



Lettable Standard

Derby Homes Lettable Standard is the minimum standard for the specification of repair work to all void properties prior to re-letting.

External Fabric of Building

1.0 External Walls

1.1 The walls should be sound and capable of preventing water penetration and damp.

2.0 Roof

2.1 The roof will be watertight. Any loose tiles will be made safe or replaced.

3.0 Windows

3.1 Windows will be secure and fully serviceable with glazing intact (including the double glazing seal)

3.2 Windows will be checked to ensure they open/close and the handles work and we will provide a minimum of 2 locking keys per property. (Keys to be provided by the Local Office on sign up.)

3.3 Restrictors will be fitted on upstairs windows.

3.4 Where there are ventilation systems they must be in good working order.

3.5 All tenant fitted window locks will be removed

4.0 External Doors

4.1 External doors should be sound, secure, in good working order and capable of providing adequate security protection and prevent wind and water penetration.

4.2 All external doors will be fitted with British Standards locks.

Internal Elements

5.0 Clearance

5.1 All rubbish and debris to be removed and the property will be fumigated if necessary

5.2 All furniture and carpets are removed if required. If floor coverings are in good condition they may be left at the discretion of Derby Homes' staff.

6.0 Internal Doors / Joinery Items

6.1 All doors to be free of major impact damage and operational and incorporate all appropriate door furniture.

6.2 All bathroom doors to be fitted with an operational locking handle.

6.3 Glazed doors will be replaced.

6.4. Internal doors which are replaced may not match existing internal doors.

6.5. All fire-resistant doors must have an adequate door-closing device.

6.6 All architraves and skirting boards will be intact and matched up where possible – where unable to obtain an exact match they will be as near as possible and will not be joined to match mid length on one wall.

7.0 Wall Finishes

7.1 Mastic sealant or sound grouting should be in place at the joint between sanitary units, work tops and wall tiles. If the sealant or grout is discoloured or dirty it will be removed and reapplied or cleaned as appropriate.

7.2. A minimum of one course of wall tiles or an upstand should be present to form a splash back in the bathroom and kitchen. If replacement is required this will be on a like for like basis.

7.3 Any drawing pins, sellotape, blue tack, picture hooks and nails will be removed from all walls.

7.4 Walls should be in a suitable condition for redecoration. However minor plaster repairs (cracks and small holes) are the tenant's responsibility.

7.5 Any hanging wallpaper will be glued back where possible or neatly trimmed and not left hanging.

8.0 Ceiling Finishes

8.1 Ceiling plaster is to be in sound condition. Any hanging wallpaper will be glued back where possible or neatly trimmed and not left hanging.

8.2 All polystyrene ceiling tiles and coving are to be removed and the ceiling must be left in a suitable condition for redecoration.

9.0 Floor Finishes

9.1 Floor screed, floor boards and existing floor finishes to be retained must be in safe and sound condition.

9.2 Carpet grippers to be removed in door openings and on staircases.

9.3 Floor covering should be present on solid ground floors in bathrooms, kitchens and toilets.

10.0 Fixtures and Fittings

10.1 All fixtures and fitting to be retained including cupboards, built-in wardrobes and kitchen units must be in good working order.

10.2. Unless prohibited by the size, all kitchens should have a minimum of:

- 1 single drainer over unit
- 1 double base unit with work top
- 1 double wall unit
- Min of 1 m of work top
- 2 double power point sockets
- Plus 1 single wall unit for two-bed property
- Plus 1 double wall unit for three-bed + property.

11.0 Services

11.1 Central heating systems to be checked and in full working order when let.

11.2 Where no central heating is provided there must be at least one form of heating provided in the living room - with appropriate ventilation to meet current regulations.

11.3 All gas and electric systems will be tested and certificates issued.

11.4 All existing gas/electrical/water and hard wired smoke alarm systems within the dwelling will be safe and functional.

11.5 **All** burglar alarms or broken Derby Homes' alarms will be removed.

11.6 All old storage heaters controls will be removed from the property.

12.0 Sanitary Fittings

12.1 All toilets, cisterns, baths and wash hand basins should be secure and fully functional.

12.2 Renew toilet **seats in all properties.**

12.3 All taps must be fully functional and fit for purpose.

12.4 All water wastes must be free from blockages and fit for purpose.

13.0 Decoration

13.1 Decoration will only be carried out in rooms where the void has been affected by mould growth, extreme dirt/grease, and nicotine staining or offensive graffiti.

13.2 Where the existing decoration is of a poor quality, a decoration allowance **will** be offered as a contribution towards decorating on a property basis by the **Supervisor, Patch Manager or Estate Officers** where appropriate (**minimum of £30.00 per room**).

13.3 Walls, internal joinery and ceilings must be fit to be decorated by the new tenant without major repair

13.4 In exceptional circumstances, The Inspecting Supervisor may order a full decoration of the property if the decoration is in a poor state and the property is considered to be difficult to let.

13.5 Decoration Vouchers can be increased when it is required but not decreased. All Decoration Voucher payments will be recorded by the Voids team who will monitor to ensure that any increased payments made are consistent and increased for good reason. No vouchers paid will be less than awarded by the Voids surveyors on their inspections.

14.0 Smoke Alarms

14.1 Smoke alarms must be installed on each level of the property. A corridor, over 15m long, must contain more than one smoke alarm.

14.2 All smoke alarms must be interconnected.

14.3 The smoke alarm must be:

- Installed within 7m of the doors to the kitchen and within 3m of bedroom doors.

These distances are to be measured horizontally.

- Fitted to the ceiling at least 300mm from any wall or luminaries. A central position is preferable.

14.4 The smoke alarm must not be:

- Fitted in places that get very hot or very cold.
- Fixed to surfaces, which are normally warmer or colder than the rest of the space.
- Fixed next to or directly above heaters or room air conditioning units.
- Installed in bathrooms, showers, cooking areas or garages, or other places where steam or condensation or fumes are likely to give false alarms.

14.5 Where smoke detectors are required in upper levels of properties, they must not be located over open stairwells or other fixed openings between floors.

14.6 All smoke alarms must be tested and fitted to current regulations.

15.0 Asbestos

15.1 A visual inspection for asbestos will be carried out by a surveyor.

15.2 The asbestos database should be checked prior to the void inspection and report placed with the write up.

15.3 An asbestos survey must be completed prior to re-let if not already completed.

16.0 Cleaning

16.1 All cobwebs to be removed.

We will clean:

16.2 Electrical sockets, light fittings and switches.

16.3 The kitchen sink and work surfaces, and inside and outside all kitchen units and cupboard drawers will be cleaned with hot water and disinfectant.

16.4 Cooker, fridge / freezer spaces will be cleaned accordingly.

16.5 Bathroom fittings (toilet, toilet seat, sink, bath or shower tray) including removal of lime scale, where appropriate.

16.6 Internal windows including glass, frames and sills.

16.7 All doors, including the front door and door frames inside and out including the threshold.

16.8 The front and back of radiators (as far as possible).

16.9 All skirting boards.

16.10 All storage cupboards.

16.11 Stairways and steps.

16.12 All tiled areas.

16.13 All floors – these will be swept and mopped and where possible we will remove scuff marks. All floors will be mopped with hot water and disinfectant.

16.14 Properties will be left free of unpleasant smells by using air fresheners when appropriate.

17.0 Gardens

17.1 Gardens/yards will be cleared and safe for use with cuttings raked up and removed from site.

17.2 All garden sheds will be removed.

17.3 Gardens should be cleared of any accumulated rubbish and debris (including burnt remains).

17.4 Loose items in outhouses will be removed.

17.6 Defective paths, patios or hard standings are to be left in a safe condition.

17.7 Broken or collapsed fencing should be removed if it belongs to the property.

17.8 Gates to rear gardens should be in reasonable condition and secure.

17.9 All outhouses, not attached to the main building, which are in poor condition, has asbestos present or is a health and safety risk within its structure should be removed off site.

17.10 All dustbins to be emptied.

17.11 4ft fencing will be fitted to the front elevation where applicable.

17.12 6ft privacy fencing will be fitted to the rear where applicable.

18.0 Furniture Pack

18.1 All electrical items will be tested in accordance to the electrical regulations.

18.2 All furniture pack carpets and soft furnishing will be cleaned as standard.

18.3 All white goods will be cleaned.

18.4 All furniture pack mattresses will be replaced.

19.0 General

19.1 Test certificates and documentation relating to the current void will be scanned electronically.

19.2 Furniture pack items should be checked on pre-vacancy form. Void Supervisor to liaise with the Local Housing office on condition of appliances on site.

19.3 All properties will have a completed Energy Performance Certificate on sign up.

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