

## Appendix 1 – Responsibilities



REPAIR	LANDLORD	TENANT	NOTES
Alteration or improvement that you wish to carry out		x	Permission required before installation
Bath	x		
Bathroom and Kitchen tiles/panel	x		
Blocked drain (caused by you)		x	
Ceilings and walls (cracks etc.)	x		
Central heating pipes, programmers, thermostats and pumps	x		
Central heating – setting of programmer or thermostat		x	
Chimney sweeping	x		
Chimney, flue, pots and cowls	x		
Clothes lines, cords and props		x	
Clothes poles and rotary driers (provided by us)	x		
Communal area fittings (lighting, alarms etc.)	x		
Damage caused deliberately, by neglect or through misuse to any item.		x	Tenant will be recharged
Decoration – external	x		
Decoration – internal		x	
Door bells (provided by us)	x		
Door alteration to accommodate floor covering		x	
Door closers	x		
Door locks, handles if not damaged by you	x		
Door numbers	x	x	Tenants can only fit adhesive items
Door stoppers	x		
Door draught excluders (external doors only)	x		
Electric Light – bulbs		x	
Electric Light – Bathroom LED unit	x		
Electric Light – external – bulb	x		
Electric Light – external – fitting	x		
Electric Light – fittings (fitted by you)		x	Tenant will be recharged
Electric Light – fittings (provided by us)	x		
Electric Light – switches (fitted by you)		x	Tenant will be recharged
Electric Light – switches (provide by us)	x		
Electric Socket – fitting (fitted by you)		x	Tenant will be recharged
Electric Socket – fitting (provided by us)	x		
Electrical – system	x		
Electrical – system tripped by appliance		x	Tenant will be recharged
Entrance steps	x		
Extractor Fans	x		To be cleaned regularly by Tenant
Fencing (provided by us)	x		
Fire and CO detectors	x		Checked by Tenant
Fire fronts, grates and ash pans	x		

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Floor coverings (carpets, vinyl, laminate)		x	Laminate requires permission.
Floor structure	x		
Garages (provided by us)	x		
Gas oven capping	x		Will be recharged to Tenant
Heating – boiler, radiator or system faults	x		
Heating – failure, fault or damage caused by no fuel		x	Tenant will be recharged
Heating – annual servicing	x		Tenant will be recharged if access is not provided
Heating – setting thermostats		x	
Heating – setting timeclock		x	
Hot water supply and storage tank	x		
Immersion heater	x		
Insurance – buildings	x		
Insurance – contents		x	
Kitchen sink and drainer	x		
Kitchen units	x		
Kitchen worktops (damaged by you)		x	Tenant will be recharged
Kitchen worktops (faulty)	x		
Lost keys		x	
Meter box doors (damaged by neglect)		x	Tenant will be recharged
Mould – caused by excess condensation, or inadequate use of ventilation or heating		x	Tenant may be recharged
Mould – caused by water penetration, or poor ventilation or heating systems	x		
Paths (provided by us)	x		
Pest control		x	
Pest control – bees or wasps within the structure	x		
Plugs and chains		x	
Rainwater pipes and gutters	x		
Roof structure and covering	x		
Outside walls	x		
Doors security chains		x	
Sheds, garages and fences (provided by you)		x	
Shower curtain		x	
Shower hoses and heads		x	
Shower unit or screen (fitted by you)		x	
Shower unit or screen (provided by us)	x		
Staircases	x		
Telephone socket (provided by us)	x		
Telephone socket extensions (fitted by you)		x	
Tile Grouting – Cosmetic		x	

REPAIR	LANDLORD	TENANT	NOTES
Toilet cistern	x		
Toilet seat		x	
TV aerial outlets (provided by us)	x		
TV aerial additional outlets fitted by you		x	
TV aerial		x	
TV Satellite dishes (fitted by you)		x	Permission is required before installation
TV Satellite system (provided by us)	x		
Vandalism if Crime Reference No. is provided	x		
Wash hand basin	x		
Washing machine flexible fill and waste pipes		x	
Water damage caused by misuse of shower or appliance		x	
Water supply and storage tank	x		
White goods (provided by us)	x		
Window frames	x		
Window glazing units (broken by you or others)		x	
Window glazing units (faulty)	x		
Window ironmongery	x		
Window sills	x		
Windows lubrication of moving parts		x	

## **Appendix 2 – Examples of typical repair categories.**

### **Emergency – within 4 hours response**

An Emergency repair is our most serious category of repair. We define an emergency as a situation where there is a risk of personal injury, severe damage to property, or total loss of a resource. We will attend to emergencies within 4 hours of receiving your call, assuming repair work can be carried out safely. Additional follow-on works may be required, which will be categorised as Non Emergency.

Examples of an Emergency are;

- a large water leak
- a blocked WC (where there is only 1 WC in the property)
- complete electrical power failure
- bare live electrical wiring
- overflowing drains
- being locked out of a property

We will try to attend total heating failures within the same day, depending on a Tenants' particular needs.

### **Non Emergency – Very Urgent – within 24 hours response**

Very Urgent repairs are required for faults that have the potential to cause further damage to a property or cause major inconvenience to Tenant or others.

Examples of Very Urgent faults are;

- a complete loss of hot water
- a blocked main drain
- a partial loss of electrical power

### **Non Emergency – Urgent – repair within 3 working days**

Urgent repairs are required when there is no risk to the health and safety of a resident, but the fault is likely to cause a serious nuisance.

Examples of urgent faults are;

- a faulty door lock
- blocked waste pipes
- unsafe and damaged handrails or stair treads
- leaking pipes
- rotted floorboards

### **Non Emergency – Routine – repair within 15 working day**

Routine repairs are the most common type of repair work that we will carry out. Most general, day to day faults will fall into this category.

Examples of routine faults are;

- cracks in a wall
- gutter cleaning
- dripping tap
- faulty internal door lock
- faulty kitchen units