

Appendix D – Draft Service Charge Heads of Costs

Preparation of accounts and filing.

Repairs & maintenance of internal and external areas.

Management fee.

Insurances.

Fire & general risk assessments.

Smoke ventilation & emergency lighting.

Testing of the dry riser.

Lift maintenance.

Lift emergency telephone (one per lift).

Electricity to communal areas.

Water testing (legionella).

Pump/tank/plant maintenance.

Cleaning.

Gardening & grounds maintenance.

Reserve Fund.