

## NOTICE OF MEETING

# CABINET MEMBER SIGNING

Tuesday, 29th August, 2023, 10.30 am - George Meehan House, 294 High Road, N22 8JZ (watch the live meeting [here](#), watch the recording [here](#))

Councillors: Sarah Williams

### 1. FILMING AT MEETINGS

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

### 2. APOLOGIES FOR ABSENCE

### 3. URGENT BUSINESS

The Chair will consider the admission of any late items of Urgent Business. (Late items of Urgent Business will be considered under the agenda item where they appear. New items of Urgent Business will be dealt with under agenda item 7).

### 4. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

(i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and

(ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

**5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS**

To consider any requests received in accordance with Part 4, Section B, paragraph 29 of the Council's constitution.

**6. AWARD OF CONTRACT FOR VOIDS WORKS ON RECENTLY ACQUIRED PROPERTIES (PAGES 1 - 20)**

**7. NEW ITEMS OF URGENT BUSINESS**

**8. EXCLUSION OF THE PRESS AND PUBLIC**

Item 9 is likely to be subject to a motion to exclude the press and public from the meeting as they contain exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paragraph 3, information relating to the financial or business affairs of any particular person (including the authority holding that information).

**9. EXEMPT - AWARD OF CONTRACT FOR VOIDS WORKS ON RECENTLY ACQUIRED PROPERTIES (PAGES 21 - 22)**

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Head of Legal & Governance (Monitoring Officer)  
George Meehan House, 294 High Road, Wood Green, N22 8JZ

Friday, 18 August 2023

**Report for:** Cabinet Member Signing

**Title:** Award of contract for voids works on recently acquired properties.

**Report Authorised by:** David Joyce, Director of Placemaking and Housing

**Lead Officer:** Jonathan Kirby, Assistant Director for Capital Projects and Property

**Ward(s) affected:** N/A

**Report for Key/  
Non Key Decision:** Key Decision

**1. Describe the issue under consideration.**

- 1.1. This report seeks the Cabinet Member for Housing Services, Private Renters and Planning's approval to deliver Voids Works to the properties shown on the List at Appendix 1 to bring these properties up to the approved Specification shown at Appendix 2.
- 1.2. The Cabinet Member for Housing Services, Private Renters and Planning is asked in light of a formal procurement exercise to approve the appointment of contractor A (exempt - further details in exempt report), to deliver these Voids Works to the properties on the List shown at Appendix 1.

**2. Cabinet Member Introduction**

- 2.1 This Council remains committed to delivering the new era of Council homes that Haringey's communities need.
- 2.2 The List at Appendix 1 sets out the properties requiring Voids Works. These Works are necessary to ensure that the properties are immediately available for Letting.
- 2.3 The Specification at Appendix 2 identifies the Works required to each of the properties.

**3. Recommendation**

- 3.1. It is recommended that the Cabinet Member for Housing Services, Private Renters and Planning:
- 3.2 Approves pursuant to the Council's Contract Standing Orders (CSO) 9.07.01d, and CSP 16.02, the appointment of Bidder A (named in the exempt part of the report) to undertake building works as set out in Appendix 2 to the properties set out in Appendix 1 for a total contract sum as set out in the exempt part of this report and within a three month period following the start of Works.

**4. Reasons for decisions**

- 4.1. The Council requires the Works set out in Appendix 2 to be completed to all of its properties in order that they can be let.
- 4.2. Following a formal procurement process, a contractor has been identified to undertake these works.

**5. Alternative options considered**

- 5.1. It would be possible not to appoint a contractor to complete these Works. However, this option was rejected as it does not support the Council's commitment to deliver affordable Council Homes and would perpetuate the void letting situation that currently persists.
- 5.2. This contract was procured via a competitive tender through the LCP major works framework Lot 1.1B and HPCS for mini competition, using a standard, fixed price, JCT Contract with Contractor's design. This is the recommended route for a contract of this value. An alternative option would have been to do a direct appointment, but this option was rejected due to the estimated contract value of the scheme and to give opportunities for local small to medium size contractors to submit a tender.

**6. Background information**

- 6.1. The Council has recently acquired the properties shown on the attached List at Appendix 1. Each of these properties requires Voids Works to be completed in order that the properties reach the minimum approved standard for Lettings.
- 6.2. The Specification shown at Appendix 2 has been prepared in consultation with the Head of Acquisitions and Acquisitions Managers and the Haringey Repairs Service to ensure that each of the properties is refurbished to a standard that should enable the properties to require the minimum maintenance for a period of 10 years following completion of the Works.

**The Build Contract**

- 6.3. This report is seeking final approval of the JCT construction contract in order to enable the Voids Works to commence.
- 6.4. The selected contractor was asked to respond to a Quality Assessment based on a pre – approved lump sum price. They responded with their proposal on. Full tender analysis based on the cost consultants estimate has been provided in Appendix 2, which is exempt due to the commercially sensitive nature of this information.
- 6.5. Costs were evaluated independently by the Project Team to ensure value for money in line with current market trends. The Specification for the HCBS Voids, attached at Appendix 2, has been agreed in consultation with the Officers responsible for letting the properties and HRS which will have ultimate responsibility for their management and maintenance. The Specification is designed to ensure that the Voids Works undertaken as part of this Contract enable the properties to require minimum maintenance for a 10 year period and are therefore more extensive than the Voids Works that may be required for more conventional General Needs properties. For example all component parts including, but not limited, to boiler, kitchen units, bath, toilet and shower should be designed and fitted to last a minimum of ten years. New boilers for each property should be fitted unless instructed otherwise. Each property should be supplied with a new four ring-cooking appliance with grill and a new overhead extractor fan. These requirements exceed the minimum requirements for Voids Works generally for the reasons set out above and reflect the higher rents the Council is able to charge under the HCBS arrangement.

- 6.6. The contract is to be awarded on a fixed price basis. It includes Voids Works, site establishments, site enabling works, management costs and includes overheads and profits, and there is a defects and liability period of 12 months.

### **Procurement Process**

- 6.21 The contract was tendered via the London Construction Programme - Minor Works Dynamic Purchasing System Lot 12 (General Multi-trade) using Adam Procure .

- 6.22 In total 76 suppliers registered under Lot 12 were invited to tender. Submissions were received by the tender deadline date on 17 July 2023.

Tender submissions were checked for compliance and completeness by the Strategic Procurement team on 18 July 2023. All seven Bids were found to be compliant and complete and were taken forward to evaluation.

- 6.23 The tenders were evaluated for Quality as set out in the ITT document.

- 6.24 Following the evaluation process, the total overall Quality scores calculated to provide the ranking of the bidders in accordance with the Most Economically Advantageous Tender (MEAT) and as outlined in the tender documents.

- 6.25 The information below summarise the overall tender scores achieved by each Bidder in line with the tender evaluation criteria as set out in the Invitation to Tender document.

Bidder A	1	61%
Bidder B	2	44%
Bidder C	3	41%
Bidder D	4	40%
Bidder E	5	39%
Bidder F	6	38%
Bidder G	7	34%

## **7 Contribution of Strategic Outcomes**

- 7.1 The recommendations in this report will support the delivery of the Housing Priority in the new Borough Plan, which sets out in its first outcome that *“We will work together to deliver the new homes Haringey needs, especially new affordable homes”*. Within this outcome, the Borough Plan sets the aim to *“Ensure that new developments provide affordable homes with the right mix of tenures to meet the wide range of needs across the borough, prioritising new social rented homes”*.

- 7.2 The proposals in this report contribute directly to the strategic outcomes on new housing supply that are at the core of the aims of the Council as expressed in the Borough Plan.

## **8 Legal**

- 8.1. The Council has a proprietary interest in all of the properties shown on the List at Appendix 1.

- 8.2 The Head of Legal and Governance (Monitoring Officer) has been consulted in the

preparation of the report. The Council has undertaken a procurement via the London Construction Programme - Minor Works Dynamic Purchasing System Lot 12 (General Multi-trade).

- 8.3 Pursuant to Contract Standing Orders (CSO) 9.07.1(d) and CSO 16.02 the Cabinet Member for Housing Services, Private Renters and Planning has authority to award contracts valued at £500,000 or more.
- 8.4 The Head of Legal and Governance (Monitoring Officer) sees no legal reasons preventing the Cabinet Member for Housing Services, Private Renters and Planning from approving the recommendations in the report.

## **9. Procurement**

- 9.1.1 The recommendation to award the contract to Bidder A in accordance with CSO) 9.07.1(d) and CSO 16.02 is supported by Strategic Procurement following a compliant procurement conducted under Lot 12 of the London Construction Programme Minor Works Dynamic Purchasing System.
- 9.2 The overall proposal submitted by Bidder A is considered to be the most economically advantageous tender and as such, does offer significant value for money to the Council.

## **10 Finance**

- 10.1 These works are improvement works. Hence the cost will be capitalised against the assets.
- 10.2 These costs can be contained within the existing home acquisition budget.
- 10.3 Further finance comments are in exempt report.

## **11 Equality**

- 11.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act.
  - Advance equality of opportunity between people who share those protected characteristics and people who do not.
  - Foster good relations between people who share those characteristics and people who do not.
- 11.2 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.
- 11.3 The proposed decision relates to the provision of Voids Works to the HCBS properties.
- 11.4 The decision will increase the supply of Council rented homes to local residents. This is likely to have a positive impact on individuals in temporary accommodation as well as those who are vulnerable to homelessness. Data

held by the council suggests that women, young people, and BAME communities are over-represented among those living in temporary accommodation. Furthermore, individuals with these protected characteristics, as well as those who identify as LGBT+ and individuals with disabilities are known to be vulnerable to homelessness.

**12 Use of appendices**

Appendix 1 – Property List

Appendix 2 – Specification of Works

Appendix 3 – Exempt Report

**13 Local Government (Access to Information) Act 1985**

13.1 Appendix 3 is NOT FOR PUBLICATION by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 in that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information).

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ADDRESS	SIZE
81 The Lindales, Grasmere Road, Tottenham, London, N17 0HE	2
24 Northumberland Grove, London, N17 0PZ	2
59 John Keats House Commerce Road, London, N22 8EQ	2
106 Kessock Close, London, N17 9PW	2
6 Fleming House Boyton Close, London, N8 7BA	3
85 Reed Road, Tottenham, London, N17 9BX	3
10 Cheviot House Northumberland Park, London, N17 0QD	2
209 Waverley Road, Tottenham, London, N17 0PX	2
63 Waverley Road, Tottenham, London, N17 0PA	2
10 Rees House, Orchard Place, Tottenham, London, N17 8BL	2
8 Blenheim Rise Talbot Road, South Tottenham, London, N15 4TJ	2
36 The Lindales, Grasmere Road, Tottenham, London, N17 0HE	2
7 Falconer Court Compton Crescent, London, N17 7LE	2
3 Ashdown Court Lansdowne Road, Tottenham, London, N17 9XQ	2
96 Millicent Fawcett Ct Pembury Road, London, N17 6SX	2
20 Robert Burns House Northumberland Park, London, N17 0RB	2
44 Trafalgar Avenue, London, N17 8JG	3
33 Charles Bradlaugh House Haynes Close, Tottenham, London, N17 0RD	3
9 George Lansbury House Progress Way, London, N22 5PD	2
99 Debden Gloucester Road, London, N17 6LF	2
8 Whittingham House Northumberland Park, London, N17 0QG	2
12 The Sandlings, Wood Green, London, N22 6XP	3
134 The Sandlings, Wood Green, London, N22 6XR	3
30 Chedworth House West Green Road, London, N15 5EH	3
9 Arundel Court Lansdowne Road, Tottenham, London, N17 0LR	2
10 Reed Road, Tottenham, London, N17 9BU	2
52 Remington Road, London, N15 6SS	3
4 Fiske Court Lansdowne Road, Tottenham, London, N17 0NA	2
4 Connaught Lodge Connaught Road, London, N4 4NR	2
50 Altair Close, London, N17 0BW	2
20 Baldewyne Court Lansdowne Road, Tottenham, London, N17 9XH	2
23 Northumberland Grove, London, N17 0PZ	2
103 Tiverton Road, London, N15 6RP	3
21 Moreton Road, London, N15 6ES	2
1 Millicent Fawcett Court Pembury Road, London, N17 6SU	2
172 Tiverton Road, South Tottenham, London, N15 6RS	3
46 Trafalgar Avenue, London, N17 8JG	3
156 Broad Lane, London, N15 4DT	3
24 Tamar Way, London, N17 9HF	3
39 The Lindales, Grasmere Road, Tottenham, London, N17 0HE	2
63 Finsbury House Partridge Way, London, N22 8DU	2
84 George Lansbury House, Progress Way, Wood Green, London, N22 5PE	2
1 Chettle Court Ridge Road, London, N8 9NU	3
Flat 1, 127 Northumberland Park, Tottenham, London, N17 0TL	1
11 Greenwood House N22 5PJ	3

**DWELLING\_TYPE**

Flat

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# Haringey Community Benefit Society

## Minimum Property Specification

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### Introduction

Set out below are the minimum property standards that all Properties shall meet.

Properties shall not contain any Category 1 hazards under the Housing Health and Safety Rating System as set out in the Housing Act 2004 and associated guidance.

All component parts including but not limited to boiler, kitchen units, bath, toilet and shower should be designed and fitted to last a minimum of ten years. New boilers for each property should be fitted unless instructed otherwise. Each property should be supplied with a new four ring-cooking appliance with grill and a new overhead extractor fan.

N.B. the appointed contractor must have the necessary accreditation i.e. UKAS to undertake the asbestos surveys and any remediation work is carried out by a licensed contractor subject to the type of work?"

We will accept the surveys for our records but need to ensure that the survey format is in line with our asbestos register requirement and any associated removals we have the appropriate consignment notices. For any asbestos that is removed a Hazardous Waste Consignment Note (HWCN) is required.

### 1. Structure

		Y	N
1.1	Visual Inspection shows internal, structure shall be watertight, in good repair and structurally sound.  Does this accommodation comply –Y/N		
1.2	Internal walls and ceilings shall be plastered with flush surfaces and free of defective and loose material.  Does this accommodation comply –Y/N		
1.3	Internal Stairs to be in good condition and structurally sound. Surface should not be loose or slippery. Handrail to be provided on one side where stairs are less than 900 mm wide and over four risers high. The height of the handrail		

	should be between 900mm and 1000mm, which is measured from the pitch line to the top of the handrail.  Does this accommodation comply –Y/N		
1.4	Joints around windows to be sealed to form a watertight junction, Glazing to be secured and not cracked, blown or broken.  Does this accommodation comply –Y/N		
1.5	External and internal cold-water storage cisterns, tanks etc. To be properly housed and protected.  Does this accommodation comply –Y/N		
1.6	Flue terminals to be secure.  Does this accommodation comply –Y/N		

## 2. Natural Light and Ventilation

		Y	N
2.1	All windows shall be fitted with restrictors. Windows shall be restricted to 100mm opening restriction, as a child safety precaution. An override device can also be installed in case of emergency.  Does this accommodate comply –Y/N		
2.3	Doors and windows must be in good working order, easy to operate and close flush with the frame.  Does this accommodation comply –Y/N		
2.4	Theft proof safety locks to be fitted to all ground floor windows.  Does this accommodation comply –Y/N		
2.5	Where applicable safety glass, safety adhesive film or similar approved safety precaution is to be fitted in full height windows and doors or in panels below 1000mm above finished floor level.		

	Does this accommodation comply –Y/N		
2.6	Balcony and store doors used other than a means of escape route are to be fitted with a keyed level deadlock.  Does this accommodation comply –Y/N		
2.7	Wall or floor stops shall be provided for all doors to protect wall decorations.  Does this accommodation comply –Y/N		
2.8	Exit doors to be fitted with simple fastening locks (door chain). Front entrance door to be fitted with a rim latch, which locks automatically when the door is closed (these can be opened from the inside without a key), and a five-lever mortice deadlock fitted about a third of the way up the door. The locks should be kite marked to British Standard BS3621.  Does this accommodation comply –Y/N		
2.9	For fire safety purposes all locks fitted to solid door(s) should be thumb turn from the inside i.e. where the door cannot be locked from the inside with a key  Does this accommodation comply –Y/N		
2.9.1	Three sets of keys must be provided per flat including three keys or Fobs to shared main entrance door in blocks of flats.  Does this accommodation comply –Y/N		
2.9.2	Security protection measures such as grills, hinge bolts, spy holes, and entry phone system that is PAC512 compatible to be fitted where appropriate and working.  Does this accommodation comply –Y/N		
2.9.3	Letterboxes were required and doorbells shall be fitted for each unit.  Does this accommodation comply –Y/N		
2.9.4	Non-mechanical ventilation system e.g. air bricks, gutters or permanents, to be provided for the removal of foul air		

	and condensation build-up in auxiliary or habitable rooms (living or bedrooms with external walls)  Does this accommodation comply –Y/N		
2.9.5	Ventilate all permanently closed fireplaces with a fibrous plaster louvre or a fixed grill over the chimney breast.  Does this accommodation comply –Y/N		

### 3. Kitchen and Cooking Areas

		Y	N
3.1	Plumbing must comply with the current relevant water authority byelaws. Stop valves must be clearly labelled and accessible.  Does this accommodation comply –Y/N		
3.2	Continuous water supply shall be located within the kitchen over a suitable sink and directly from the mains.  Does this accommodation comply –Y/N		
3.3	The kitchen door should be FD 30 rated with intumescent strip or smoke seal.  Does this accommodation comply –Y/N		
3.4	A new four ring-cooking appliance with grill and oven should be supplied. All oven doors should be “cool doors” so they should not be hot to the touch. A new wall mounted cooker hood with three speed extraction should be installed above the cooker. The distance between the hob and extractor should be 65cm for an electric hob and 75cm for a gas hob.  Does this accommodation comply –Y/N		
3.5	Central Heating and Hot Water System must be capable of providing required volumes of heating and hot water for the property, factoring in heat loss.  Does this accommodation comply –Y/N		

3.6	<p>Kitchen shall include the following items:</p> <ul style="list-style-type: none"> <li>• Hot and cold water supplies.</li> <li>• Sink and drainer.</li> <li>• New Cooker (where free standing to be level and restrained from tipping)</li> <li>• Working surfaces, arranged wherever possible between cooker and sink, at least 1.5m<sup>2</sup></li> <li>• Cooker should have 300mm of work top distance on either side.</li> <li>• For a two / three bed property a minimum 3 double base unit with worktop, sink unit and 2 double wall unit.</li> <li>• Work surface to be clean with mastic sealed edges and impervious to liquid.</li> <li>• 2 double sockets on worktop height (non-dedicated)</li> <li>• At least one other double socket should be at low level for fridges etc.</li> <li>• Kitchen sink units, water and gas service pipes should be cross-bonded and earthed to current electrical Regulations.</li> </ul> <p>Does this accommodation comply –Y/N</p>		

#### 4. Tiling to Kitchens and Bathrooms

		Y	N
4.1	<p>Tile splash backs located behind sinks, baths, worktops and basins to be sealed with mastic against water penetration.</p> <p>Does this accommodation comply –Y/N</p>		
4.2	<p>Tiling above and around the bath to be tiled to high level (tiled to ceiling level) Showers to also be tiled to high level (tiled to ceiling level).</p> <p>Does this accommodation comply –Y/N</p>		
4.3	<p>Existing wall tiled areas to be thoroughly cleaned and free of grease, cooking fat, dirt and other by-products.</p> <p>Does this accommodation comply –Y/N</p>		
4.4	<p>Caulking sealant located around worktop, sink tops and sanitary ware is to be in good condition. Where sealant</p>		

	<p>faulty this is to be raked out and re-sealed to prevent water penetration.</p> <p>Does this accommodation comply –Y/N</p>		
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## 5. Bathrooms

		Y	N
5.1	<p>Bathroom or toilet windows should have obscure glass or have nets/blinds supplied.</p> <p>Does this accommodation comply –Y/N</p>		
5.2	<p>Bathrooms to have bath and be correctly screened and watertight. The same is true if a shower is in place.</p> <p>Does this accommodation comply –Y/N</p>		
5.3	<p>Shower mixer bath taps to be installed with thermostatic mixing valves, along with shower cable and shower head with appropriate wall fixings.</p> <p>Does this accommodation comply –Y/N</p>		
5.4	<p>Hot and cold water to be supplied to bath and shower.</p> <p>Does this accommodation comply –Y/N</p>		
5.5	<p>Sanitary fittings including taps to be clean and in a good condition with no signs of pitting or corrosion and should operate as designed. In all cases new toilet seat and plugs to both sink and bath are to be provided.</p> <p>Does this accommodation comply –Y/N</p>		
5.6	<p>Bathroom to be decorated appropriately with non-slip tiles or linoleum.</p> <p>Does this accommodation comply –Y/N</p>		
5.7	<p>Accessory fittings to be provided: toilet roll holder, towel rail and mirror to be located in an easily accessible position and in good working order.</p> <p>Does this accommodation comply –Y/N</p>		



5.8	Mechanised ventilation to be provided with humidity switch or overrun linked to light switch.  Does this accommodation comply –Y/N		
5.9	Bathroom and toilet doors to be fitted with a vanity lock or barrel bolt.  Does this accommodation comply –Y/N		

## 6. Floorings and Soft Furnishings.

		Y	N
6.1	Floors to be level and even with boarding securely fixed to joists. Where required latex self levelling compound or similar to be used.  Does this accommodation comply –Y/N		
6.2	Aluminium binding strip (or similar) to be fixed on changes in floor finish.  Does this accommodation comply –Y/N		
6.3	Carpet or laminate flooring with a suitable underlay such as PU underlay or similar being essential floor covering to living room, bedrooms, lobbies, common halls and staircases.  Does this accommodation comply –Y/N		
6.4	Vinyl floor covering or non-slip tiles to kitchens, bathrooms and separate w/c compartments.  Does this accommodation comply –Y/N		

## 7. Decorative standard

		Y	N
7.1	All rooms to be painted in neutral colours to a high standard using matt finish. The bathroom paint should also be composed of a Mildew and mould-resistant paint.  Does this accommodation comply –Y/N		

7.2	Woodwork items e.g. skirting boards, frames, architraves, doors and windows etc. are to be washed down prior to new lettings, but redecorated / replaced if in poor condition.  Does this accommodation comply –Y/N		
7.3	If applicable polystyrene tiles to be removed from all ceilings and walls and the walls and ceiling adequately repaired or replaced with durable material.  Does this accommodation comply –Y/N		
7.4	All habitable rooms to have blinds, curtains rail or Pole that are in good condition.  Does this accommodation comply –Y/N		

## 8. Power, Heating and Lighting

		Y	N
8.1	Heating, minimum requirement is a new Vaillant full gas fired combi boiler central heating system. Appropriate to provide adequate heating and hot water for the size of the property. To include a working convection radiator in each habitable room, including kitchen and bathroom, with TRV except where the thermostat will be located (ideally in a hall way). Radiators and pipe work to be secured to the walls.  Does this accommodation comply –Y/N		
8.2	Heating system to be fully serviced, in good condition, inspected and certified by registered Gas Safe contractor.  Does this accommodation comply –Y/N		
8.3	Bolts to be fitted on storage, meter and airing cupboards. Where practical, boilers should be boxed in.  Does this accommodation comply –Y/N		
8.4	Mains-wired carbon monoxide detectors to be fitted where there is a gas appliance in the property.		

	Does this accommodation comply –Y/N		
8.5	Fittings: sockets and switches shall be in good condition without cracks and firmly secured to their appropriate back boxes.  Does this accommodation comply –Y/N		
8.6	All lighting shall be covered and all strip lights to have shatter proof covers.  Does this accommodation comply –Y/N		
8.7	Power points as a safety precaution are not to be located over and around sinks or cooker with a minimum of 600mm distance away from the tap. Any replacement or new power points should be MK Electric.  Does this accommodation comply –Y/N		
8.8	Electric lighting in each room is to be of sufficient intensity and light bulbs fitted.  Does this accommodation comply –Y/N		
8.9	In circumstances where a full or partial electrical rewire is required the walls should be chased and made good thereafter. If a new consumer unit is required, it should comply with BS EN 61439-3 and Regulation 421.1. 201  Does this accommodation comply –Y/N		
8.10	Internal airing cupboard with slatted shelving for clothes when fitted must be provided with all electric wiring clipped back to the wall or cupboard lining.  Does this accommodation comply –Y/N		

## 9. Meters

		Y	N
9.1	Meters should be standard meters or smart meters, not key meters. All key meters will require a meter change.  Does this accommodation comply –Y/N		

## 10. External Works, Boundaries and Fencing

		Y	N
10.1	Boundaries of the property must be clearly defined and protected by walling or fencing including lockable rear access entrances where provided. Walling or fencing to be well maintained.  Does this accommodation comply –Y/N		
10.2	Garden to be well maintained with vegetation to be cutback upon submission or re-submission of property. No ponds or greenhouses in gardens.  Does this accommodation comply –Y/N		
10.3	All external woodwork, including door and window frames to be in good order and weatherproof.  Does this accommodation comply –Y/N		
10.4	If within the boundary of the property, access covers over manholes, service ducts to be flush with pavement and of no danger to pedestrians.  Does this accommodation comply –Y/N		
10.5	Any yard and path should have an even surface and not present a trip hazard.  Does this accommodation comply –Y/N		
10.6	All properties to have a door number.  Does this accommodation comply –Y/N		
10.7	All properties to have a working door bell.  Does this accommodation comply –Y/N		

## 11. Security

		Y	N

11.1	All external doors to be fixed with a latch and dead -lock as minimum.  Does this accommodation comply –Y/N		
11.2	2 way voice door entry Kit with lock release  Does this accommodation comply –Y/N		

## 12. Asbestos

		Y	N
12.1	Asbestos management survey to be undertaken. The Survey must locate and identify all ACM <b>BEFORE</b> works start. The purpose of the survey is to identify any ACM and ensure that where ACM is present it does not pose a health risk to either the operatives undertaking works or future tenants.  Does this accommodation comply –Y/N		
12.2	If Asbestos is found any badly-damaged asbestos material that is likely to become further damaged should be removed. If appropriate to do so asbestos material should be Encapsulate.  Does this accommodation comply –Y/N		
12.3	A copy of the Asbestos management survey is to be provided at property handover.  Does this accommodation comply –Y/N		

## 13. Energy Performance Certificate

An Energy Performance Certificate (or EPC) is required. It is the responsibility of the Landlord to have a valid EPC to show to prospective tenants. The EPC must be given to the eventual tenant. The property should have an energy efficiency rating no lower than E. If an EPC is not in date or not present an EPC should be undertaken and provided at handover.

		Y	N
a	Does the accommodation have a valid EPC ?		
b	What is the rating?		

## 14. Electrical Safety Inspections

The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 came into force on 1 June 2020 and apply to all tenancies created on or after that date in England from 1 July 2020.

An electrical certificate or Electrical Installation Condition Report (EICR) with no faults. Is required as part of the hand over of all properties.

		Y	N
14	Electrical Installation Condition Report(EICR) Valid Certificate provided Y/N		

## 15. Gas Safety Certificate (CP12)

The CP12 Certificate also known as the Landlord's Gas Safety Certificate. Is a legal requirement all properties should be handed over with a valid Cert showing no faults.

		Y	N
14	CP12 Valid Certificate provided Y/N		

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is exempt

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