

Void Schedule

Void works should cover the requirements of the schedule, as well as the Void Lettable Standard

Area	Item
Overview	The void schedule to be read in conjunction with the Councils lettable standard, voids process as per the General preliminaries, any policy and procedure of management of voids.
Health and Safety	
	The property is subject to HHSRS assessments by a competent person and must not contain any category 1 (band A to C) and 2 Hazards (Bands D to F) The likelihood, over the next twelve months, of an occurrence that could result in harm to a member of the vulnerable age; and the range of potential outcomes from such an occurrence on the future occupiers.
	See HHSRS https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals
Fire regulations	
	See LBHF Fire safety policy and fire door procedure and associated materials specification
	Inspected for compliance with HHSRS (Housing Act 2004), LGA Fire Safety in Purpose Built Blocks of Flats, Building Regulations Part B (Fire Safety) where deficiencies are identified these will be addressed. Council's policy sets out standards
Fire door requirement	The Council shall arrange a compartmentation survey for flats in order to assess fire safety. This is done at the commencement of the void process by a third party (or the Council's own staff). Any making good following the survey will form part of the works required prior to re-letting.
	The Council may require the service provider to affect a temporary repair to any Flat Entrance Door which has a fire rating. Once done, details will be passed over to the Council's fire door team to arrange for replacement, should this be required once the property has been let, so as not to delay the void works. If the FED is not a fire door but should be or is damaged beyond any repair, a blank FD30s door shall be fitted (blank FD30s will be treated as out of scope for payment purposes).

	The service provider will not be asked to install permanent FEDs - this will be arranged by the Council.
	Internal doors must be made of appropriate materials and properly fitted with self-closers. Door installers must be competent, and BM Trada approved. All doors and frames should be well fitting to help reduce the spread of flames and smoke. LBHF will provide a fire door set specification during mobilisation for internal doors.
	Ensure working smoke alarm in hall, 1st floor and 2nd for landings; where missing replace (battery detectors accepted); ensure working on completion
	Ensure working heat detector and CO alarm (if necessary) in Kitchen; supply and fit as necessary. For smoke detectors and heat detectors, repairs/replacements/new installations (if they are not present)
	The dwelling should incorporate fire stops to cavities including ventilation and heating systems.
	Materials used in any works will be non-combustible
	The space for siting cookers should be safe, with no flammable materials immediately adjacent or close to windows where curtains may be hung. The cooker space should not be sited adjacent or close to a doorway.
	Check all services (e.g., cables, pipes) and voids (risers, penetrations) are fire stopped using accredited products, to the same fire resistance as the separating elements into which they are installed, and that there is proper compartmentation between properties and communal spaces. The requirement is for inspection and reporting to the client only.
	Emergency lighting - should be in line with the council's specification
	There should be adequate, appropriate and safe means of escape in case of fire from all parts of the dwelling
Gas	
	All gas works should be in line with the council's policy, gas process in voids, and specification on gas works.
	Supplies and systems should be inspected and tested by a competent inspector in accordance with relevant legislation
	Any gas supplied needs to be from an authorised supplier at a standard pressure and of a standard composition.
	There should be appropriate properly designed and installed gas pressure regulators, meters and pipework.
	Any unapproved alterations to meters and pipework need to be made safe and compliant

	The installation should be tested to ensure there are no leaks or other defect any defects and or leaks will need to be remedies and appropriate certification provided to the landlord once works completed. Complete LGSR.
	Any appliances and flues should comply be compliant with regulations and remedial works required will be addressed. Any gas appliance and flue will have been serviced whilst the property is empty.
	Properties with a gas supply should be fitted with appropriately sited gas detectors that are in full working order
	Any portable gas bottles will be disconnected and removed
	The gas supply where available will be turned capped off whilst the property is empty.
	Where there is a pre-payment meter any utility debt with regards gas will be cleared by the contractor in liaison with Energy Angels before the new tenant takes up occupation.
	The gas supplied will be turned on ready for the incoming tenant taking up occupation
	All required commissioning and safety certification will be provided to the council
	LGSRs must be in electronic (typed) format. Handwritten or scanned certificates will not be accepted
Electricity	
	Complete Electrical Inspection and provide certification (EICR)
	Code 1 and code 2 electrical repairs or investigations should be carried out as listed
	Code 3 and code 4 repair items should be raised with the client and noted on the Asset Management System for future consideration.
	An EICR certificate will need to be produced and provided.
	EICRs must be in electronic (typed) format. Handwritten or scanned certificates will not be accepted
	live parts must be covered with non-conducting material to reduce the risk of electric shock. All exposed metal parts of the installation must be earthed so that in the event of a deficiency any current will flow immediately to earth rendering the system safe from electric shock.
	Other exposed metalwork such as gas and water pipes should also be connected to the main earth terminal
	Check all integrated appliances to ensure they conform to current standards; remove unless agreed not to by Client
	Remove any light fittings left by Tenant including lampshades and the like where installed; pendant fitting, sealed units made good as necessary
	Provision of controllable mechanical extractor in the kitchen and bathroom adequate for the size and expected occupant numbers. This should not be noisy and should require minimal

	human intervention to activate.
	Any Extractor fan to be cleaned and overhauled as necessary-ensure working fan in place; replace if necessary
	Switches or controls for artificial lighting should be sited for ease of use. There should be switches or controls for artificial lighting at both the top and foot of stairs.
	artificial lighting should be positioned as not to cause dark areas within a room or significant shadowing.
	There should be no socket outlets in bathrooms other than 12-volt AC (e.g., shaver sockets).
	Remedy any disrepair of installation – including to supply, meters, fuses, wiring, sockets, light fittings or switches - this could repair and or replace
	There should be a sufficient number of sockets to reflect the number of occupants in the property and badly sited sockets should be moved.
	All properties should have an adequately earthed electrical system
	All fuses and meters will be appropriately sited to allow ease of maintenance and access as required.
	There should be no electrical installations in close proximity to water, including areas of damp.
	The pump on any electric shower should be checked to ensure it is fully functional. If required, the shower will be replaced.
	Where there is a pre-payment meter any utility debt with regards electricity will be cleared by the contractor in liaison with Energy Angels before the new tenant takes up occupation.
Asbestos	
	All asbestos surveys and works will be done in accordance with the council's asbestos policy and procedures*
	An asbestos survey shall be available or undertaken on behalf of Economy s Asbestos Manager for all properties when they become empty. The survey will identify the location and condition of any asbestos containing materials (ACM's) the likeness of it being disturbed or damaged, any control measures required in line with the council's asbestos policy. Removal and containment of materials shall only be carried out in Line with the LBHF Voids asbestos management policy. The General works will not commence until the property is safe to work in. An Asbestos survey shall be undertaken by the Council's appointed Asbestos Coordinator.
	The survey will identify any control measures required. Removal of materials shall only be carried out in line with the LBHF voids asbestos management policy or where specifically directed by the survey.

	The contractor will be responsible for providing any enabling works for both the survey and any follow on, removal or encapsulation
	Asbestos removal in voids will be carried out by The Contractor's LARC. The contractor will specify the any asbestos abatement works required to facilitate their void works in line with the LBHF Voids asbestos management policy
Service ducts	
	In blocks with internal services, there should be means of easy access this will be a flap or access door into service ducting to facilitate any future treatment and repair. Photographs will be taken to identify the service duct location. All ducts must be opened up to check for leaks and hidden isolation valves. All isolation valves in ducts must be tested, overhauled or replaced and labelled.
Energy Efficiency	Valid Energy Performance Certificate (EPC) (less than 10 years old) to be completed and provided.
	All properties will need to achieve a minimum of an SAP level to be set by the client.
Loft Insulation	Where loft is present check and report on condition and thickness of loft insulation; and will be topped up to current Building Regulation standards as necessary.
	Properties to be checked for any settling of loft insulation – compression of the thermal insulating material reducing its effectiveness and where required will be topped up or replaced.
	Where loft access is present check access is safe and secure and draft free. If required replace loft hatch with insulated type.
Draughts	The property should be free from uncontrollable draughts and those situated to cause discomfort.
Water Services	A competent person should routinely check, inspect and clean the water system, in accordance with the risk assessment until the property is relet and occupied.
	'Sentinel' outlets (furthest and closest to each tank or cylinder) will be identified for monthly checking of the distribution temperatures. You should also check the hot water storage cylinder temperatures (if in use during void works) every month and cold-water tank temperatures at least every six months.
	All properties should have at least one tap for drawing drinking water
	water should be supplied at a flow rate adequate for appliances at the dwelling.

	On low pressure gravity fed systems appropriate taps and full-bore isolation valves should be fitted suitable for low pressure systems.
	All installations and pipe work should be checked so they are in working order and free from leaks,
	All facilities which involve the use of water e.g., sinks, basins should be properly connected to a waste pipe capable of safely carrying wastewater to a drainage inlet outside the dwelling.
	All pipework should be adequately installed and repaired and replaced where required.
	Where the property is served by a combi boiler, all cold water supply should be converted to mains.
	The property will be inspected for any redundant pipework and notes taken to identify its location. Any redundant pipe works will be removed to prevent creation of stagnant water. The property should be checked for any dead legs in water pipes specifically hot water and removed.
	All stop cocks/ isolation valves should be in working order, in an accessible place and labelled if necessary.
	Any internal lead pipework or lead-based solder (in copper or lead pipework) must be notified to the Client to agree the extent and removal of. More likely to be evident in properties pre-1970; s or where it has not been removed as part of previous improvement works.
	Any exposed external water pipes should have adequate insulation to provide frost protection.
	Any hot water tanks should be checked to ensure they are set to and are able to store hot water at above 60°C.
	Water tanks - identify if redundant/active
	Any tar lined water tanks will need to be removed.
	Cold water, should be checked to ensure that it is stored and held in pipework at a temperature at least below 20°C.
	Water tanks should be inspected to check for leaks, any ill-fitting or inappropriately sized fittings, and attached pipework and repairs made as required or replaced if needed.
	Water tanks should be covered to prevent ingress of contamination and comply with current regulations
	No hot water storage tank of more than 3 gallon (15 litre) capacity should be connected directly to the mains water supply.
	Any cold-water storage tanks should be cleaned, water should be drained from hot water cylinders to check for debris or signs of corrosion.

	All rainwater goods linked to or affecting the property should be inspected to ensure they are adequately installed, not be defective and in full working order. Any defects should be rectified and repaired/replaced as necessary.
Plumbing/ Sanitary Fittings	
	All plumbing and sanitary fittings should work, be clean, sealed and free from leaks and blockages.
	Baths and showers should be stable and securely fitted, provide for slip resistance and incorporate safety features such as handles or grab rails and side positioning of taps and waste controls.
	All basin and sinks should be securely fixed to the wall
	All water supply pipework must be in copper with no flexi connections or push fit fittings
	All waste pipes must be in rigid plastic with no flexible wastes, any copper or lead wastes must be replaced back to the stack or outlet including new boss connection where necessary
	Waste pipes for baths, sinks and showers should be taken off and flushed through or replaced to remove any build-up of fat, hair, soap scud etc and left clear flowing.
	The shower head and hose where fitted will be cleaned and de-scaled if scaling is significant the head and hose will be replaced. The holes will fit correctly and there will be no water leaking from the connections and or the splits in the hose itself.
	Ensure seals are in place around any water using appliance to prevent any water ingress
	Baths: Cracked enamel or fibreglass should be replaced.
	Chipped, stained or worn baths should be re-enamelled if viable otherwise they should be replaced.
	Grouting or sealant to bath, shower, sink, basin should be intact and free from mould to prevent water penetration. Any sealant that is replaced needs the existing sealant to be removed completely and not for any new sealant to be put over the top.
	Toilets: Provide new seat to BS 1254 to every WC.
	Stained pans should be de-scaled if n it impacts on the use then a replacement pan will be required.
	Toilets should be connected to a proper working and adequate flushing cistern if it's not the flushing cistern should be replaced.
	The cistern should be served by a sufficient supply of water for flushing,
	The WC should be properly connected to a drain capable of safely carrying waste out of the dwelling and into the drainage system.

	Where practical a wash hand basin with running hot and cold tap should be adjacent to any WC
	If the whole bathroom is beyond economic repair and a full replacement is suggested, then this should be discussed with the client to agree either a full replacement or if individual component will be replaced. Please also see repair replace guidance.
	Sinks: Belfast and Butler sinks in a kitchen should be replaced with steel sink with a drainer and base unit.
	Plugs: All plugs to wastes should hold water if not they should be replaced.
	Taps: Should operate easily to turn on and off to allow a sufficient flow of water and when turned off they will not drip. If required, they will be replaced
	Handles and grab rails – should be provided in sheltered and family sized housing and should be securely fitted.
	Hot water to bath – water from bath and basin taps supplied a should be restricted to below 46°C. Thermostatic mixer valves can be fitted, when it advised that water should be delivered to baths at between 44°C and 46°C.
	Hot water to sink – water from kitchen sink taps supplied should be restricted to 60°C or less.
	Wash hand basins, sinks, worktops, sanitary basins, baths and showers should be located at an appropriate height
Drainage	Check drains work correctly and inspection chambers are safe and accessible; report any exceptions to client; repair as necessary (up to communal drains), if works are identified for the communal drains this will be raised as a separate work order for the DLO.
	Any gullies serving the property to be cleared and pictures taken to demonstrate that has happened.
	All openings into drains should be sealed with an effective water seal; this includes openings such as into the WC basin and drainage inlets for waste and surface water.
	Inspection chambers should be lifted, and a visual inspection carried out to check condition and free flowing waste. If waste is not free flowing further investigations will be required to identify any issues. This could include a drain survey. Any works identified will be remedied to prevent future issues once the property becomes occupied.
	Any broken or missing guards to drainage vent pipes to be replaced.
	Any design deficiencies in the design of the drainage pipe work to be addressed to help prevent future blockages to occur. Pipe design should be checked to ensure that the pipes do not block in normal use

	The cause of any dripping overflows will be investigated and remedied to ensure no wastewater is discharged on to other properties, paths, gardens or tanks
	All sinks, wash hand basins, baths, showers, bidets and other water using facilities must be properly connected to adequately sized soil and waste pipes capable of safely carrying the wastewater out of the dwelling and discharging it into a drainage inlet or directly in vertical drains connected to the main sewerage system. any inappropriate and ill-fitting connections will be addressed.
	Each waste pipe should incorporate a trap to provide a water seal of adequate depth to prevent draughts and foul air entering the dwelling
	Where any single waste pipe serves more than one appliance or facility, it should be checked to ensure it is properly designed or provided with ventilation to prevent siphonage and any alterations required made.
	All connections between toilets and the drain and between drainpipes, must be air-tight to avoid leakage of the foul sewage or smells and air leaks will need to be addressed.
	The drainage system should be adequately ventilated to prevent pressure causing siphonage of traps and facilities connected to the drain or sewer.
	where applicable ensure that soakaway for surface water exists and is adequate for the needs of the property. If it is not adequate, then this will need to be addressed.
Damp	Properties should be free from penetrating dampness, such as a roof leak from damaged defective roof covering, damaged /cracked render, damaged chimney, defective chimney and stacks, damaged/defective pointing, gutter /down pipe defect, bridged DPC, defective internal plumbing, damaged/missing mastic around doors, windows or rising dampness from damaged/ missing/breeched DPM. This applies to rooms let as dry storage, under floor voids and preventative measures for basements not included as part of the habitable or let property.
	Any evidence of water ingress will be investigated, and solutions put in place to resolve.
	there should be direct venting of clothes drying facilities (whether tumble driers or drying cabinets) to the exterior and where required an adjacent electrical socket.
	Roof and underfloor spaces should be properly ventilated to ensure timber remains airdry to minimize the chance of fungal infection
	Check roof space, redundant chimneys for adequate ventilation and damage /blockages to any air bricks; replace/make good as necessary

Mould growth	If walls, tiles, windows and decorations are badly affected by mould growth, wallpaper should be stripped off, and any effected items including walls, ceiling, tiles, windows, window frames should be treated with a fungicidal wash, stain block. Causes of the mould growth should always be considered using a pathological approach. Causes identified so solutions can be implemented.
	All evidence of mould growth must be eradicated prior to the property being let.
	The property should have a relative humidity of less than 70% to help prevent the growth of mould spores. Evidence will need to be provided to demonstrate these checks have been put in place.
	The use of biocides to treat mould growth must be in accordance with the instructions, and provided proper precautions are observed during use and afterwards to allow for fume dispersal, risks should be minimised. Use of biocides for treating mould growth and timber should also be in accordance with the various statutory controls.
Vermin	The property should be free of cockroaches, fleas, mice, pigeons etc.
	where the property is in a block where the whole block may require treatment- Inform Client if that is the case
	Treat any signs of infestation, e.g., woodworm
	Ensure that any damaged floor vents, ill-fitting doors and windows are repaired or replaced to reduce opportunities for vermin and or insect infestations and the soared of fire and smoke. Any necessary holes for ventilation should be covered with grilles.
	seal any holes around service ducts and water and heating pipes. Holes or gaps should be less than 6.25mm
	Walls and ceilings should be free from cracks which could provide harbourage for insect pests.
	Joints between walls and floors and between walls and doors and windows should be effectively sealed.
	There should not be any holes through roof coverings, eaves and verges
Cleanliness	Clear out property (including lofts, sheds, garages and cupboards) and dispose of all rubbish, furniture, carpets, anti-social, medical or human debris.

	In addition to the builder's clean required by the Preliminaries and deemed to be included in all rates, the Schedule of Rates item for standard cleaning a void dwelling to lettable standard is deemed to include:
	Wash and scrub floors, woodwork and all surfaces. Dry where necessary.
	In kitchen, wash down, degrease, scrub clean all dirt, grime and stains from units, shelves and worktops.
	Vacuum all floor coverings
	Clean all sanitary fittings including disinfecting any WC's
	Clean any other landlord's fittings e.g., shower units, shower screens, boiler casings etc
	Thoroughly clean and descale sinks, wash hand basins, toilet pans and cisterns, baths, shower trays, tiling, and leave smear free.
	For exceptionally dirty and environmentally dirty properties, include disinfecting all surfaces.
	Walls and ceilings should be smooth and even to enable them to be easily cleaned and decorated.
	Where a shower is fitted and there is a shower curtain replace with a new white one
	Leave at least 1 air freshener within the property
Security	The property will be assessed to reduce falls out of windows, falls from balconies or landings, falls from accessible roofs, into basement wells, and over garden retaining walls.
	The dwelling itself should be capable of being secured against unauthorised entry, which will both delay and deter intruders and will make the occupants feel safer. The design of the building and its curtilage should where practical and possible include clearly defensible space.
	Temporary security (to secure the property until it is occupied) should be considered. This could include hanging curtains, boarding up doors and windows or blocking up with blockwork.
	Where instructed the contractor will be responsible for installing, maintaining and removing some form of metal shuttering on empty properties that are identified as being vulnerable of future damage or illegal occupation.
	Install key safe at property as soon as possible after notification of void and re move at the end of works
	All locks to external doors to be changed and new keys to doors and windows (at least two sets) provided for the new tenant. (some may have suited locks) - please see fire door process to ensure fire integrity is maintained

	Front entrance doors should be secured with one night latch and one 5 lever mortice type deadlock (both to BS 3621). Barrel bolts should not be fitted. There should be a spy hole in a solid door. No holes to made in any fire doors to ensure warranties are maintained and any lock replacements need to comply with manufacturers guidance.
	Back doors or balcony doors should have a 5-lever mortice type lock to BS 3621.
	Ground floor windows or windows that are easily accessible should have window locks.
	Catches which restrict the distance a window can be opened to 100mm should be fitted to windows above ground floor level
	Patio doors to have 5-point multi point locks OR mortice security locks with removable key bolts top and bottom and be fitted with anti-lift blocks.
	If key fobs missing to communal entrance doors inform client to arrange replacement
	Provide 2 keys for meter cupboard if fitted
Internal Decoration	Decoration will be considered in the following circumstances. This will include emulsion paint to walls and ceilings, where required painting of woodwork. Existing wallpaper if in good condition will not be removed but will be emulsion over.
	the property is in a sheltered unit
	the property is specially adapted for disabled people
	a room has substantial or offensive graffiti or is decorated in a manner and colour that would be difficult to paint over.
	there are large stairwells in acquired properties where it is unreasonable to expect tenants to decorate
	where tenants may need help due to physical disability or age and no able-bodied member of the family is available to assist.
	A larger property is being released and additional decorating is offered as an incentive.
	Where there is evidence of lead-based paint.
	Where there has been extensive discolouring and staining due to previous occupier being smokers
	Where extensive plastering work walls will be mist coated with emulsion
	Where extensive staining from mould
	In all other circumstances surfaces will be prepared, denailed, holes filled and left ready to decorate by the incoming resident.
Tiling/flooring	where present - All wall and floor tiles should be securely fixed to the surface they are covering. Any defective wall and floor tiles will be hacked off and replaced with as similar matching tiles as possible.

	Ensure effective splash back to cooker, minimum of one row of tiles to sinks, basin, bath to prevent water ingress
	Replacement tiles should be on a like for like basis (or as near as).
	Polystyrene wall or ceiling tiles should be removed. Any damaged plaster should be made good.
	Sheet flooring and Thermoplastic tiles should be repaired/cleaned unless beyond economic cleaning or repair
	The surface of the floor to the kitchen and other rooms where water area should be non-slip, flat and impervious and capable of being readily cleansed and maintained in a hygienic condition
	Corners and junctions to any flooring should be sealed and covered to avoid uncleanable junctions.
	Check shower areas are fully tiled, repair as necessary; clean and make good grout; replace as necessary
	Walls should be smooth and allow for cleaning to keep hygienic.
Heating	Each property needs to be assessed to ensure it has the appropriately sized heating system – systems and appliances are adequate for the size of dwelling and the potential number of occupants.
	Each property must have a source of space heating. This may be in the form of an individual heating system, communal heating or night storage heaters.
	If there is no space heating system, a central heating system is to be installed.
	Where a habitable room lacks a source of space heating, it must be supplied to complement the rest of the property.
	There must be a source of heating in the bathroom
	No radiator should be positioned at the bottom of the stairs
	All heating systems should be controllable by the resident.
	All gas fires or electric radiant bar heaters are to be removed and openings made good.
	Ensure working Carbon monoxide alarm fitted in rooms with open flue appliances and boilers; supply and fit new if necessary
	Cap off gas, reconnect for incoming tenant and test where supplied
	Ensure all radiators or heaters are of adequate size, are fitted with TRV's and are securely fixed to wall
	Service gas boiler and issue LGSR certificate on completion as required
	connected to adequately sized flues to safely take away combustion gases, these should have been cleared and be in a good state of repair, any flues sited adjacent to an open window

	will need to be moved
	For ventilated hot water systems, there should be an adequately sized vent pipe sufficient to allow steam to escape in case of thermostat failure. These safety devices should be tested to ensure they are fully operational or repaired or replaced if required.
	Unvented systems should be provided with both a non-self-resetting thermal cut-out and one or more temperature relief valves. These safety devices should be tested to ensure they are fully operational or repaired or replaced if required.
	Rooms with gas burning appliances should be provided with adequate and appropriate ventilation. Mechanical extractor fans will need to be provided in rooms with open flued appliances.
	Any appliance needs to be appropriately sited and not adjacent to windows or doors where there is a risk of flames blowing out.
	The temperature of exposed surfaces of radiators, pipework between radiators and that serving hot water tanks and taps, storage heaters, boilers and tanks should be limited to a maximum of 43°C, or appropriately guarded
Carpentry	Doors should open and close easily. Missing ironmongery to be replaced.
	All front doors should have a door viewer
	there should be a door in the bathroom/WC
	Ensure frame/linings secure and keeps adjusted correctly; replace as necessary
	All holes should be repaired (exceptions being fire doors that any works need to be in lines with manufacturers guidance)
	Ensure minimum fittings are installed in kitchen; supply and install additional units as required
	Ensure carcasses are in sound condition to facilitate storage of food and securely fixed to the walls and under worktops; replace if necessary
	Check all worktops to ensure they are chip and scratch free and are suitable and hygienic, if required replace with matching or as near as possible
	Cupboards and shelves should be sited where they can be easily reached, but without posing collision hazards.
	Refix or replace plinths as necessary
	Ensure there is a suitable 610mm space for a cooker connectable to gas or electric. This will include an electrical connection and a gas connection should a gas supply to the property exist. There should also be a 13-amp single unswitched socket for gas cooker ignition.
	Check there is space for washing machine and fridge, with an appropriate power socket adjacent. report any exceptions to

	client for further instruction
	Drawers and cupboards should open and close easily.
	Doors and windows should fit securely in their frames and the frames should be secured to the structure and be in a good state of repair.
	Any rotten windows and frames may need to be replaced if beyond economic repair (see repair replace guidance)
	Windows should open and shut easily. Check operation of all windows (including opening and closing and operation of any fasteners, ironmongery, trickle vents and restrictors in place), lubricate and adjust as necessary; replace where not in working order
	Weak or broken sash cords should be repaired or replaced
	Doors and windows which pivot (rather than being hinged) should be move easily and smoothly and not be stiff to operate
	All door and window hinges should be overhauled to ensure they are secure and tightened, repaired, or replaced as required.
	Any doors that open into passageways, landings or stairs should be rehung or replaced to open into rooms if practicable to do so.
	Floorboards or plywood sheets should be securely fixed and be in sound condition.
	If there is loose hardboard on timber floors, it should be securely fixed.
	a visible inspection of the condition of the staircase including steps and any banisters or railings. Staircases and steps to be sound repair, free from distortions, damage, rot or infestations and secure; All stairs, steps, and ramps associated with the dwelling should be taken into account. This includes the internal stairs, stairs for exclusive use of the dwelling occupants, common stairs, external steps, fire escape stairs, and any ramps. Any works identified should take account of the frequency with which each might be expected to be used.
	handrails to be securely fixed and balustrading intact there should not be any openings on stairs, either to the stairs themselves or to the guarding, which allow a 100mm diameter sphere to pass through
	Ranch style stairs should be boarded over on the inside to prevent climbing

	Where practical handrails should be sited on both sides of the staircase (internal stairs within property) but there should be a handrail on at least one side of the stairs. Handrails should be sited between 900mm and 1,000mm measured from the top of the handrail to the pitch line or floor. They should be shaped so that they are easy to grasp and extend the full length of the flight.
	Where there is no wall to one or both sides of the stairs, guarding (e.g., balustrade) should be provided to prevent falls off the sides of stairs, not extending to at least 900mm above the treads.
	Nosing length – should not project more than 18mm beyond any riser any that do will, where practical, need to be replaced.
	Riser heights – of less than 100mm or greater than 180mm. If the risers are outside these tolerances please refer to the client for advice on what action to take,
	Skirting and architraves – secure any loose and/or ill-fitting skirting boarding or architrave. Replace where needed.
Ironmongery	
	All ironmongery such as hinges, catches, locks, handles, door handles should be securely fixed and in working order.
	Door handles should be at a reasonable height and window catches should be readily accessible without strain.
	Bathroom and WC should have a snib lock.
	Ensure restrictors fitted to windows above first storey; supply and fit if missing
Glazing	
	All broken windows should be re-glazed and broken internal glass should be repaired in the most cost-effective manner e.g. With a solid door if more cost effective.
	All glazing shall comply with the requirements included in BS 6262 Part 4.
	Double glazed units shall be replaced where blown to the extent that transparency is significantly impaired.
	All glass in critical locations to be safety glass To identify the grade of safety glass used each pane should be indelibly marked so that the marking is visible after installation.
	Any window replacements will be done as post occupation work only.
	Where there is any glazing extending to within 800mm of the floor level, it should be guarded or of safety glass.
	on properties with more than two storeys other than houses from the second floor upwards, glazing below 1,100mm from floor level should be guarded with a safety rail

	if any windows are replaced and where there is a high-level opening light above the main opening light, the high-level light should be easily cleanable on both sides without opening the main light.
	Repairs of window – the window should be in a good state of repair including to the frame, fully working catches, hinges, sashes, safety devices and opening lights. if the window is beyond economic repair it should be considered for replacement.
Structure	
	The property should be structurally stable.as visible signs of movement, subsidence, bulges, cracking or heave need to be logged and reported to the client for further action. Notes on location, scale of cracking, movement and photographs will be provided to the client.
	Visual inspection to check all roofing, including flat roofs, chimneys, guttering, down pipes, external walls to ensure structurally sound, secure and watertight. condition noted and photographs taken;
	A visual inspection will be carried out where applicable of the roof structure in the attic and will be photographed
	Any visible structural issues with the internal roof structure will be reported to the client.
	All pointing to walls and chimney stacks should be in good order to prevent water ingress. If significant pointing is required, this will be discussed with the client to agree scope and scale of works to be undertaken.
	Any cracks to flaunching on chimneys will be repaired
	Chimney pots where in place should be secured to the structure
	Any missing or slipped roof tiles and flashings will be secured or replaced
	Any coverings to flat roof should be in a good state of repair and be free from tears and cracking.
	Any damaged or missing roof covering will be repaired or replaced.
	If the roof is beyond economic repair, it will be discussed with the client to be considered to be replaced (please see repair replace guidance)
	Gutters to be cleared and downpipes/stacks to be checked to be clear, should be free of holes and securely fixed to the structure. Location will be noted, and photographs taken
	A visual inspection will be carried out where applicable of any cladding or external rendering and will be photographed. Any cracks, loose, damaged or missing render /cladding will be noted for scale and location. Minor repairs and replacement will be carried out. If the extent of the damage or failure is significant it should be discussed with the client to agree what further works will take place.

	A visual inspection will be carried out where applicable of any balconies and will be photographed
	Any concerns about the structural integrity of any balcony should be discussed with the client so a decision can be made on what works may be needed.
	For balconies, landings, roof parapets, basement wells. Height of guarding – extending less than 1,100mm above the balcony, roof surface or floor. The design should discourage any climbing, Openings in guarding should be less than 100mm, the balcony and any guarding should be of sufficient strength and fixed securely to the structure.
	A visual inspection should be carried out of all floor structures and they should be photographed
	Any wooden floors, beams and joist should be inspected for damage, and rot or disease. If any issues are identified which could impact on the structural integrity of the floor structure, they should be discussed with the client to agree what rectification and replacement works will take place.
	All internal walls shall be visibly inspected to identify any alliterations. Any alternations that could impact on the structural integrity of the building to be reported to the client straight away so that agreed interim safety measures can be put in place and longer terms solutions identified.
	There will be a visual and physical test of plaster to the ceilings and walls across the property. The extent of the any failed or bulging plaster and location will be noted and will be discussed with the client to agree the extent of plaster to be removed and replaced.
External	
	Repairs to fences, gates, sheds, paving etc would only be carried out where they are causing, or are likely to cause, a hazard. - TBA
	Sheds that are a hazard should be pulled down and not replaced.
	Any uneven or loose boarding, paving and steps will need to be secured/ or replaced
	All pathways and yards will be properly constructed any that are uneven or cracked will be made safe to reduce the likelihood of falls and trips. Surface variations of 5mm to floors and of 20mm to paths increase the likelihood of a trip
	There should be a clearly defined area for refuse containers. This is best in the open air, and away from windows and ventilators,
Adapted properties	

	Properties that have aids and adaptations fitted by the Council will generally not be removed
	Any non-standard items that are not repairable will be replaced with standard items
	Details of any adaptations or non-standard items will be recorded for location and condition, including supporting photographs, with assumptions on potential life expectancy.
Communal areas	
	Where the individual property is accessed through a communal area any contractor should note any communal repair issues e.g., lighting, door entry systems not working. These should be reported to the CSC for either specialist contractors or the in-house maintenance team to address through the normal programming of works.
	Any HHSRS, Fire Safety, Energy Efficiency (etc) issues identified in communal areas that are the responsibility of the client's DLO (as per definitions in contract Appendix to Schedule 5 Part A) should be raised with the client first.
Garden and External Areas	
	Paths, patios, paving or decked areas should be level and even so as not to pose a health and safety risk.
	Gardens are to be cleared of rubbish, stumped and cleared of overgrown shrubbery.
	Trees to be dealt with in accordance with the Tree Policy.
	Bin chutes should be in working order and any issues raised with the CSC for the DLO to attend and resolve.
Compliance certification	All compliance certification will need to be provided to the client prior to/ or at the point of, the works being complete and ready for handover. Failure to do this could result in a delay of handover acceptance and trigger performance management arrangements.
Policies and procedures	All activities should be done with regard to the council's policies and procedures - please note that these will be updated during the period of the contract to reflect service improvements and changes to legislation.

