

## Maryhill Housing – Letting Standard

February 2017

The following minimum standards should be achieved for all new lets:

<b>Works</b>	<b>Minimum Standard</b>
External	<ul style="list-style-type: none"> <li>• All rubbish and litter from gardens, lockups, garages, sheds, outbuildings and pathways will be cleared.</li> <li>• Missing bins to be ordered as part of the voids works.</li> <li>• All areas should be free of graffiti/vandalism.</li> <li>• The property will be wind and watertight.</li> <li>• The property will be safe and secure.</li> <li>• Paths, stairs, fences and gate safe to use.</li> <li>• Gardens attached to the property should be cleared of rubbish and grass cut as one -off after tenant moves in.(growing season only) If it a long term void it should be added to the void garden maintenance programme.</li> </ul>
General Cleanliness	<ul style="list-style-type: none"> <li>• The house, including attic, basement, garage and outbuildings will be cleared of furniture, white goods, carpets, rubbish and belongings left by the previous tenant. – except where agreed to be re-cycled for new tenant during tenanted viewing.</li> <li>• Vermin and insect infestation will be treated (including veranda).</li> <li>• A full 'sparkle clean' will be carried out incorporating sanitising bathroom fittings and tiles, sinks, kitchen units (inside and out), worktops, sweeping and washing floors, skirting, door frames, windows, window frames, doors and verandas, etc.</li> <li>• In normal circumstances floor coverings will be removed to facilitate the need to inspect all floor surfaces. If the previous tenant leaves flooring or fittings that are in good condition then they can be left at the request of the Housing Officer for incoming tenant.</li> </ul>
Electrics	<ul style="list-style-type: none"> <li>• An electrical safety check will be carried out</li> <li>• Any unsafe wiring and fitments will be removed.</li> <li>• Smoke alarms and CO alarms will be tested and in working order.</li> <li>• If no smoke alarm or CO alarm is present, a new hard wired alarm will be fitted</li> <li>• Controlled entry handsets will be tested and in working order.</li> <li>• Extractor fans will be tested and in working order.</li> <li>• The electric supply will be turned off at the mains following the completion of void repairs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Check point in place for communal aerials where applicable</li> <li>• All electrical heating systems will be checked and be fully operational</li> </ul>
Gas	<ul style="list-style-type: none"> <li>• A gas safety check will be carried out when the property is void and a gas safety certificate (CP12) will be issued to the incoming tenant.</li> <li>• All gas fires will be removed, bricked and vented during void period.</li> </ul>
Gas/Electric Cooking	<ul style="list-style-type: none"> <li>• Where the previous tenant has left a gas or electric cooker, this should be removed as we are unable to certify their safety.</li> </ul>
Water Supply	<ul style="list-style-type: none"> <li>• During the months October - April or during severe cold spells, all stopcocks should be shut off and the water supply drained down.</li> </ul>
Windows and doors	<ul style="list-style-type: none"> <li>• All windows and associated safety mechanisms will be checked and fully operational with keys supplied for any window locks. If silicone seals are stained or black they should be resealed</li> <li>• Broken or cracked glass to be replaced and completed immediately during void</li> <li>• All internal pass doors and handles will be matching and able to open and close easily</li> <li>• All bathroom doors will have an operational locking system.</li> <li>• Glass doors will be removed and replaced</li> <li>• Front, veranda and back doors will be secure, wind and watertight and in good working order with a letterbox fitted on the front door.</li> <li>• 2 sets of keys will be provided for each external door including veranda.</li> <li>• 2 key fobs will be provided for controlled entry system.</li> <li>• Peepholes and chains should be supplied where possible.</li> </ul>
Floors, skirting, facing and stairs	<ul style="list-style-type: none"> <li>• Re-secure or replace all loose or missing floorboards.</li> <li>• Skirting and door facings to be renewed if missing or badly damaged.</li> <li>• Floor surfaces will be even to allow carpets and or other surfaces to be laid.</li> <li>• Ensure staircase and associated handrails are secure.</li> </ul>

Bedroom cupboards	<ul style="list-style-type: none"> <li>• Should all have level shelf and clothes rail below, space permitting</li> </ul>
Hall cupboards	<ul style="list-style-type: none"> <li>• Should have at least one shelf, space permitting</li> </ul>
Kitchen	<ul style="list-style-type: none"> <li>• Damaged kitchen units or worktops will be repaired or renewed and matched to existing units or worktops. (where practical)</li> <li>• Kitchen units will have doors and drawers that open freely and close properly and all fittings will be secure.</li> <li>• The kitchen will meet minimum SHQS requirements (where space allows)</li> <li>• Taps will be checked to ensure that they are in working order.</li> <li>• Chains &amp; plugs will be fitted where missing.</li> <li>• Electric cooker supply points will be present in all properties and in full working order. Gas cooker points will be supplied where tenants currently have a gas cooker.</li> <li>• Properties will be left with hot and cold washing machine isolation valve fittings, along with provisions for the removal of the appliance waste. It should also include adequate power supply in close proximity to the appliance.(where practical)</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>• Sanitary ware that is cracked or excessively stained will be replaced.</li> <li>• Where replacement of a part of the suite is required the available colour match should be investigated. If colour match is not available a 3 piece white bathroom suite to be installed (steel bath).</li> <li>• Taps will be checked to ensure that they are in working order.</li> <li>• All sanitary ware will be clean, secure, functional and free from blockages, leaks, and adequately sealed. If Silicone seals are stained it will be replaced</li> <li>• A new toilet seat will be provided on a like for like basis</li> <li>• Chains &amp; plugs will be fitted where missing.</li> <li>• Thermostatic valves on bath taps will be checked where applicable</li> <li>• Showers and shower rails will be checked to ensure they are working properly and a new shower curtain will be fitted.</li> <li>• Any instantaneous electric shower should be included in the electric check. Shower must have a screen and/or shower rail. Tiling should be checked for water resistance and safety.</li> </ul>

	<ul style="list-style-type: none"> <li>• Wet floor showers – floor coverings checked</li> </ul>
Medical Adaptations	<ul style="list-style-type: none"> <li>• Adaptations should not be removed unless authorised by the Head of Repairs</li> <li>• Adaptations will be inspected and fully operational to meet the needs of the incoming tenant where possible.</li> <li>• Sanitary ware will be checked and individual items will be replaced if badly cracked/stained.</li> <li>• Grab and shower rails will be checked to ensure that they are secure to use.</li> <li>• Showers and shower rails will be checked to ensure they are working properly and anew shower curtain will be fitted.</li> </ul>
Decoration	<ul style="list-style-type: none"> <li>• The Association is generally not responsible for the condition/level of decoration in a property. However, where the condition of the decoration is deemed to be so bad as to affect the likelihood of anyone accepting the property, then a decoration allowance may be given or basic decoration done to make habitable.</li> </ul>
Dampness/ Rot	<ul style="list-style-type: none"> <li>• The house will be treated for any rising/ penetrating/condensation damp and timber infestation.</li> </ul>
Walls & Ceilings	<ul style="list-style-type: none"> <li>• Remove polystyrene tiles and all glue/fixing residue and renew via plasterboard where required.</li> <li>• Where plaster surfaces are in a poor condition these will be repaired as necessary such as cracked or hollow areas. This excludes minor fillings to cracks, which can be made good by the tenant in the normal course of decoration.</li> <li>• Remove graffiti.</li> <li>• Decoration should be intact and clean.</li> <li>• All walls and ceilings will be in good condition</li> </ul>
Tenant Alterations	<ul style="list-style-type: none"> <li>• Non-standard alterations can remain providing they are safe, comply with the current building regulations and are aesthetically acceptable and maintainable. Unsafe alterations will be removed.</li> </ul>
Asbestos and textured coatings	<ul style="list-style-type: none"> <li>• Where suspected asbestos containing materials are present (for example textured wall coatings) an asbestos survey will be carried out and appropriate remedial action taken. A copy of the survey would be issued to the tenant.</li> </ul>