Live Management Group -- Landlord's Work Schedule

1 Princess Street Barnsley **Inspection Date – 22.07.15**
12 Bedspace HMO License required

Time frame to be agreed –

General
Clear all rubbish internally
Clean the property throughout – particularly:

- the existing cooker
- the fridge freezer
- *washing machine*

Windows to be either fitted with curtains and net curtains or Blinds
All windows to open and close properly and to provide a proper seal
Electric Plugs – Each bedroom room to have a minimum of 2 x double 13am plugs (3 double plugs in the two person / double bedroom
Each room to have adequate Electric Heaters fitted for room size
Bathrooms / shower rooms to have a radiator or heated towel rail and enclosed bathroom light fitting.
Kitchen floors and bathroom and toilet floors – to be water resistant and sealed around the edges of the room and the units
Carpets to be fitted and secured properly
Provide a door mat at the front entrance door
Toilets to have a toilet roll holder and a towel rail
CO Detectors to be fitted in any room with a Gas Appliance eg. Kitchen cookers and boilers
Thumb turn locks to be fitted to the front and rear doors
Bedroom Doors to be fitted with "roller type locks" thumb turn locks
Loft Hatches – to be locked off
Extractor Fans --to be in the Kitchen and the bathrooms – wired into the lights and with a 20 minute overrun
Box-in pipework and loose wires

External

- Front Door – house number of the property required on the front door Front Door –
- Thumb turn locks required on both doors – no bolts allowed
- Letter Box to be in working order
- Door Bell—Provide a Door Bell "push" at street level
- Garden areas to be cut and cleared
- Garden areas to be free of rubbish
- Garden area to be free of any trip hazards
- Cut & Clear rear yard/garden.
- Gutters and grates to be clean and clear
- Ensure all downpipes are secure and not leaking
- Check roof for any missing or loose tiles and make necessary repairs
- Boundary fencing and gates to be in good order and secure –repair where necessary
- *Door & Windows frames to be in good conditions and water tight around frames*
- Clear out outhouses and board over to prevent access or fit a lockable door.

- Ensure the roof to any outbuilding is secure
- Missing pointing to be repaired
- Provide sufficient refuse and recycling bins

Decorate
Walls in Magnolia Emulsion
Ceiling in White Emulsion
Woodwork in white gloss

Keys
13 keys for the Front Door
3 keys for Rear Door
3 Keys for each Bedroom Door
Window keys to be present

Certificates required – Copies of ALL certificates to be produced at pre-final inspection stage –in addition to Electronic copies to be sent to email address 48 hours before handover
Gas safety certificate
Electrical certificate
Fire alarm installation certificate (See below)
Emergency Lighting
EPC
HMO License
Insurance (To cover occupation by asylum seekers)

Interlinked Smoke Detection System
Supply & Fit an LD3 Interlinked Smoke detection system, to include a Heat detector to both kitchens and Smoke detectors to the Hall, First and second floor landings. Smoke detector to the cellar and the top of the cellar steps. Lounge requires smoke detector.

Detectors need to be in each area that is separated by a down-stand from the ceiling of 10% of the floor to ceiling height. In practice this means that detectors will need to be fitted in each area that is separated by a downward projection from the ceiling as on the first floor landing.

Fire Safety
Remove door to 2nd floor stairs landing
Fire doors should be hung on the 3 x 100mm hinges and have a suitable self-closing device.
Fire Doors, with door closures, are required throughout, including the cellar, apart from the Bathroom / WC doors.
Smoke seals to be fitted to the Kitchens, Lounge Door and cellar.
Remaining Bedroom Fire Doors require intumescent seals.

Emergency Lighting and smoke detection system:
Emergency lighting required to Hall, first and second floor landings and entrance lobby, cellar situated adjacent to the consumer unit.

The testing of the system will be 12 monthly and must be completed by a competent Engineer and a certificate provided to Live Management.

Provide appropriate Fire Signage for the Escape Route

Windows
Windows below 800mm: window bars or safety film to be fitted to the windows.
All windows to have working lockable handles
All openers to close fully in to the frame with no gaps allowing drafts
All sealed units to be clear – if blown & faulty – replace the sealed units

Hall Stairs & landing
Supply & Fit LD3 interlinked smoke detection system to escape route including heat detector in kitchen and smoke detectors to 1st & 2nd floor landings, hall, and cellar.
Supply & fit Emergency lighting to 1st & 2nd floor landings, entrance doorway and main hall and cellar
Supply & Fit thumb turn lock to front & Rear doors
The balustrade to the stairs must have gaps that would not allow a sphere of 100mm to pass through. If it .does not comply with current standards and associated guidance – either box in the balustrade to its entire length or fit extra spindles as required.
Ensure all bannisters are present and secure
Attic/eaves access to be locked off

Bedrooms –

All carpeting requires cleaning with a hot water extraction machine.

Bedroom 1 – Ground floor front left 22.64 m² (Double)
Supply & Fit Fire door with closer, intumescent strip and Thumb turn lock

Bedroom 2 –first floor front Right 13.91m² (Double)
Supply & Fit Fire door with closer, intumescent strip and Thumb turn lock

Bedroom 3 – First-floor front left 13.91 m² (Double)
Supply & Fit Fire door with closer, intumescent strip and Thumb turn lock

Bedroom 4 1st floor rear 12.87m2 (Double)
Supply & Fit Fire door with closer, intumescent strip and Thumb turn lock

Bedroom 5 2nd floor front 14.00 + 7.72 (double)
Supply & Fit Fire door with closer, intumescent strip and Thumb turn lock

Bedroom 6 2nd Floor Rear 16.88 (Double)
Supply & Fit Fire door with closer, intumescent strip and Thumb turn lock

Kitchen Ground Floor 10.18 m² - currently unused

- **Completely refurbish kitchen**
- **Investigate cause of damp and leaks and rectify**
- Supply & Fit heat detector in Kitchen
- Flooring – to be good quality lino or tiles throughout the room – to be sealed to the wall edges and also to the edges of all units, cookers, fridges etc
- Electric Plug sockets for cookers, fridges to be below the work surface – above the work surface a minimum of 3 x double 13 amp plug sockets to be provided, spaced in accordance with building and electrical regulations.
- Drainage – the pipework for wastewater to be channelled into a soil and ventilation pipe

- Supply & Fit Double bowl sink and drainer and fit with drainer to right hand side of bowls
- Supply sufficient cupboards for 8 SU's and 3 base units for pans and cleaning materials
- Supply & Fit blinds to window
- Supply & Fit two cookers and extractor hoods vented outside
- Cookers – -- Cookers should not be fitted into a corners and there should be a minimum of 300mm worktop to each side of a cooker, and 900mm free space in front of them. Door swings from external doors should not enter this space.
- Work surfaces-- a minimum of 2 m of work surface to be provided
- Area surrounding the cookers and above the work surfaces including the kitchen sink to be tiled
- Fridge Freezer – Two x 50:50 large fridge freezer to be provided
- Fire Blanket to be provided
- Extractor Fan(s) or cooker Hoods to be provided and the air ducted out of the kitchen – ideally with a 20 minute overrun.

Kitchen 1st Floor 15.14 sq mtrs

- Supply & Fit heat detector in Kitchen
- Flooring – to be good quality lino or tiles throughout the room – to be sealed to the wall edges and also to the edges of all units, cookers, fridges etc
- Electric Plug sockets for cookers, fridges to be below the work surface – above the work surface a minimum of 3 x double 13 amp plug sockets to be provided, spaced in accordance with building and electrical regulations.
- Drainage – the pipework for wastewater to be channelled into a soil and ventilation pipe
- Supply & Fit Double bowl sink and drainer and fit with drainer to right hand side of bowls
- Supply sufficient cupboards for 4 SU's and 3 base units for pans and cleaning materials
- Supply & Fit blinds to window
- Supply & Fit cooker and extractor hood vented outside
- Cookers – -- Cookers should not be fitted into a corners and there should be a minimum of 300mm worktop to each side of a cooker, and 900mm free space in front of them. Door swings from external doors should not enter this space.
- Work surfaces-- a minimum of 2 m of work surface to be provided
- Area surrounding the cookers and above the work surfaces including the kitchen sink to be tiled
- Fridge Freezer – 2 x 50:50 large fridge freezer to be provided
- Fire Blanket to be provided

Extractor Fan(s) or cooker Hoods to be provided and the air ducted out of the kitchen – ideally with a 20 minute overrun.

- Provide space for dining table & chairs to be sited for four people

WC Ground floor - Convert to full shower room or wet room with WC & WHB

Supply & Fit shower and cubicle or wet room facilities
Supply & Fit toilet & WHB
Supply & fit Towel Rail and toilet roll holder
Supply & Fit extractor fan with 20 min over run
Supply & Fit vinyl flooring or tiling and seal edges with silicon sealant
Supply & Fit blind to window
Ensure door has privacy lock
Ensure enclosed light fitting is fitted
Ensure silicon seal is applied around the base of shower tray, WHB and toilet pedestal

1st Floor WC - Convert to Shower room with WC & WHB
Supply & Fit shower and cubicle
Supply & Fit toilet & WHB
Supply & fit Towel Rail and toilet roll holder
Supply & Fit extractor fan with 20 min over run
Supply & Fit vinyl flooring or tiling and seal edges with silicon sealant
Supply & Fit blind to window
Ensure door has privacy lock
Ensure enclosed light fitting is fitted
Ensure silicon seal is applied around the base of shower tray, WHB and toilet pedestal

Shower room with WC & WHB 2nd Floor
Supply & fit Towel Rail and toilet roll holder
Supply & Fit extractor fan with 20 min over run
Vinyl flooring or tiling should be sealed at the edges with silicon sealant
Ensure door has privacy lock
Ensure enclosed light fitting is fitted
Ensure silicon seal is applied around the base of shower tray, WHB and toilet pedestal

Lounge & Dining Room Ground Floor 19.33 m^2
Supply & Fit fire door with closer and smoke seal
Supply & fit smoke detector
Supply & Fit sufficient Electric wall mounted heaters for room size.
Investigate cause of damp and rectify
Provide three double sockets
Refurbish room fully and decorate

Cellar
Fire door to be fitted at entrance to cellar with smoke seal and door closer
Cellar to be over boarded and skimmed, gaps around edges to be sealed with intumescent foam
Handrail to be fitted to stairs
Interlinked smoke detectors to be fitted at the top of cellar steps and the cellar ceiling itself
Cellar to be clear of all rubbish
Ensure there is an Electric light fitted in the cellar and at the top of the cellar steps.
Provide emergency lighting to top of stairs and near to consumer unit

Furniture
All white goods to be in good working order – 2 x washing machine, 4 x fridge freezers and three cookers.
12 x Single beds
12 X Single wardrobes (see below)
12 X chest of drawers (see below)
OR ideally 12 x tallboys (combined wardrobe with drawers underneath)
3 X Tables (1 each for 4 people) and 12 x chairs (chairs must have fire labels, if fabric covered) – folding chairs permitted and do save space –
Supply soft seating for 12 (3 x 3 seater sofas plus 3 chairs) --all to have fire labels—(please note one single soft chair can be installed in three of the larger bedrooms to save space, if required)

Utilities – all Information required at pre- final inspection stage

Please advise who the provider for both gas and electric
Please advise the exact location of the mains water stop tap

Water Meter
Confirm if there is a water meter

Electricity Supply
Electricity Meter –please arrange for it to be a quarterly type meter – if currently a pre-payment

Gas Meter
Gas Meter –please arrange for it to be a quarterly type meter – if currently a pre payment

Top-up Meters

- The Top-up Meter must be in credit at the time of the Pre-Final Inspection and at the Handover Inspection so that the Heating and the Cooker etc can be tested
- There must be NO residual debt on the Meter
- The Tokens for the Top-up Meters to be handed over at the Final Inspection