

## APPENDIX 1. LETTABLE STANDARD

### The Lettable Standard

#### 1. Safety

All void properties will be subject to a Housing Health & Safety Rating System (HHSRS) assessment, and will not be relet if they have any Category 1 hazards (i.e. serious hazards). The HHSRS replaces the Housing Fitness Standard (set out in the Housing Act 1985) and places legal duties on landlords to ensure their properties are safe and free of hazards. For further information on the HHSRS click on the link below

<https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>

#### 2. Fire regulations

The void property will be inspected to ensure it complies with Building Regulations Part B (Fire Safety) with particular regard to compartmentalisation. This will include checking door closer operation for any doors in the property that are required to be Fire Doors.

#### 3. Gas and Electricity

Gas and electricity installations in the void property will be inspected and tested by a competent inspector in accordance with relevant legislation and regulations, and work will be carried out to the specified standard. See section 2.2.9 and 2.2.10 above, and the Voids Schedule (in the pricing schedule), for details of Gas and Electricity tasks to be carried out in voids

#### 4. Energy Efficiency

All new tenants will be supplied with an Energy Performance Certificate (EPC) which will tell them how much energy their new home is likely to use. In the tenancy sign up pack they will find a leaflet with information as to how to keep their energy bills to a minimum.'

#### 5. Water Services

All water installations and pipe work in the void property will be in working order and free from leaks. The stop valve will be accessible and in good working order.

#### 6. Plumbing/Sanitary Fittings

All plumbing and sanitary fittings will be in perfect working order, and will be clean and free from leaks and blockages. Baths with cracked/damaged enamel or fibreglass will be replaced. Grouting or sealant to baths (and showers) will be sound, free from mould, intact and watertight. Toilets will be clean, descaled (if required) and provided with a new seat (to BS 1254). Any Belfast or Butler sinks will be replaced with a steel sink with a drainer and base unit. All plugs to wastes will fit snugly and ensure the sink retains water when filled. All taps will operate easily and not drip.

#### 7. Heating

The void property will have a source of space heating which may be in the form of an individual heating system, communal heating or night storage heaters. If there is no space heating system in the void property, a central heating system will be installed as part of the void works. Where a habitable room lacks a source of space heating, it will be provided to complement the rest of the property. All old gas fires or electric radiant bar heaters will be removed.

#### **8. Asbestos**

An Asbestos survey of the void will be arranged by the Employer's appointed Asbestos Coordinator and carried out by an appropriately qualified contractor. The survey will identify any control measures required. Removal of materials will be carried out where specifically required by the survey.

#### **9. Damp**

The void property will be free from any penetrating dampness, for example from a roof leak, gutter defect, bridged DPC, defective plumbing or rising dampness. Any defects causing dampness to the property will be rectified as part of the void works. This applies to rooms let as dry storage, however, not under floor voids or basements not included as part of the habitable or let property.

#### **10. Mould growth**

Previously decorated surfaces in the void property affected by mould growth (e.g. emulsions walls, paintwork, or wallpaper) should be stripped back/off and treated with an anti-fungicidal wash and the reasons for mould growth investigated and rectified. The service provider is required to re-decorate once the mould growth has been rectified.

#### **11. Decoration**

The Employer's Tenancy Agreement makes the tenant responsible for minor repairs, and for decorating the inside of their property. The Employer, therefore, will not redecorate a void property, except in the following circumstances:

- Where the property is in a sheltered block;
- Where the property is specially adapted for disabled people;
- If the property has substantial or offensive graffiti;
- If the property has a large stairwell and it is unreasonable to expect tenants to decorate (i.e. health and safety);
- Where applicant needs assistance due to physical disability or age and no able-bodied member of their family is available to assist; and
- A larger property is being released and additional decorating is offered as an incentive (i.e. a 'beneficial transfer').
- Where work has been carried out to address mould growth.

Walls and ceiling surfaces will be in a suitable condition for redecoration. Any crumbling or loose plaster will be hacked off and replastered.

#### **12. Tiling**

Tiles and associated grouting and sealant should be easily cleanable and secure.

Any loose tiles will be removed and reset. Missing or broken tiles will be replaced, and replacements will be on a like for like basis (or as closely matching as possible). Whole floors or walls will not be replaced. Any polystyrene wall or ceiling tiles will be removed and any damaged plaster as a result of the removal shall be made good.

### **13. Cleanliness**

The void property will be left clean and ready for the new tenant to move into when the void works are completed. This will include:

- Clearing the property of all rubbish, furniture, carpets, anti-social, medical or human debris (including in lofts, sheds, garages and cupboards)
- Washing and scrubbing all floors, woodwork and surfaces
- Washing down, degreasing and scrubbing clean all dirt, grime and stains from units and worktops in the kitchen
- Thoroughly cleaning and descaling sinks, wash hand basins, toilet pans and cisterns, baths, shower trays, tiling, and leaving them smear free
- For exceptionally dirty and environmentally dirty properties, include disinfecting all surfaces.

### **14. Vermin**

The property will be free from vermin and infestations such as of cockroaches, mice, pigeons etc.

### **15. Adaptations**

The Employer will make every effort to allocate void properties with aids and adaptations to an applicant household that needs them. However, where this is not possible the Employer will not remove or change aids and adaptations. For instance, if a new tenant wishes to replace a level access shower with a bath they may be allowed to do so, but only after seeking permission and at their own expense.

### **16. Doors, windows and locks**

External door locks to the property will be changed and new keys to doors and windows (at least two sets) provided to the new tenant. Front entrance doors will be secured with one night latch and one 5 lever mortice type deadlock (both to BS 3621). Barrel bolts will not be fitted. There will also be a spy hole in a solid front door. Back doors or balcony doors will have a 5-lever mortice type lock to BS 3621. Ground floor windows or windows that are easily accessible will have window locks fitted. Patio doors will have 5 point multilocks or mortice security locks with removable key bolts supplied top and bottom, and be fitted with anti-lift blocks.

### **17. Carpentry**

Doors will open and close easily. Worktops in kitchens and wooden drainers will be easy to clean and drawers and all cupboards will open and close easily. Windows will open and shut easily. Any window replacements will be carried out after the new tenant moves in. Floor boards will be securely fixed and be in sound condition. Any loose hardboard on timber floors will be securely fixed. Handrails or banisters will be securely fixed to the stairway.

### **18. Ironmongery**

All ironmongery such as hinges, catches, locks, handles will be in working order. Bathroom and WC will have a snib lock installed.

**19. Glazing**

Any broken windows will be re-glazed, and any broken internal glass will be repaired. All glazing shall comply with the requirements included in BS 6262 Part 4. Double glazed units will be replaced if they are defective, leaking or their transparency is significantly impaired.

**20. Structure and externals**

The property should be structurally stable.

Repairs to fences, gates, sheds, paving etc will only be carried out where they are causing, or are likely to cause, a hazard. Sheds that are a hazard will be removed, but not replaced.

**21. Garden and External Areas**

Paths, patios, paving or decked areas will be level and even so as not to pose a health and safety risk. Gardens will be cleared of rubbish, trimmed and cleared of overgrown shrubbery. Any trees to be dealt with in accordance with the Tree Policy.

**22. Communal Facilities**

The Employer will ensure all communal facilities e.g. lighting, door entry systems etc are functional and serviced at the prescribed intervals.

**Gifted of additions and improvements to the property**

The gifting of good condition items left in the property, or any alterations and improvements to the property made by the previous tenant will only be possible if the new tenant wishes to accept them and signs a form accepting responsibility for their upkeep and maintenance. A note will be made on the new tenancy agreement of these 'gifted' items and alterations/improvements.

