



Property Maintenance

It is essential that the property is routinely inspected and maintained.

In particular, attention should be given to:

- The overall condition of the property and housekeeping.
- The inspection of roofs and the clearance of gutters and downpipes.
- The inspection and maintenance of common areas and the surrounding grounds including gardens, trees and shrubs, pathways, parking and service areas.

Electrical Safety

- There is a legal requirement for the electrical installation within the communal areas to be inspected and tested at intervals not exceeding five years and records of all such work should be kept
- In addition to formal inspection and testing, routine visual checks of the electrical installation should be carried out annually
- Guidance on electrical safety is published by the Electrical Safety Council and is available at www.esc.org.uk.

Plumbing Services

- Sufficient heating should be maintained to prevent freezing of the plumbing services.
- Water tanks and pipes located in roof spaces and other exposed positions should be correctly lagged.
- Stopcocks should be located and regularly exercised.
- The installation of proprietary automatic stopcocks should be considered.
- All contractor's operations should be adequately supervised and particular care is required over hot work, such as the use of welding or brazing equipment, bitumen boilers, etc
- Only use contractors of good repute who are in possession of current and adequate public liability insurance cover.
- In the event that repairs or alterations are carried out on timber framed buildings or other buildings of modern construction, it is essential that all fire stopping in cavities or voids, which may be removed or displaced, is correctly reinstated.





Arson Prevention

Arson remains the largest cause of fires in the UK. Key arson prevention measures include:

- Ensuring any rubbish or bin rooms are kept secure.
- Locating plastic wheeled waste bins in a secure position well away from the buildings.
- Ensuring that all common entrances and exits are effectively secured.

Fire Safety Legislation

- Under the Regulatory Reform (Fire Safety) Order 2005 and equivalent legislation in Scotland and Northern Ireland, landlords of flats and maisonettes are required to carry out a fire risk assessment of all common areas and the necessary fire precautions put in place
- Whilst, in these circumstances, the law does not require this risk assessment to be recorded in writing, a written assessment as evidence that this requirement has been completed is recommended practice. The fire risk assessment should be reviewed annually in case of any changes.



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