

INSPECTOR NOTE

Building:	
Street:	7 YELLOWWOOD ROAD
Suburb:	WELTEVREDEN VALLEY
Postal Code:	7785
Date:	2025-05-30
Time:	10:19
Inspector:	NICOLE VENTER
Type:	CASE DISCUSSION NOTE
Follow-Up Date:	2025-05-31
Comments:	I am scheduling this case for me to review tomorrow as I am working tomorrow anyway. Jason and I are assisting the Admin/ Media Team with the Beach Clean-Up event tomorrow. After this event tomorrow, I plan to sit in office and catch up on Facility admin and filing as it has been piling up. However, when I am at work, I am expected to continue with my facility inspections and due to Qurbani coming up, I have been assisting with cases. It is easier for me to catch up necessary admin (facility working database, the physical filing of facility cases, and the reviewing of facility cases to be closed or reallocated to the relevant Area Inspector for follow up) when no one else is in office and I can work without disruptions and without having to prioritise physical inspections. I want my admin (for facilities) to be completely caught up and filed away before the working day starts on Monday. Therefore, I am scheduling my Facility cases for tomorrow, Saturday, 31 May 2025.
Captured By:	Nicole Venter 2025-05-30 10:19