

Appendix 1

FYNE HOMES LTD MINIMUM LETTABLE STANDARD

Works	Minimum Standard
General Cleanliness	Technical Services will liaise with Housing Services regarding clearing of furniture, carpets & belongings/ household items from the previous tenant. Floors will be swept out. Woodwork, kitchen and bathroom surfaces, including sanitary ware, will be washed down. Attics, basements and out buildings will be emptied.
Garden Areas	Garden areas attached to the property will be cleared of rubbish and grass given a one off cut, if required
Electrics	All electrics will be checked and a copy of certificate of inspection retained on file. Alterations to the electrical system, which has clearly been undertaken by the tenant will be removed unless compliance certificate covers them.
Gas	All properties with gas supply/appliances will have a full gas safety check and cooker supply (where applicable) capped. Copy of certificate will be given to ingoing tenant. Original will be retained on file.
Gas/Electric Cooking	Where the previous tenant has left a gas or electric cooker, this will be removed as we are unable to certify their safety
Smoke/ Carbon Monoxide Alarm/s	The smoke alarms and carbon monoxide alarms will be tested as part of the electrical safety check. Copy of user instructions to be given to the ingoing tenant.
Water Supply	Where there is no new tenant identified for a property at completion of maintenance works stopcocks will be shut off and water supply drained down. Where new tenant has been identified, stopcock will be shut off. For long term vacant properties, and properties vacant during winter months, a separate process will be followed.
Windows	All windows will be fully operational and checked for safety. Window keys will be issued to tenants where fitted locks are installed.
Entrance Doors	Minimum security locks on all doors. Checks will be undertaken for security and drafts/water ingress. Front entrance doors will have letterbox and back flap.
Internal Pass Doors	All pass doors will be intact and operating properly. Bathroom doors will have locking device. All doors will be fitted as per building regulations.
Floors	All loose and missing floorboards will be re-secured/replaced. Floor surface will be even to allow carpets to be laid.
Skirtings & Facings	Missing or badly damaged skirtings/facings will be replaced. If repairable, they will be re-secured and filled where

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	necessary
Bedroom Cupboards	Will all have level shelf and clothes rail below, space permitting
Hall Cupboard	Hall cupboards will have one shelf, space permitting
Kitchen Units	All kitchen units will be thoroughly checked and hinges replaced/adjusted where necessary. Damaged drawers and doors will be repaired/replaced, where necessary. Damaged worktops as a result of burning/water ingress will be replaced where appropriate. If we are unable to match the damaged section, all worktops will be replaced.
Medical Adaptations	All medical adaptations will be inspected to ensure that they are fully operational and meet the needs of the incoming tenant where possible.
Bathroom Suite	Bathroom suite will be checked for chips/cracks and repaired or renewed as appropriate. Where replacement of a part of the suite is required the available colour match will be investigated. If colour match is not available a 3 piece white bathroom suite will be installed.
Shower Unit	Instantaneous electric showers shall be included in the electrical check. Any instantaneous shower not fitted by the Association that does not visually appear in good condition shall be removed and capped. Tiles not fixed/sealed properly will be replaced
Decoration	- Existing decoration, including wallpaper or painted finishes will be of a reasonable standard or walls and finishes will be of a condition where the ingoing tenant can carry out their own decoration. In exceptional circumstances where the decoration is deemed to be below an acceptable standard, the award of decoration vouchers may be offered.