

# Void Lettable Standard

**Charnwood Borough Council**

# Front Entry Door (FED) / Rear Entry Door (RED)

1. All locks to be changed – Provide a minimum of 2 new keys per lock, includes post boxes and all night latches, deadlocks, and euro cylinders on all FED`s and RED`s.
2. All dwellings that have a FED opening out into a communal area or shared balcony must have a fire rated door with intumescent smoke seal and an external self-closing device. The door must be fitted to manufacturer`s instructions.
3. If a fire door is fitted there should be an intumescent letterplate.
4. All old door furniture on any FED i.e. redundant bell pushes to be removed from door and frame.
5. Any FED that has glass panels must be fitted with safety glass when replaced.
6. External doors are in good condition and draught excluders and/ or brush strips are fitted where necessary.

## Interior doors

1. Wherever possible, any property with a single point of exit and entry should have a solid wooden door fitted to the kitchen as per manufacturer`s instructions. This includes flats, maisonettes, and some duplexes.
2. All door handles must be in good working order and securely fixed to the door. Privacy locks/handles to be used on bathrooms and WC`s (no internal sliding bolts).
3. All interior doors to be fully operational with no damage or non-standard items attached.
4. All doors to match in property with rubber or spring door stops fitted to stop damage to walls.
5. Remove locks to internal doors (latches only).
6. The door frame should be in sound condition with one purpose cut and fitted keep. Any other holes and notches should be repaired, spliced, or filled to a high standard.
7. Architrave must be complete and undamaged, and any notches or cuts should be repaired and made ready for decoration.

## Windows

1. All window hinges and locks to be greased and left in working order, new furniture if required, supply keys to locks / handles.
2. Window restrictors to be fitted to openable sashes above ground floor or easily accessible to children. Restrictors must be easily opened from inside in case of emergency.
3. All windows are operational, easy to open and close, and secure with no broken or blown glass / units.
4. There are no glass panels that are not comprised of safety glass.
5. Any trickle vents present are clear and functioning.

## Decorating

1. Strip any papered walls or ceilings that are in poor condition i.e., stained, mouldy, sections torn & missing or if they display any writing or motif.
2. Plain paper in good condition should be cleaned and left in situ.

3. If the paper has to be removed the wall should be left with a good finish, all cracks and holes filled and left smooth on completion.
4. Wall and ceiling finishes (plaster) are sound with no loose or flaking material. Surfaces are (e.g. walls and ceilings) are in good condition, free of heavy tobacco stains and ready to decorate i.e., all holes and cracks filled and sanded, and any new plaster mist coated.
5. Graffiti, heavy tobacco staining, or heavy / offensive graffiti has been removed or painted over.
6. Polystyrene tiles & coving have been removed throughout, and finishes made good.
7. Textured ceilings are in good condition with no damage / flaking.
8. Woodwork and walls are washed with sugar soap where necessary and left in a clean condition ready for decoration.
9. Radiators to be decorated using the correct radiator paint if they are rusted or stained.

## Sub floors and floor coverings

1. The existing flooring should remain where it is in good condition, free of major blemishes and can be cleaned to a good standard. If the flooring fails this standard, the following should apply:
2. Floors are safe and level and free of trip hazards.
3. All floor screed to be made good to receive new carpets / grippers / vinyl.
4. All carpet grippers are to be removed.
5. Timber floors are sound and in a cleanable condition. Floorboards / chipboard to be securely fixed down.
6. Floors tiles are to be in sound and clean condition with none broken.
7. Vinyl Flooring replacements should be as per flooring specification laid on a sound subbase either ply, latex or similar.
8. Flooring to be sealed with surrounding edges using silicone (mould resistant).

## Internal Joinery, Fixtures and Fittings

1. All Stair handrails, banisters and balustrades are present, sound, and safe.
2. Spindles on banisters must be no more than 100mm apart and ranch style rails should be boarded over.
3. All skirting-board should be complete around the room unless otherwise directed and in good repair. Where necessary it should be left clean and /or sanded down and primed with no old paint marks stains or drips present

## Tiling and Splashbacks

1. All tiled surfaces are clean with no broken or chipped tiles.
2. Any rawl plugs are removed and the holes are filled.
3. All grout is to be clean and free from mould and grease.

## Plumbing and Heating Systems

1. All stop taps, and hot water are shut off. Valves haven been located and are operating correctly.
2. All systems and overflow pipes are leak free with no drips.

3. All taps shall be tested to ensure they function correctly, and they are not dripping. Or encrusted with limescale.
4. Cisterns have been tested for operation and left operational, repaired, and renewed as required.
5. If there is a header tank present, it is to be drained and cut off from the supply and removed wherever possible.
6. The water supply to the property should then be fed by the mains and sufficient stop taps and valves are installed.
7. All loose pipe work has been re-clipped.
8. All pipework in the loft should be sufficiently lagged.
9. Pipework dead legs have been removed.
10. From November to March, once work in the property has been completed, the properties water supply should be isolated, and the property should be drained.

## Kitchen

1. The kitchen has adequate work surfaces, space, and layout - for the safe use of the kitchen.
2. Work surfaces are sound, cleanable with no damage.
3. All mastic sealant is clean, continuous, intact, and fit for purpose.
4. Kitchen sinks are clean, rust and scale free especially around plug holes and taps and are leak free and complete with plug and chain.
5. There is an adequate space for a cooker and fridge.
6. There is a gas or electric supply present for the cooker.
7. There is space to accommodate a washing machine including washing machine taps and waste connections.
8. Anti vibration mats must be installed in the washing machine space for any property above ground floor.
9. Wherever an extractor fan is present, it must be free of obstruction and working.

## Bathrooms / Water Closets

1. WC pans, wash hand basins and baths are clean.
2. Missing plugs and / or chains are present / have been replaced where necessary to baths, wash hand basins and sinks.
3. Toilet seats are new or in good clean condition.
4. If present shower curtains hoses and sprays must be replaced.
5. Wherever an extractor fan is present, it must be free of obstruction and working.
6. All external WC`s are removed and the drainage and plumbing is capped off or removed. External WC`s are defined by those where the entrance is outside of the external exit door.

## Electrical inspection & test

1. Electrical Installation Condition Report (EICR) to be completed and submitted with any variation above agreed self-approval limit. Upon approval, all C1's, C2's, void enhancements and agreed C3's will be completed and supported by the appropriate certification (MEIC or EIC/Notification) as required.
2. An Inspection & test will be carried out and added to the above EICR for all additional CCU's (Inc. Off-Peak supplies or misc. circuits).

3. Working light bulbs must be installed in every room. Either low wattage Halogen or LED. DO NOT fit standard light bulbs.
4. An electrical check needs to be undertaken following the installation of loft insulation and a small works certificate should be issued.

**Note: When carrying out electrical void inspections, we should be looking at all equipment and installations with the view of not returning for a min. 5yrs (for compliance Testing) and beyond. Any equipment/installation not expected to last this period should be upgraded at time of void. Any major works should be reported immediately to a supervisor.**

## Electrical mechanical ventilation

1. Kitchen- Installation of Mechanical Electrical Ventilation (MEV) to all new Kitchens installations or where there is evidence of damp, mould or condensation, previous historic issues (both within the property or neighbouring properties), or chance of future issues retaining to local knowledge within existing kitchens. (See note).
2. Bathroom- Installation of Mechanical Electrical Ventilation (MEV) to all Bathrooms where a shower is installed and/or where there is evidence of damp, mould or condensation, previous historic issues (both within the property or neighbouring properties), or chance of future issues retaining to local knowledge. (See note).

**Note: MEV must be able to provide constant duty, have a boost facility by means of remote switch line and integral pull cord operation plus humidity sensor control and operation log facility. The unit shall meet the requirements of Part F & L of the local building regulations. Means of local Isolation will be installed. (See appendix below for material specification).**

3. MVHR - Inspection & overhaul of filters to be carried out on properties containing MVHR units. Ensure operation inc. boost facility.

## Alarm Equipment

1. Smoke Alarms (Optical) - To be installed in all Hall & Landings.
2. Smoke & Heat Detector - To be installed in all Kitchens.
3. Hard wired carbon monoxide alarms have been fitted / are present in every room which contains a fixed combustion appliance (excluding cookers).
4. If the boiler is in the loft a combined fire / CO2 alarm must be hardwired.

**Note: All Smoke/Heat alarm units will have Lithium battery back-up, will be directly linked (or RF as required) and will have a minimum expiry of 5 years remaining at time of void inspection, anything less, than ALL units should be upgraded. Installation will be to LD3 plus Heat and conform with Part B and BS5839 Pt6 respectively.**

## Gas inspection & test

1. A gas safety check has been undertaken and a Landlord Gas Safety Record certificate produced showing the gas installation is safe.
2. Cooker points should capped/plugged alter to current standards.

3. Gas fires are to be removed in all cases and the builders opening in the chimney bricked up and vent fitted.
4. Remove any inlet gas pipes for fires sitting above floor level in any room. Cut below floor level and cap then carry out repair to floor as necessary.
5. Wherever possible all gas dead legs should be removed or capped as close as possible to main gas pipe run.
6. Boiler installations are to be carried out in strict adherence to CBC practices and principles.
7. The gas meter is to be capped/disc until tenant moves in and the gas contractor can carry out a turn on and test.

## General

1. There are no signs of damp, and any mould growth has been removed and treated with a fungicidal solution.
2. Remove any fires from all rooms brick a board up the openings and sufficiently vent chimneys.
3. Traditional rockwool loft insulation is 300mm deep and extends to the edges of the loft. Or an alternative agreed solution is installed. In either case the loft must be sufficiently insulated.
4. The property is free of unguarded drops.
5. Any air vents / bricks have been checked, and are clear, free of obstruction and functioning.
6. The property is free of redundant cables, pipework, carpet grips, shelving, nails, and holes in the wall etc.
7. The property is left clean and tidy throughout internally and externally and free from unused building materials and rubbish. Floors are all swept, and surfaces wiped down.

## Garden & External

1. Gardens - cleared, cut back, grass cut, bushes/shrubs left manageable, paving/patio areas left with no trip hazards.
2. Fence repairs as instructed or follow principles laid out below.
3. Garden gates repaired, side access gates if present left with high level bolt to secure.
4. Make sure garden is safe for all needs and children - as required. (no ponds, falling prevention, handrails).
5. Timber garden shed removed if in poor repair.
6. Green houses to be removed and base removed / made good.
7. External paving is safe and level and free of hazards (e.g. trip hazards, significant defects) and in place to ensure as far as reasonably practicable safe entry and exit of the dwelling through recognised routes e.g. front, rear doors and side entries etc.
8. If the property has external wall insulation, render or cladding it is in good condition.
9. Roof coverings appear in good condition, with no obvious issues.
10. The property is free of signs of roof leaks. All guttering is to be cleared.

## Fencing

This extract from the Council's Fencing Policy sets out the fencing required where there is no boundary structure.



Boundary	Scenario	Boundary structure ownership/Maintenance responsibility
Back garden between two tenanted properties (front/back; side/side etc.)	At void there is no boundary structure.	The council will mark the boundary using four-foot/1.2m chain-link fencing with concrete posts and, in respect of adjoining Properties, a six-foot/1.8m-square timber privacy screen along the line of the party wall at the rear of the property. Thereafter the maintenance will fall to the tenants either side of the two properties' dividing fence.

## Appendix 1 Sheltered Housing

### Decoration

1. All sheltered units are to be brought back to a decorated standard. This does not mean that all units are to be completely decorated.
2. If only 1 wall in a room requires decoration, then only this wall should be decorated.
3. If the woodwork is in good condition, it will be thoroughly cleaned.
4. Decoration will only be carried out where it is required within the unit.

### Flooring

1. Any flooring in good condition should be thoroughly and professionally deep cleaned.
2. Any carpet or flooring that needs to be replaced must be like for like and in keeping with the scheme.
3. All units must be left with good condition flooring throughout the property.

### White Goods

1. All white goods where supplied must be thoroughly and professionally deep cleaned. Including the removal of all parts that can be removed to enable deep cleaning i.e., oven racks and trays and door / door glass, washing machine filters and drawers and fridge / freezer racks and drawers. These are to be cleaned separately and replaced once the internal surfaces have been deep cleaned.
2. External surfaces need to be deep cleaned and free from grease or grime. Numbers on dials need to be legible and switches and knobs operable.
3. All used white goods are to be PAT tested prior to being recommissioned.
4. If any white goods that have been provided by the scheme are to be replaced or renewed, then they must be like for like and in keeping with the rest of the scheme.