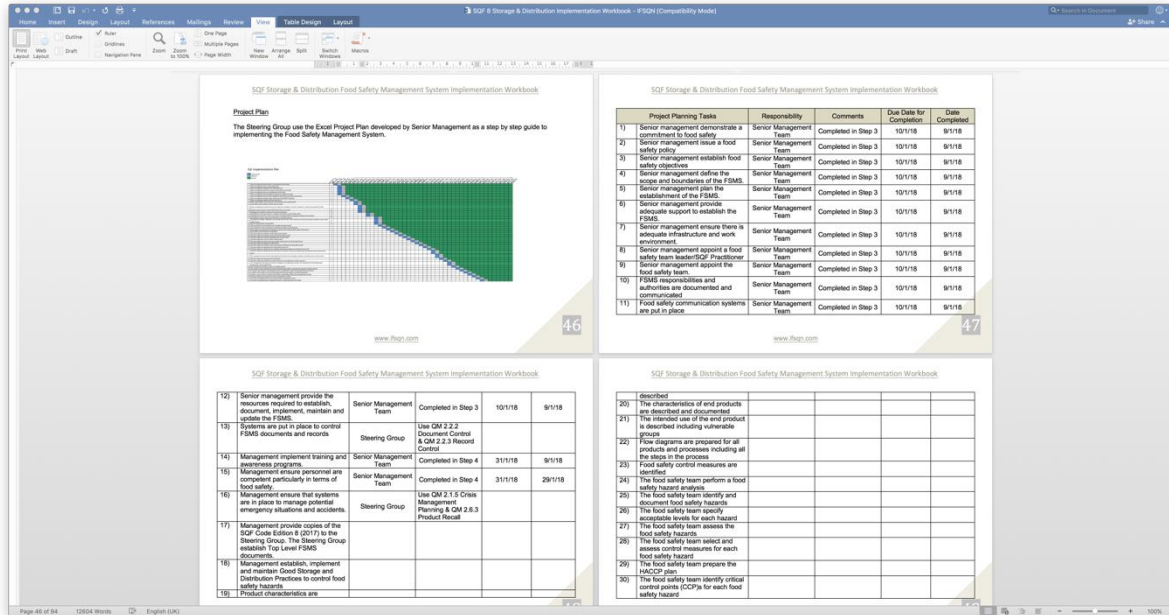
The main document in the folder is the **SQF 9 Storage & Distribution Implementation Workbook**



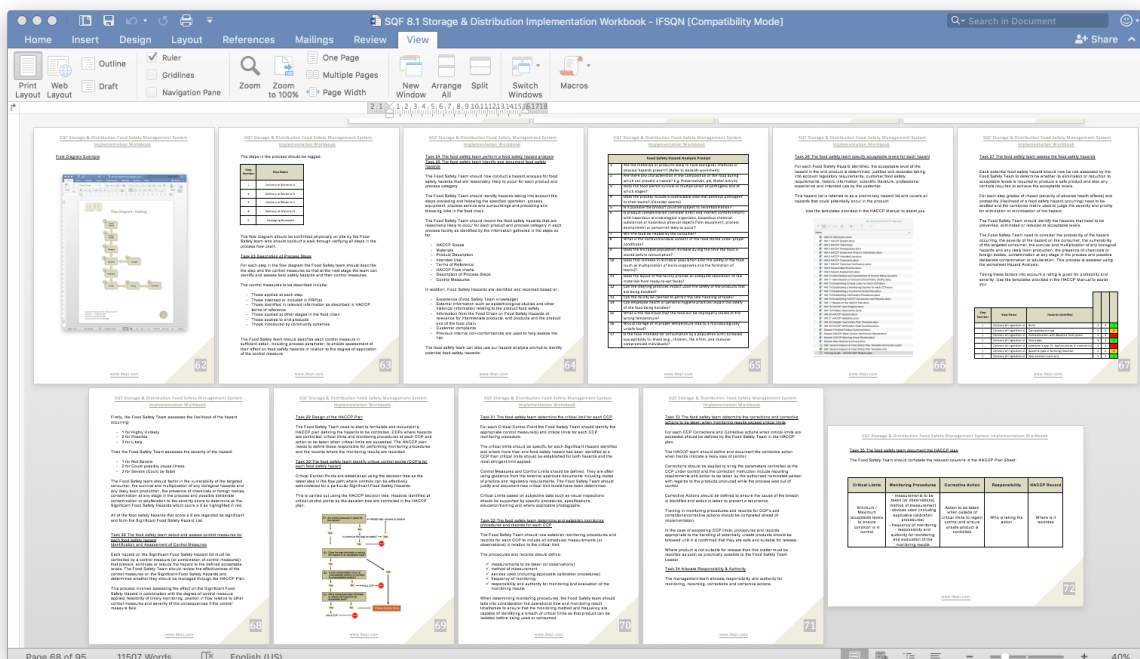
SQF Storage & Distribution Food Safety Management System Start Up Guide

Project Management

The Workbook includes guidance in establishing your SQF Storage and Distribution Food Safety Management System.

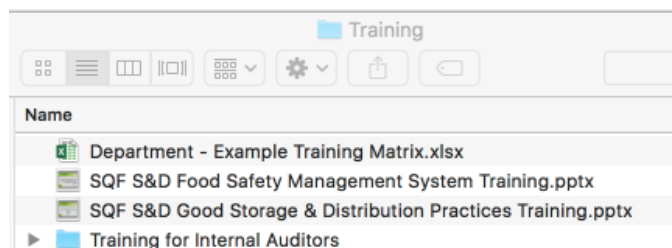


The Workbook includes guidance to establishing your Food Safety (HACCP) System



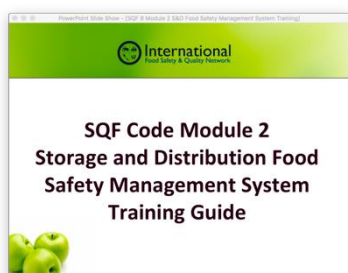
SQF Storage & Distribution Food Safety Management System Start Up Guide

The next folder to open is the Training Folder



This folder contains:

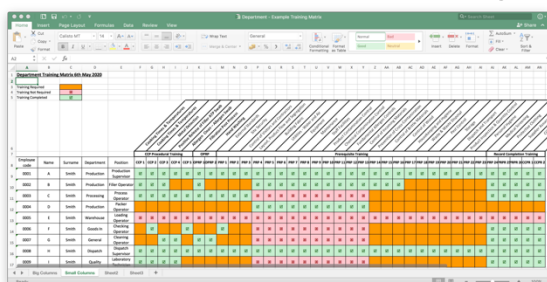
SQF System Elements S&D Food Safety Management System Training



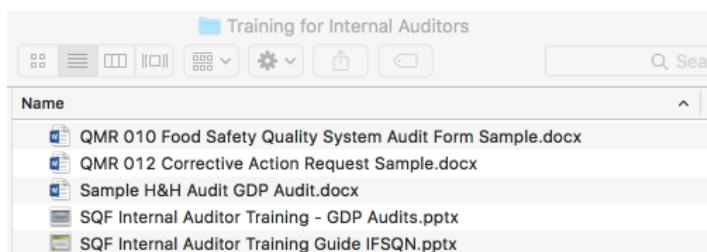
SQF S&D Good Storage & Distribution Practices Training



Department - Example Training Matrix

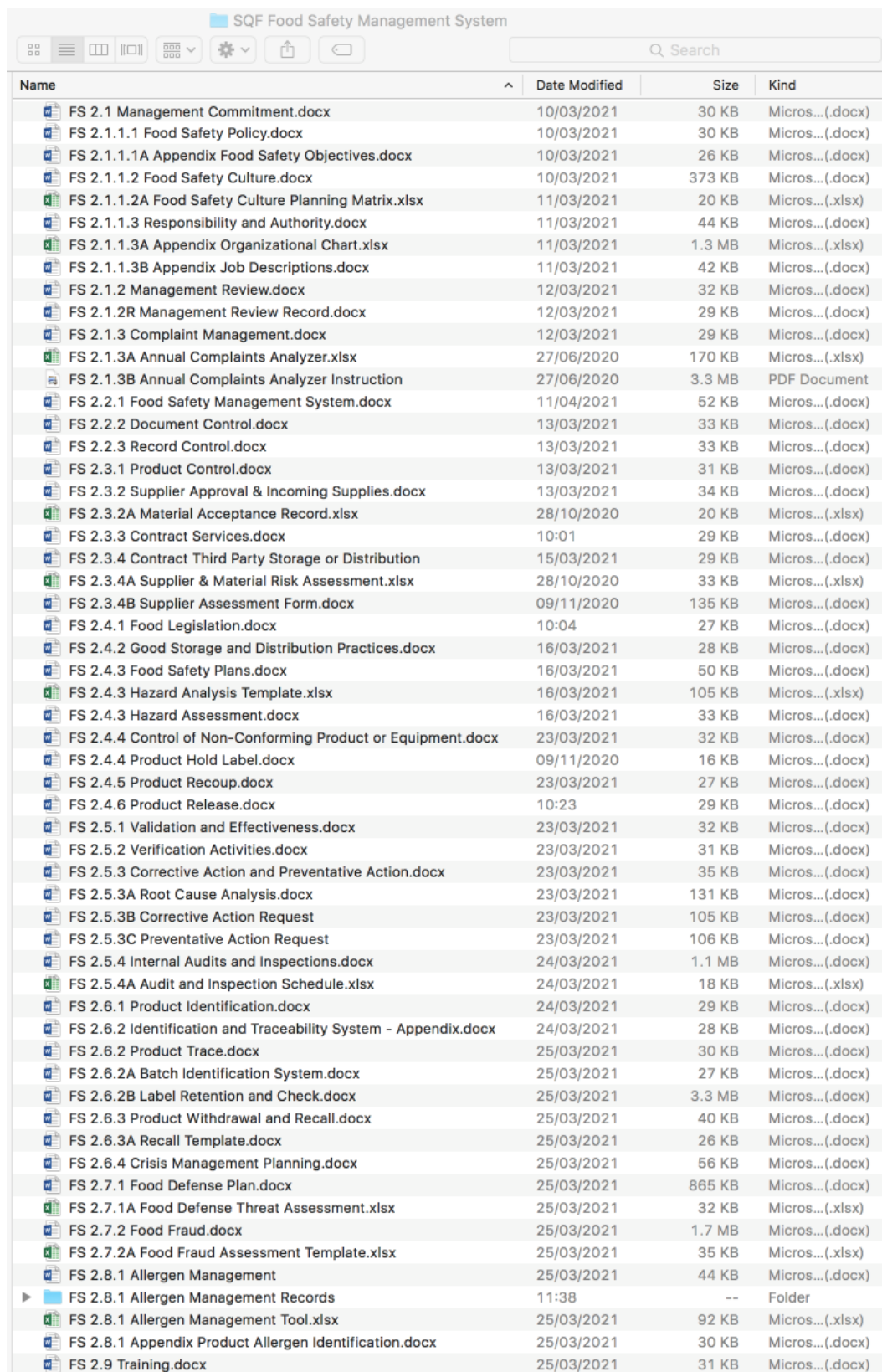
A screenshot of a spreadsheet titled 'Department - Example Training Matrix'. The spreadsheet has columns for 'Training', 'Name', 'Location', 'Frequency', 'Responsible', 'Status', and 'Comments'. The data is organized into rows, with some cells highlighted in green and others in orange, indicating different training statuses or requirements.

Training for Internal Auditors Sub-Folder - We will come back to this later



SQF Storage & Distribution Food Safety Management System Start Up Guide

The next folder to open is the Food Safety Management System folder

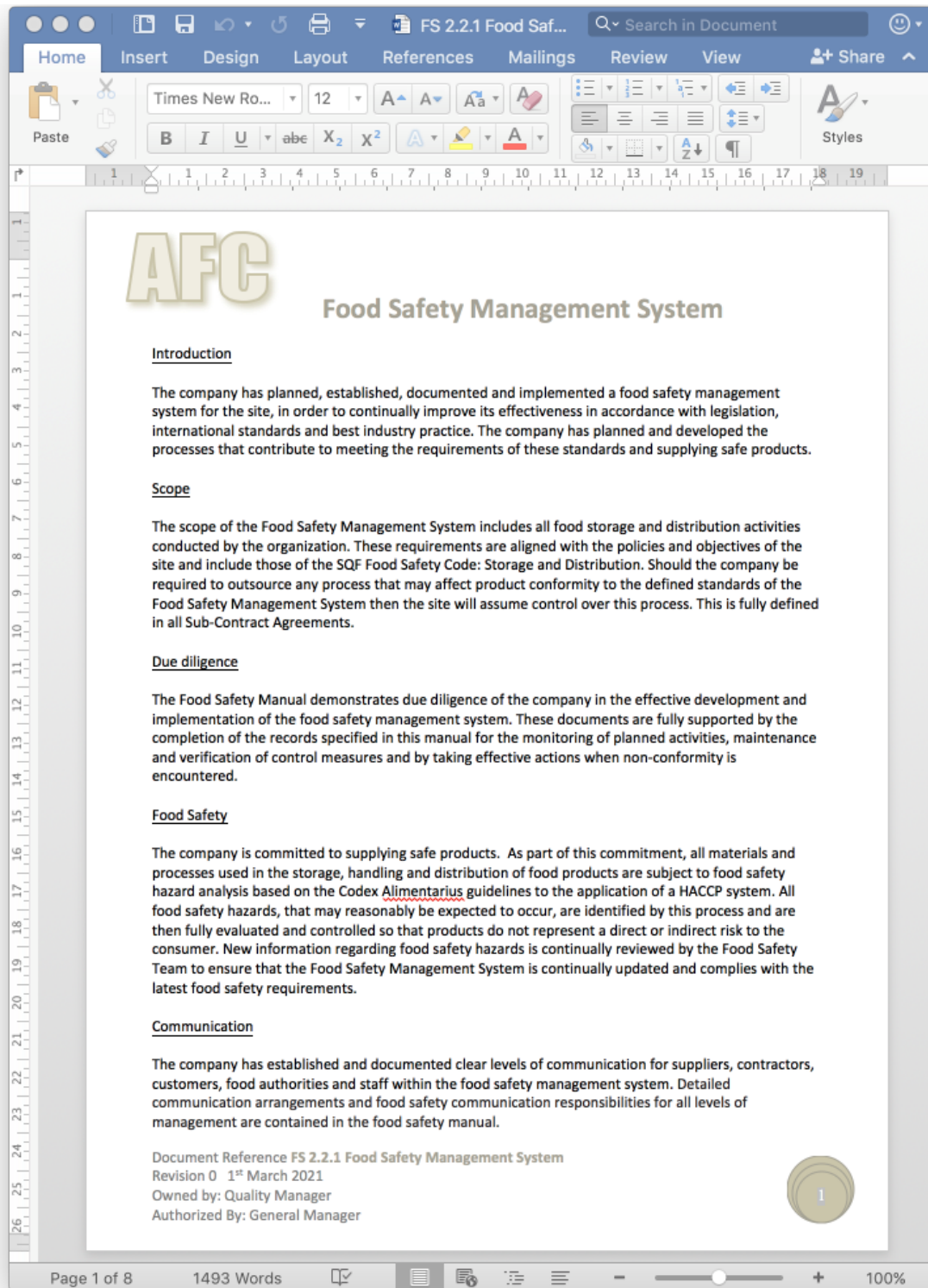


The screenshot shows a file explorer window titled "SQF Food Safety Management System". The window displays a list of files and folders organized in a table with columns: Name, Date Modified, Size, and Kind. The files are categorized by their folder structure, starting with "FS 2.1 Management Commitment.docx" and ending with "FS 2.9 Training.docx". The "FS 2.8.1 Allergen Management Records" folder is currently selected, indicated by a blue arrow icon to its left.

Name	Date Modified	Size	Kind
FS 2.1 Management Commitment.docx	10/03/2021	30 KB	Micros...(.docx)
FS 2.1.1.1 Food Safety Policy.docx	10/03/2021	30 KB	Micros...(.docx)
FS 2.1.1.1A Appendix Food Safety Objectives.docx	10/03/2021	26 KB	Micros...(.docx)
FS 2.1.1.1.2 Food Safety Culture.docx	10/03/2021	373 KB	Micros...(.docx)
FS 2.1.1.2A Food Safety Culture Planning Matrix.xlsx	11/03/2021	20 KB	Micros...(.xlsx)
FS 2.1.1.3 Responsibility and Authority.docx	11/03/2021	44 KB	Micros...(.docx)
FS 2.1.1.3A Appendix Organizational Chart.xlsx	11/03/2021	1.3 MB	Micros...(.xlsx)
FS 2.1.1.3B Appendix Job Descriptions.docx	11/03/2021	42 KB	Micros...(.docx)
FS 2.1.2 Management Review.docx	12/03/2021	32 KB	Micros...(.docx)
FS 2.1.2R Management Review Record.docx	12/03/2021	29 KB	Micros...(.docx)
FS 2.1.3 Complaint Management.docx	12/03/2021	29 KB	Micros...(.docx)
FS 2.1.3A Annual Complaints Analyzer.xlsx	27/06/2020	170 KB	Micros...(.xlsx)
FS 2.1.3B Annual Complaints Analyzer Instruction	27/06/2020	3.3 MB	PDF Document
FS 2.2.1 Food Safety Management System.docx	11/04/2021	52 KB	Micros...(.docx)
FS 2.2.2 Document Control.docx	13/03/2021	33 KB	Micros...(.docx)
FS 2.2.3 Record Control.docx	13/03/2021	33 KB	Micros...(.docx)
FS 2.3.1 Product Control.docx	13/03/2021	31 KB	Micros...(.docx)
FS 2.3.2 Supplier Approval & Incoming Supplies.docx	13/03/2021	34 KB	Micros...(.docx)
FS 2.3.2A Material Acceptance Record.xlsx	28/10/2020	20 KB	Micros...(.xlsx)
FS 2.3.3 Contract Services.docx	10:01	29 KB	Micros...(.docx)
FS 2.3.4 Contract Third Party Storage or Distribution	15/03/2021	29 KB	Micros...(.docx)
FS 2.3.4A Supplier & Material Risk Assessment.xlsx	28/10/2020	33 KB	Micros...(.xlsx)
FS 2.3.4B Supplier Assessment Form.docx	09/11/2020	135 KB	Micros...(.docx)
FS 2.4.1 Food Legislation.docx	10:04	27 KB	Micros...(.docx)
FS 2.4.2 Good Storage and Distribution Practices.docx	16/03/2021	28 KB	Micros...(.docx)
FS 2.4.3 Food Safety Plans.docx	16/03/2021	50 KB	Micros...(.docx)
FS 2.4.3 Hazard Analysis Template.xlsx	16/03/2021	105 KB	Micros...(.xlsx)
FS 2.4.3 Hazard Assessment.docx	16/03/2021	33 KB	Micros...(.docx)
FS 2.4.4 Control of Non-Conforming Product or Equipment.docx	23/03/2021	32 KB	Micros...(.docx)
FS 2.4.4 Product Hold Label.docx	09/11/2020	16 KB	Micros...(.docx)
FS 2.4.5 Product Recoup.docx	23/03/2021	27 KB	Micros...(.docx)
FS 2.4.6 Product Release.docx	10:23	29 KB	Micros...(.docx)
FS 2.5.1 Validation and Effectiveness.docx	23/03/2021	32 KB	Micros...(.docx)
FS 2.5.2 Verification Activities.docx	23/03/2021	31 KB	Micros...(.docx)
FS 2.5.3 Corrective Action and Preventative Action.docx	23/03/2021	35 KB	Micros...(.docx)
FS 2.5.3A Root Cause Analysis.docx	23/03/2021	131 KB	Micros...(.docx)
FS 2.5.3B Corrective Action Request	23/03/2021	105 KB	Micros...(.docx)
FS 2.5.3C Preventative Action Request	23/03/2021	106 KB	Micros...(.docx)
FS 2.5.4 Internal Audits and Inspections.docx	24/03/2021	1.1 MB	Micros...(.docx)
FS 2.5.4A Audit and Inspection Schedule.xlsx	24/03/2021	18 KB	Micros...(.xlsx)
FS 2.6.1 Product Identification.docx	24/03/2021	29 KB	Micros...(.docx)
FS 2.6.2 Identification and Traceability System - Appendix.docx	24/03/2021	28 KB	Micros...(.docx)
FS 2.6.2 Product Trace.docx	25/03/2021	30 KB	Micros...(.docx)
FS 2.6.2A Batch Identification System.docx	25/03/2021	27 KB	Micros...(.docx)
FS 2.6.2B Label Retention and Check.docx	25/03/2021	3.3 MB	Micros...(.docx)
FS 2.6.3 Product Withdrawal and Recall.docx	25/03/2021	40 KB	Micros...(.docx)
FS 2.6.3A Recall Template.docx	25/03/2021	26 KB	Micros...(.docx)
FS 2.6.4 Crisis Management Planning.docx	25/03/2021	56 KB	Micros...(.docx)
FS 2.7.1 Food Defense Plan.docx	25/03/2021	865 KB	Micros...(.docx)
FS 2.7.1A Food Defense Threat Assessment.xlsx	25/03/2021	32 KB	Micros...(.xlsx)
FS 2.7.2 Food Fraud.docx	25/03/2021	1.7 MB	Micros...(.docx)
FS 2.7.2A Food Fraud Assessment Template.xlsx	25/03/2021	35 KB	Micros...(.xlsx)
FS 2.8.1 Allergen Management	25/03/2021	44 KB	Micros...(.docx)
FS 2.8.1 Allergen Management Records	11:38	--	Folder
FS 2.8.1 Allergen Management Tool.xlsx	25/03/2021	92 KB	Micros...(.xlsx)
FS 2.8.1 Appendix Product Allergen Identification.docx	25/03/2021	30 KB	Micros...(.docx)
FS 2.9 Training.docx	25/03/2021	31 KB	Micros...(.docx)

SQF Storage & Distribution Food Safety Management System Start Up Guide

The IFSQN SQF Storage and Distribution Food Safety Management System Package contains a comprehensive top level Storage and Distribution Food Safety Management System procedures templates that form the foundations of your Food Safety Management System so you don't have to spend 1,000's of hours writing compliant procedures.



SQF Storage & Distribution Food Safety Management System Start Up Guide



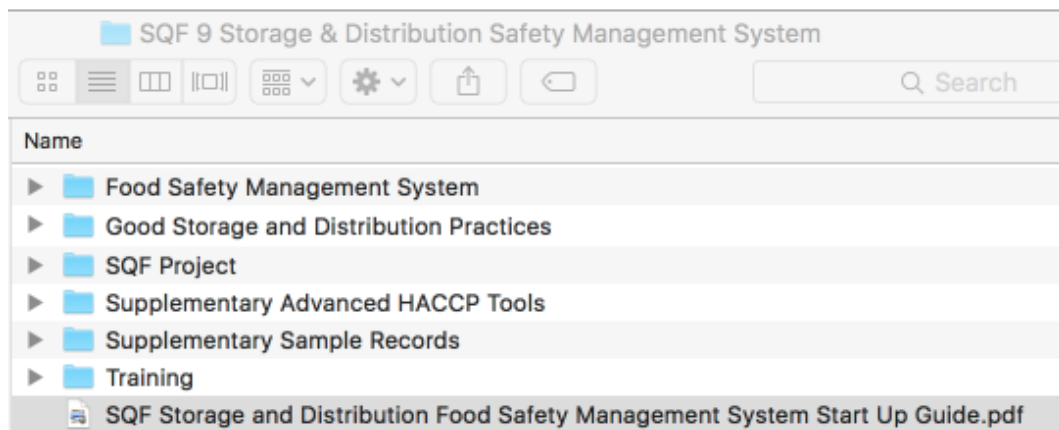
Procedures included in the SQF Storage and Distribution Food Safety Management System match the clauses of the SQF Code and are as follows:

System Elements

- FS 2.1 Management Commitment
 - FS 2.1.1 Food Safety Policy
 - FS 2.1.1.1A Appendix Food Safety Objectives
 - FS 2.1.1.2 Food Safety Culture
 - FS 2.1.1.2A Food Safety Culture Planning Matrix
 - FS 2.1.1.3 Responsibility and Authority
 - FS 2.1.1.3A Appendix Organizational Chart
 - FS 2.1.1.3B Appendix Job Descriptions
 - FS 2.1.2 Management Review
 - FS 2.1.2R Management Review Record
 - FS 2.1.3 Complaint Management
 - FS 2.1.3A Annual Complaints Analyzer
 - FS 2.1.3B Annual Complaints Analyzer Instruction
- FS 2.2 Food Packaging Safety Management System
 - FS 2.2.1 Food Packaging Safety Management System
 - FS 2.2.2 Document Control
 - FS 2.2.3 Record Control
- FS 2.3 Product Control
 - FS 2.3.1 Supplier Approval & Incoming Supplies
 - FS 2.3.2 Material Acceptance Record
 - FS 2.3.3 Contract Services

SQF Storage & Distribution Food Safety Management System Start Up Guide

The next folder to open is the Good Storage and Distribution Practices folder



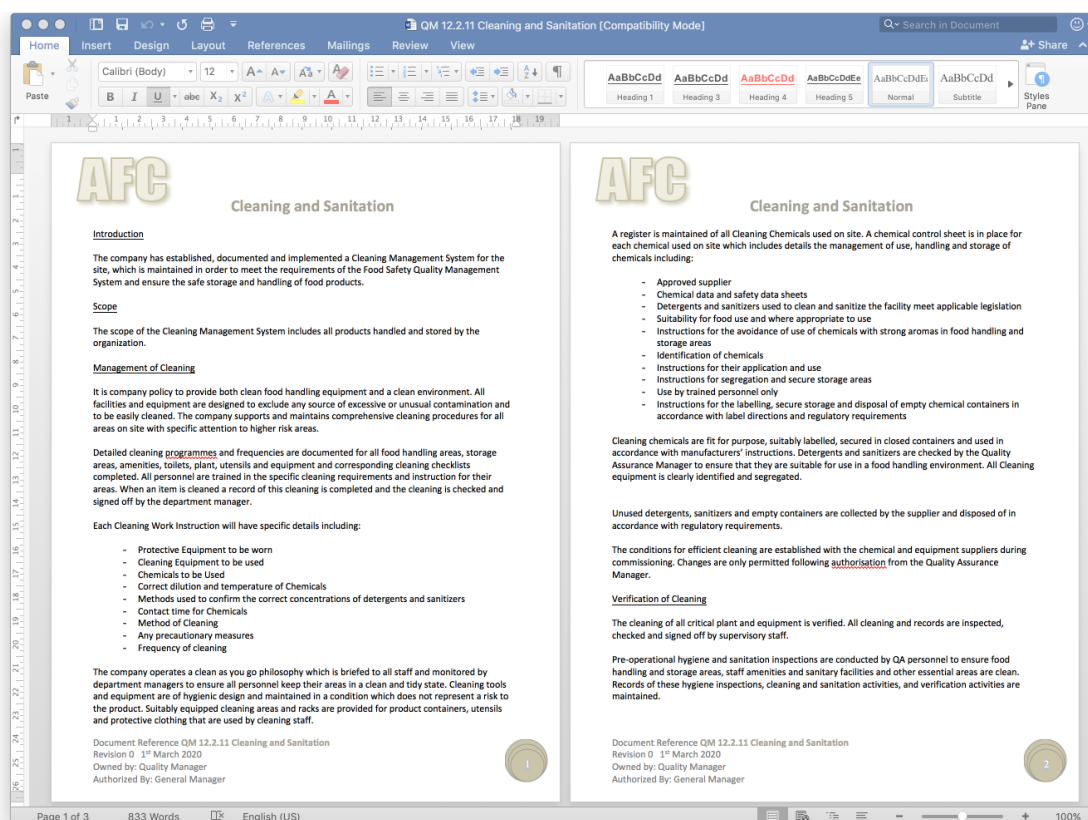
A screenshot of a file explorer window titled "Good Storage and Distribution Practices". The window shows a list of documents with columns for Name, Date Modified, Size, and Kind. The documents are listed in ascending order of date modified.

Name	Date Modified	Size	Kind
GP 12.1 Site Location and Premises.docx	26 Mar 2021, 11:31	51 KB	Micros...(.docx)
GP 12.1A Site Premises Plan.docx	26 Mar 2021, 10:57	31 KB	Micros...(.docx)
GP 12.2.1 Repairs and Maintenance.docx	26 Mar 2021, 12:00	32 KB	Micros...(.docx)
GP 12.2.2 Maintenance Staff and Contractors.docx	26 Mar 2021, 12:03	32 KB	Micros...(.docx)
GP 12.2.3 Calibration.docx	26 Mar 2021, 12:08	30 KB	Micros...(.docx)
GP 12.2.4 Pest Prevention.docx	26 Mar 2021, 12:32	35 KB	Micros...(.docx)
GP 12.2.5 Cleaning and Sanitation.docx	Today, 12:41	29 KB	Micros...(.docx)
GP 12.3 Personnel Hygiene and Welfare.docx	28 Mar 2021, 12:48	41 KB	Micros...(.docx)
GP 12.3A Protective Clo...ng Risk Assessment.docx	28 Mar 2021, 12:55	161 KB	Micros...(.docx)
GP 12.4 Hygiene Policy.docx	28 Mar 2021, 12:50	30 KB	Micros...(.docx)
GP 12.4 Personnel Processing Practices.docx	30 Mar 2021, 11:32	37 KB	Micros...(.docx)
GP 12.5 Water, Ice and Air Supply.docx	30 Mar 2021, 12:23	31 KB	Micros...(.docx)
GP 12.6 Receipt, Storage and Transport.docx	31 Mar 2021, 12:33	45 KB	Micros...(.docx)
GP 12.7.1 Separation of Functions.docx	31 Mar 2021, 12:43	30 KB	Micros...(.docx)
GP 12.7.2 Control of For...atter Contamination.docx	31 Mar 2021, 12:54	160 KB	Micros...(.docx)
GP 12.7.2A Glass Policy.docx	9 Apr 2021, 11:04	30 KB	Micros...(.docx)
GP 12.7.2B Control of Brittle Materials.docx	9 Apr 2021, 11:09	30 KB	Micros...(.docx)
GP 12.7.2C Glass & Britt...reakage Procedure.docx	9 Apr 2021, 11:12	27 KB	Micros...(.docx)
GP 12.7.2D Control of Knives.docx	9 Apr 2021, 11:20	148 KB	Micros...(.docx)
GP 12.7.3 Detection of Foreign Objects.docx	9 Apr 2021, 11:25	143 KB	Micros...(.docx)
GP 12.8 Waste Disposal.docx	11 Apr 2021, 12:20	33 KB	Micros...(.docx)

SQF Storage & Distribution Food Safety Management System Start Up Guide

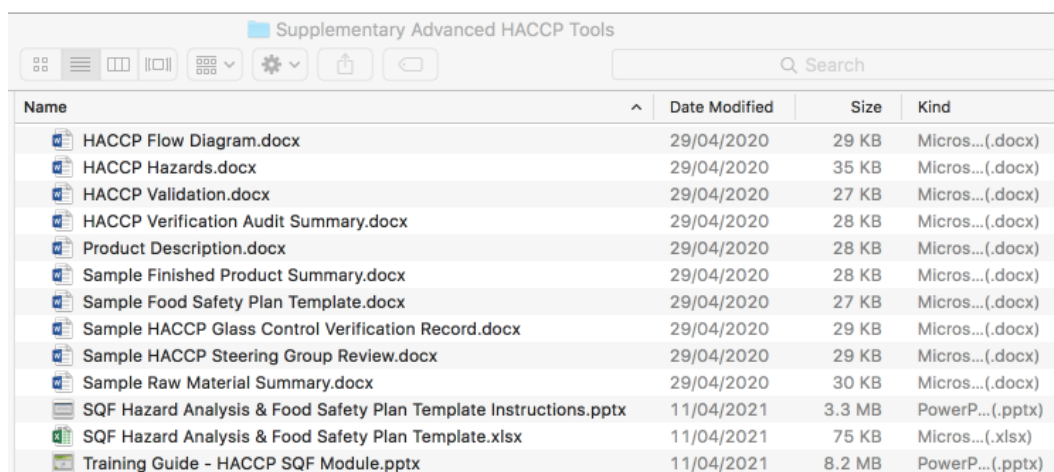
There are a set of comprehensive Good Storage and Distribution Practice procedural templates that match the clauses of the SQF Code:

GP 12.1 Site Location and Premises
GP 12.1A Site Premises Plan
GP 12.2.1 Repairs and Maintenance
GP 12.2.2 Maintenance Staff and Contractors
GP 12.2.3 Calibration
GP 12.2.4 Pest Prevention
GP 12.2.5 Cleaning and Sanitation
GP 12.3 Personnel Hygiene and Welfare
GP 12.4 Personnel Processing Practices
GP 12.4 Hygiene Policy
GP 12.5 Water, Ice and Air Supply
GP 12.6 Receipt, Storage and Transport
GP 12.7.1 Separation of Functions
GP 12.7.2 Control of Foreign Matter Contamination
GP 12.7.2A Glass Policy
GP 12.7.2C Glass & Brittle Material Breakage Procedure
GP 12.7.2D Control of Knives
GP 12.7.3 Detection of Foreign Objects
GP 12.8 Waste Disposal



SQF Storage & Distribution Food Safety Management System Start Up Guide

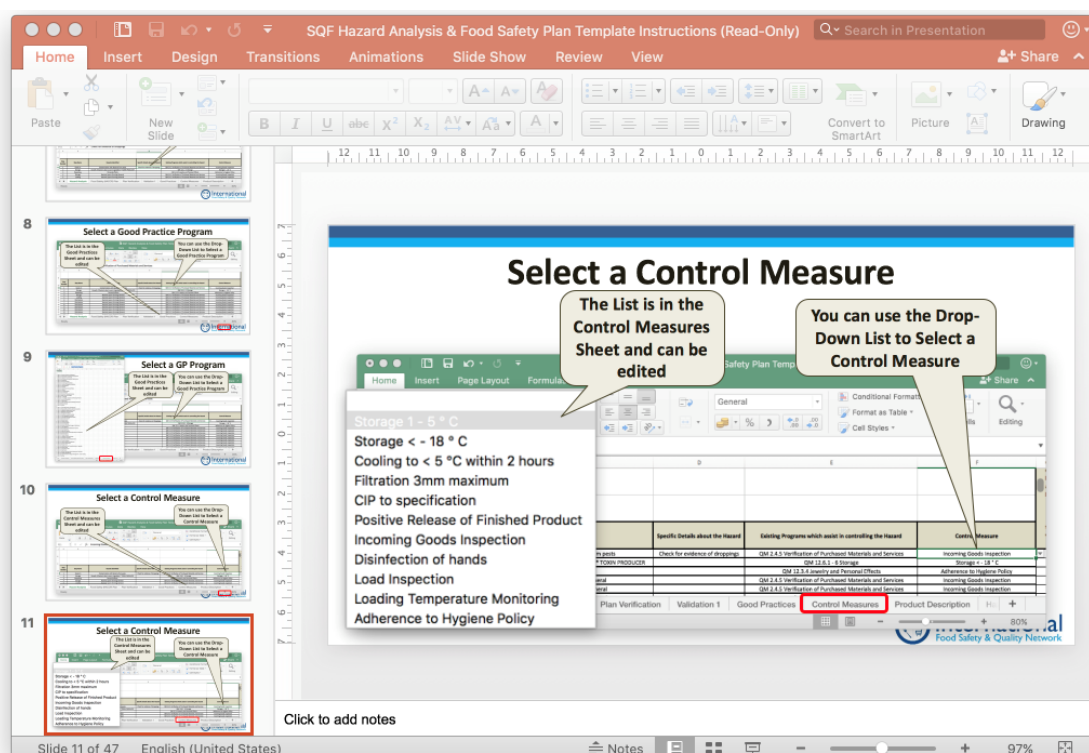
The next folder to open is the Supplementary Advanced HACCP Tools Folder



Name	Date Modified	Size	Kind
HACCP Flow Diagram.docx	29/04/2020	29 KB	Micros...(.docx)
HACCP Hazards.docx	29/04/2020	35 KB	Micros...(.docx)
HACCP Validation.docx	29/04/2020	27 KB	Micros...(.docx)
HACCP Verification Audit Summary.docx	29/04/2020	28 KB	Micros...(.docx)
Product Description.docx	29/04/2020	28 KB	Micros...(.docx)
Sample Finished Product Summary.docx	29/04/2020	28 KB	Micros...(.docx)
Sample Food Safety Plan Template.docx	29/04/2020	27 KB	Micros...(.docx)
Sample HACCP Glass Control Verification Record.docx	29/04/2020	29 KB	Micros...(.docx)
Sample HACCP Steering Group Review.docx	29/04/2020	29 KB	Micros...(.docx)
Sample Raw Material Summary.docx	29/04/2020	30 KB	Micros...(.docx)
SQF Hazard Analysis & Food Safety Plan Template Instructions.pptx	11/04/2021	3.3 MB	PowerP...(.pptx)
SQF Hazard Analysis & Food Safety Plan Template.xlsx	11/04/2021	75 KB	Micros...(.xlsx)
Training Guide - HACCP SQF Module.pptx	11/04/2021	8.2 MB	PowerP...(.pptx)

This folder's documents supplement FS 2.4.3 Food Safety Plans, FS 2.4.3 Hazard Analysis Template and FS 2.4.3 Hazard Assessment. Supplementary Advanced HACCP Tools are included for Operations which require more detailed Hazard Analysis to compliment standard procedures included in the Food Safety Management System Documents.

The folder includes the SQF Hazard Analysis & Food Safety Plan Template and Instructions:



Select a Control Measure

The List is in the Control Measures Sheet and can be edited

You can use the Drop-Down List to Select a Control Measure

Storage 1 - 5 °C
Storage < -18 °C
Cooling to < 5 °C within 2 hours
Filtration 3mm maximum
CIP to specification
Positive Release of Finished Product
Incoming Goods Inspection
Disinfection of hands
Load Inspection
Loading Temperature Monitoring
Adherence to Hygiene Policy

Click to add notes

Slide 11 of 47 English (United States)

SQF Storage & Distribution Food Safety Management System Start Up Guide

SQF Hazard Analysis & Food Safety Plan Template

Food Safety (HACCP) Plan

Step Number	Step Name	Hazards Identified	Existing Prerequisite Programmes which assist in controlling the Hazard	Control Measure	Decision Tree				Critical Limits	Monitoring Procedures	Corrections & Corrective Action	Responsibility & Authority	Food Safety (HACCP) Record
					Q 1	Q 2	Q 3	Q 4					
1	Goods In	Contamination with Bacteria from pests	QM 2.4.5 Verification of Purchased Materials and Services	Incoming Goods Inspection	9	Y	X		No Contamination.	Inspect delivery for contamination. Supervision by Warehouse Manager	Reject if contaminated. Notify Supplier.	Warehouse Manager	Good Receipt Record
2	Storage	Growth of Bacteria due to warm ingredient * TOKIN PRODUCER	QM 12.6.1 - 6 Storage	Storage < -18 °C	9	Y	N	Y	Maximum Storage < -18 °C	Checked every 2 hours by Warehouse Staff	Call Maintenance if temperature rises above -18 °C. Transfer product to alternative freezer if longer than 1 hour.	Warehouse Manager	Warehouse Record
3	Repacking	Personal effects	QM 12.3.4 Jewelry and Personal Effects	Adherence to Hygiene Policy	9	Y	N	N	Adherence to Jewelry Policy	Checked every shift by Packing Supervisor	Call Maintenance if temperature rises above -18 °C. Transfer product to alternative freezer if longer than 1 hour.	Warehouse Manager	Warehouse Record
4	Storage	Bacteria (spore forming) General	QM 2.4.5 Verification of Purchased Materials and Services	Storage 1 - 5 °C	3				Maximum Storage 5 °C	Checked at start and end of loading by Warehouse Staff	Call Maintenance if temperature rises above 5 °C. Transfer product to alternative cold storage if longer than 1 hour.	Warehouse Manager	Warehouse Record
5	Loading	Bacteria (spore forming) General	QM 2.4.5 Verification of Purchased Materials and Services	Loading Temperature Monitoring	3				Maximum Product Temperature 5 °C	Checked every 2 hours by Warehouse Staff	Call Warehouse Manager if temperature rises above 5 °C. Hold product in vehicle whilst whilst chilling until temperature is below 5°C. Unload vehicle and put product in blast chiller if not to temperature within 1 hour.	Warehouse Manager	Warehouse Record

Ready | Average: 4.5 | Count: 5 | Sum: 9 | 100%

SQF Hazard Analysis & Food Safety Plan Template Instructions (Read-Only)

International Food Safety & Quality Network

SQF Hazard Analysis & Food Safety Plan Template Instructions

Tony Connor, Chief Technical Advisor, IFSQN.

Click to add notes

Slide 1 of 47 | English (United States) | 97%

SQF Storage & Distribution Food Safety Management System Start Up Guide

The next folder to open is the Supplementary Sample Records Folder

There are a range of sample Food Safety Record Templates:

Supplementary Sample Records			
Q Search			
Name	Date Modified	Size	Kind
Sample Validation Records	Yesterday	--	Folder
Sample Verification Records	05/05/2020	--	Folder
FSR Supplier Register.xlsx	28/04/2020	13 KB	Micros...(xlsx)
FSR Training Record.docx	28/04/2020	31 KB	Micros...(docx)
FSR PRP Cleaning Verification Record.docx	28/04/2020	32 KB	Micros...(docx)
FSR CCP Validation - Metal Detection.docx	28/04/2020	31 KB	Micros...(docx)
FSR Process Change Approval Record.docx	28/04/2020	26 KB	Micros...(docx)
FSR Internal Audit Corrective Action Summary.docx	28/04/2020	29 KB	Micros...(docx)
FSR Product Recall Test Record.docx	28/04/2020	31 KB	Micros...(docx)
FSR Product Recall Trace.docx	28/04/2020	25 KB	Micros...(docx)
FSR Non Approved Supplier Sample Plan.docx	28/04/2020	30 KB	Micros...(docx)
FSR Dispatch and Distribution Verification Record.docx	28/04/2020	33 KB	Micros...(docx)
FSR Document Master List.docx	28/04/2020	27 KB	Micros...(docx)
FSR Hygiene Policy Staff Training Record.docx	28/04/2020	26 KB	Micros...(docx)
FSR Return to Work Form.docx	28/04/2020	28 KB	Micros...(docx)
FSR Chemical Register.docx	28/04/2020	28 KB	Micros...(docx)
FSR Non Conformance Notification.docx	28/04/2020	26 KB	Micros...(docx)
FSR QA Online Check Sheet.docx	28/04/2020	32 KB	Micros...(docx)
FSR Sample Equipment Cleaning Record.docx	28/04/2020	28 KB	Micros...(docx)
FSR Drain Cleaning Procedure.docx	28/04/2020	194 KB	Micros...(docx)
FSR Product Recall Record.docx	28/04/2020	28 KB	Micros...(docx)
FSR Visitor Questionnaire.docx	28/04/2020	28 KB	Micros...(docx)
FSR Outgoing Vehicle Inspection Record.docx	28/04/2020	25 KB	Micros...(docx)
FSR Vehicle Hygiene Inspection Record.docx	28/04/2020	28 KB	Micros...(docx)
FSR Cleaning Schedule.docx	28/04/2020	30 KB	Micros...(docx)
FSR Sample Cleaning Record.docx	28/04/2020	29 KB	Micros...(docx)
FSR Metal Detection Record.docx	28/04/2020	29 KB	Micros...(docx)
FSR Glass Breakage Record.docx	28/04/2020	27 KB	Micros...(docx)
FSR Equipment Cleaning Procedure and Record.docx	28/04/2020	29 KB	Micros...(docx)
FSR Goods In Inspection Record.docx	28/04/2020	28 KB	Micros...(docx)
FSR Knife Control Record.docx	28/04/2020	28 KB	Micros...(docx)
FSR Site Audit Checklist.docx	28/04/2020	38 KB	Micros...(docx)
FSR Complaint Investigation Form.docx	28/04/2020	27 KB	Micros...(docx)
FSR Management Review Record.docx	28/04/2020	30 KB	Micros...(docx)
FSR Supplier Self Assessment Form.docx	28/04/2020	37 KB	Micros...(docx)
FSR Supplier Evaluation Form.docx	28/04/2020	25 KB	Micros...(docx)
FSR Corrective Action Request.docx	28/04/2020	28 KB	Micros...(docx)
FSR Non-Conformance Record.docx	28/04/2020	28 KB	Micros...(docx)
FSR Food Safety Quality System Audit Form.docx	28/04/2020	28 KB	Micros...(docx)
FSR Packing Traceability Record.docx	28/04/2020	26 KB	Micros...(docx)
FSR Product Release Record.docx	28/04/2020	29 KB	Micros...(docx)
FSR Goods In QA Clearance Label.docx	28/04/2020	16 KB	Micros...(docx)
FSR Glass and Brittle Plastic Register.docx	28/04/2020	33 KB	Micros...(docx)

SQF Storage & Distribution Food Safety Management System Start Up Guide

SQF Internal Auditor Training - GDP Audits

This PowerPoint Training Presentation provides instructions on how to conduct Good Distribution Practice Audits/Inspections and can be used to train your Internal Auditors.

GDP Audit Form
Inspections are carried out using GDP Audit Form.

Inspections are carried out using GDP Audit Form. There is an example in the package.

International Food Safety & Quality Network

What's Not Good

Floor corroded and in poor condition.
Score of 1 or 2 for this depending on the area

Fabric Condition	Score	Comments
Walls	3	
Floor	1	Floor needs resealing urgently
Drains	3	
Ceiling	3	

What's not good