

Minimum Void Standard

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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, oven with grill and a new overhead extractor fan.

The appointed contractor must have the necessary accreditation to undertake asbestos surveys i.e. UKAS. Any remediation work is to be carried out by a licensed contractor. 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	If applicable internal Cold-water storage cisterns, tanks etc. To be properly housed and protected and ensure ACOP L8 is followed. 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 window restrictors. As a child safety precaution windows shall be restricted to 100mm opening restriction. 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	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		
2.5	Balcony and store doors used other than a means of escape route shall be fitted with a keyed level deadlock. Does this accommodation comply –Y/N		
2.6	Wall or floor stops shall be provided for all doors to protect wall decorations.		

	Does this accommodation comply –Y/N		
2.7	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		
2.8	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	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		
2.9.1	Security protection measures such as grills, hinge bolts, spy holes, and video / audio entry phone system that is PAC512 compatible where required to be fitted where appropriate and working. Does this accommodation comply –Y/N		
2.9.2	Letterboxes where required and doorbells shall be fitted for each unit. Does this accommodation comply –Y/N		
2.9.3	Non-mechanical ventilation system e.g. air bricks, 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		
2.9.4	Ventilate all permanently closed fireplaces with a fibrous plaster louvre or a fixed grill over the chimney breast. Does this accommodation comply –Y/N		

2.9.5	Where internal glass Fanlights are present above the door. The glass should be removed and boarded using a suitable material.		
	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	Where appropriate Surestop valves should be installed as an additional measure, after the primary stopcock or in a utility cupboard. Does this accommodation comply –Y/N		
3.6	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 as per building regulations Part L Does this accommodation comply –Y/N		
3.7	<p>Kitchen shall include the following items:</p> <ul style="list-style-type: none"> • Hot and cold water supplies. • Sink with hot and cold mixer tap and drainer. • New Cooker (where free standing to be level and restrained from tipping) • Working surfaces, arranged wherever possible between cooker and sink, at least 1.5m² • Cooker should have 300mm of work top distance on either side. • Work surface to be clean with mastic sealed edges and impervious to liquid. • Kitchen sink units, water and gas service pipes should be cross-bonded and earthed to current electrical Regulations. • Space for a washing machine should be provided along with separate fresh water intake and waste water outlet. <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 are to be provided and sealed with mastic against water penetration.</p> <p>Does this accommodation comply –Y/N</p>		
4.2	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).		

	Does this accommodation comply –Y/N		
4.3	Existing wall tiled areas to be thoroughly cleaned and free of grease, cooking fat, dirt and other by-products. Does this accommodation comply –Y/N		
4.4	Caulking sealant located around worktop, sink tops and sanitary ware is to be in good condition. Where sealant faulty this is to be raked out and re-sealed to prevent water penetration. Does this accommodation comply –Y/N		

5. Bathrooms

		Y	N
5.1	Bathroom or toilet windows should have obscure glass or have nets/blinds supplied. Does this accommodation comply –Y/N		
5.2	Bathrooms to have a bath and be correctly screened (including shower curtain and rail) and watertight. The same is true if a shower is in place. Does this accommodation comply –Y/N		
5.3	Shower mixer bath taps to be installed with thermostatic mixing valves, along with shower cable and shower head with appropriate wall fixings. Does this accommodation comply –Y/N		
5.4	Hot and cold water to be supplied to bath and shower. Does this accommodation comply –Y/N		
5.5	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. Does this accommodation comply –Y/N		

5.6	Bathroom to be fitted appropriately with non-slip tiles or linoleum. Does this accommodation comply –Y/N		
5.7	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. Does this accommodation comply –Y/N		
5.8	Vent-Axia 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 between 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	<p>All rooms to be painted in neutral colours to a high standard using a white matt finish and where required a stain blocker should be used. The bathroom paint should also be composed of a Mildew and mould-resistant paint.</p> <p>Does this accommodation comply –Y/N</p>		
7.2	<p>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.</p> <p>Does this accommodation comply –Y/N</p>		
7.3	<p>If applicable polystyrene tiles to be removed from all ceilings and walls and the walls and ceiling adequately repaired or replaced with durable material.</p> <p>Does this accommodation comply –Y/N</p>		
7.4	<p>All habitable rooms to have blinds, curtains rail or Pole that are in good condition.</p> <p>Does this accommodation comply –Y/N</p>		

8. Power, Heating and Lighting

		Y	N
8.1	<p>Heating, minimum requirement is a new Ideal, Logic full gas fired combi boiler serving a 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. Where instructed a system boiler, might be installed. In either case a</p>		

	<p>programmable remote thermostat for the boiler should also be provided.</p> <p>A Hotun Detect will be installed. As it provides an audible tone when there is an issue with a boiler.</p> <p>Does this accommodation comply –Y/N</p>		
8.2	<p>Heating system to be fully serviced, in good condition, inspected and certified by registered Gas Safe contractor.</p> <p>Does this accommodation comply –Y/N</p>		
8.3	<p>Bolts to be fitted on storage, meter and airing cupboards. Where practical, boilers should be boxed in.</p> <p>Does this accommodation comply –Y/N</p>		
8.4	<p>British Standard 5839 Part 6 2004 Grade D, category LD3 (Fire safety in dwellings) Mains-wired carbon monoxide detectors to be fitted in each room where there is a gas appliance.</p> <p>Does this accommodation comply –Y/N</p>		
8.5	<p>Fittings: sockets and switches shall be in good condition without cracks and firmly secured to their appropriate back boxes.</p> <p>Does this accommodation comply –Y/N</p>		
8.6	<p>All lighting shall be covered and all strip lights to have shatter proof covers.</p> <p>Does this accommodation comply –Y/N</p>		
8.7	<p>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.</p> <p>Does this accommodation comply –Y/N</p>		
8.8	<p>Electric lighting in each room is to be of sufficient intensity and low energy light bulbs fitted.</p> <p>Does this accommodation comply –Y/N</p>		

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																		
8.11	British Standard 5839 Part 6 2004 Grade D, category LD3 (Fire safety in dwellings) Mains-wired heat detector to be fitted in the kitchen where there is a gas appliance. Does this accommodation comply –Y/N																		
8.12	British Standard 5839 Part 6 2004 Grade D, category LD3 (Fire safety in dwellings) Mains-wired smoke detector to be fitted on each storey of the premises on which there is a room used wholly or partly as living accommodation. Does this accommodation comply –Y/N																		
8.13	Separate sockets and isolation for WM/DW/Fridge/Freezer Does this accommodation comply –Y/N																		
8.14	Each property should aim to have the following number of MK, electrical sockets. <table><thead><tr><th>Room</th><th>Electrical Sockets</th></tr></thead><tbody><tr><td>• Living Room</td><td>3x Twin sockets</td></tr><tr><td>• Dining Room</td><td>2x Twin sockets</td></tr><tr><td>• Single Bedroom</td><td>2x Twin sockets</td></tr><tr><td>• Double Bedroom</td><td>3x Twin sockets</td></tr><tr><td>• Kitchen</td><td>3x Twin sockets, (1 of which should include a USB outlet)</td></tr><tr><td>• 1x Cooker switch and outlet,</td><td></td></tr><tr><td>• 1x washing machine spur and single socket outlet</td><td></td></tr></tbody></table>	Room	Electrical Sockets	• Living Room	3x Twin sockets	• Dining Room	2x Twin sockets	• Single Bedroom	2x Twin sockets	• Double Bedroom	3x Twin sockets	• Kitchen	3x Twin sockets, (1 of which should include a USB outlet)	• 1x Cooker switch and outlet,		• 1x washing machine spur and single socket outlet			
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9. Meters

		Y	N
9.1	Meters should be either standard meter, smart meter or key meter. If key meter, a credit should be applied to both gas and electric meters at time of letting. 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 and replaced with like for like material or better if defective. Does this accommodation comply –Y/N		
10.2	Garden to be well maintained with vegetation to be cutback. No ponds or greenhouses should be left in the garden. 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 and service ducts to be flush with pavement and of no danger to pedestrians. Does this accommodation comply –Y/N		
10.5	Any Balconies, yards and paths should have an even surface and not present a trip hazard. Where the surface is damaged it should be replaced with like for like or better.		

	For exterior balconies, roofs or terraced areas. The required balcony height is 1.1 meters (1100mm) from where you can stand to the top of the handrail. 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	In blocks a 2 way video / audio entry phone system with lock release is required 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 BEFORE 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 damaged asbestos material that is likely to become further damaged should be removed. If appropriate to do so asbestos material should be Encapsulated.		

	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 new Energy Performance Certificate (or EPC) is required for every property 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 aim to have an EPC rating of D or above and 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
14.1	Electrical Installation Condition Report (EICR) Valid Certificate provided Y/N		
14.2	For electrical works and where applicable the Building Regulations Certificate should be provided Valid Certificate provided Y/N	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
15.1	CP12 Valid Certificate provided Y/N		
15.2	If a new boiler is installed the Building Regulations Certificate should be provided Valid Certificate provided Y/N	Y	N

16. Warranties

		Y	N
16.1	Where new gas or electrical appliances have been provided. All guarantees and warranties should be provided. To include but not limited to. <ul style="list-style-type: none"> • Electric Cooker • Boiler • Kitchen Extractor Fan • Fridge Freezer • Washing Machine Valid Certificate provided Y/N		

17. Furniture and Appliances

Depending on the end use of the property. The Councils officer may instruct the installation of the following items which the appointed contractor should be able to provide.

		Y	N
17.1	<ul style="list-style-type: none"> • Fridge Freezer – Indesit LI6 S2E W UK 70/30 Fridge Freezer - White Including Portable Appliance Testing (PAT) 		

	<ul style="list-style-type: none"> Indesit Ecotime IWDC 65125 UK N Washer Dryer - 6kg Wash 5kg Dry White Including Portable Appliance Testing (PAT) Kitchen Table Kitchen Chairs Free standing wardrobe Freestanding dresser table Low level coffee table Single bed frame Double Bedframe Single Bed Head Rest Double Bed Head Rest Curtains <p>The following should all comply with The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010) and be supplied with fire safety label attached.</p> <ul style="list-style-type: none"> Single armchair Two, seater sofa Three, seater sofa Single Bed Mattress Double Bed Mattress <p>Valid Certificate provided Y/N</p>		
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18. Preferred Manufacturer and Products to be Used.

18.1	Equipment/Materials	Manufacturer	Model/Ref
	Electrical sockets	MK	Logic Plus
	Light Switches	MK	Logic Plus
	Electric Shower	Triton	T80
	Bathroom deck mixer tap	Ideal Standard	Cerafine bath / shower mixer
	Bathroom basin mixer tap	Ideal Standard	Cerafine O single lever mixer tap
	Shower control (shower rooms only)	Ideal Standard	Ceratherm t25 wall mounted controller with shower hose, head and rail
	Gas Boiler	Ideal	Logic* *boiler sized (Kw) appropriately to home
	Hotun Safety Device Boiler	RA Tech	Hotun Detect
	Carbon Monoxide Alarm	AICO	

	Fire/Smoke/Heat Sensors	AICO	
	Paint	Dulux/Crown	White matt emulsion to non-wet areas. Moisture and mould resistant white eggshell to wet areas
	Kitchen units	To Employer's Approval	Howdens – Greenwich range Premiere – Senator range
	Kitchen worktops	As kitchen manufacturer	38mm laminate post-formed worktop – colour to Employer's approval
	Kitchen sink	To Employer's approval	Stainless steel single bowl with drainer
	Kitchen sink tap	To Employer's approval	High-arc swan neck single pillar mixer tap
	Grout	Mapei	Mould and mildew resistant
	Ventilation	Vent-Axia	
	Door entry handset	To Employer's Approval	Compatible with existing door entry panel system
	Washing Machine	Indesit	Ecotime IWDC 65125 UK N Washer Dryer - 6kg Wash 5kg Dry White
	Fridge Freezer	Indesit	LI6 S2E W UK 70/30 Fridge Freezer - White