

# Kirklees Council

## Lettable Standard

### Revision History:

Version	Date Implemented	Details of significant changes	Document Author
V1	05/03/2018	New Standard- Approved by KNH Board	Asad Bhatti
V2	17/09/2021	New Kitchen-3 Months post relet Compliance- updated Decoration to all	Emma Teal

# Lettable Standard

## 1.0 Policy

- 1.1.1 **The purpose of the Void Standard is to ensure a consistent approach is applied to all void properties**
- 1.1.2 It will set out what tenants can expect when they move into a new home
- 1.1.3 In summary it should be safe, secure, clean and in a condition suitable for tenants to move in to straight away.
- 1.1.4 Only essential repairs will be carried out whilst properties are empty.
- 1.1.5 Major improvements will be carried out as part of the future capital improvement programme.
- 1.1.6 The lettable standard document will be used as the main source of reference by all employees who have a responsibility for ensuring empty properties are fit for letting.
- 1.1.7 The standard will apply to all properties owned by Kirklees Council and properties KNH manage where landlords have agreed that KNH standards will apply.
- 1.1.8 The standard will also apply to all individual units situated within a KNH Retirement Living Scheme.
- 1.1.9 KNH wants to provide good quality housing ensuring.
- 1.1.10 The value of the asset is preserved
- 1.1.11 The property complies with current legislative and regulatory requirement and with good practice across the sector
- 1.1.12 It will identify some areas of discretion and a process for its application.
- 1.1.13 It will assist in reducing the overall relet time of empty properties and will ensure annual targets are met.

## 2.0 Lettable Standard

### Asbestos

- Each void will be surveyed to determine the presence of asbestos containing materials prior to any activity in the property (void surveying or void repairs)
- The survey format will include adequate sampling and an acceptable intrusive survey to satisfy the current regulations; to be determined by the Technical officer (Asbestos)
- Removal of any high-risk contaminants will be organised prior to any activity in the property
- Removal of contaminants will be assessed and instructed by the technical officer (Asbestos)
- Clean air test certificates will be distributed prior to any activity in the property
- In some cases the Safety and compliance team will request to hold a void to carry out intrusive survey to contribute to data held on the asbestos register and to ensure compliance to current regulations; this will be agreed in discussion with Empty Homes Team Leaders.
- Customer can access details of any asbestos in their home by

### Water Safety

- All void properties are flushed and/or chemically treated
- All washing machine hot water supply pipework should be cut back to source
- All areas of stagnation i.e., dead legs and blind ends will be removed where reasonably practical to remove.
- Cold water tanks and hot water storage must be compliant with current regulations i.e., close fitting lid and in a clean condition
- Showers will be clean in a scale free condition and is in good working order

### Fire Safety

- All fire and smoke alarms in the property will be checked and tested
- Any items that are identified as a risk will be replaced (e.g. Fire Doors).

### Fabric of building

- Roofs will be structurally sound and watertight
- Walls will be structurally sound and free from defect
- The property will be free from rising or penetrating damp
- The property will be free from major structural defect
- Rainwater goods will be functional and leak free
- Gullies and grates will be clean and clear

## **Services**

- The property will be supplied with hot and cold water
- There will be adequate switched electrical sockets above worktops and 1 at a low level
- There will be a suitably located working gas or electrical cooking point
- Smoke alarms will be installed on each floor of the property; ground floor hallway and 1<sup>st</sup> floor landing or hallway
- Heat detection will be installed to the kitchen
- We will install a carbon monoxide detector adjacent to open flued gas appliances
- Each kitchen and bathroom will have a functional mechanical extraction system
- It should have a programmable, modern heating and hot water system that is adequate for your home
- Gas and water services will have accessible isolation valves
- The electrical and gas supplies will be in a safe condition and certificates will be provided.
- All gas fires will be removed and the gas supply capped off whilst the property is empty
- All sockets, switches and light fittings will be in good working order and fit for purpose

## **Windows, doors & joinery items**

- Windows and doors will operate, be secure and watertight. External doors will be secure and of a modern standard with keys. All locks will conform to PAS 24 2016 and BS 6375 parts 1, 2 and 3
- All internal doors will be in place and close freely
- Internal doors will be replaced where we are unable to repair them, with standard 6 panel timber doors.
- Glazed doors will be replaced with non-glazed timber type

## **Fixtures and fittings**

- Kitchen units will be clean and in a good condition
- Worktops will be clean, hygienic and in good condition with mastic sealant to joints between the tiling, worktop and sink
- Kitchens will have a stainless steel sink unit with a plug and chain
- Taps and overflows will be securely fixed, free from blockages and full working order
- Cupboard doors and units will be secure and in good working order
- Walls, internal joinery and ceilings must be fit to be decorated by the new tenant without major repair

## **Sanitary fittings**

- The property will have a suitably located toilet, wash basin, fixed bath or shower
- Showers will have an adequate screen or curtain

- Showers will be clean and functional
- Toilet seats are intact and safely fitted
- Plugs and chains where missing will be replaced
- Plumbing will be installed to allow a washing machine to be connected
- Adequate splashback panels to baths and/or shower
- Sinks will have adequate tiling with clean grout and mastic sealant

### **Capital Works**

- If any capital works are required i.e. a new kitchen this will be replaced within the first 3 months of the tenancy.
- If we install a new kitchen or a bathroom we will fully decorate each room

### **Decoration**

- All properties will be decorated throughout
- Holes to plaster will be filled. Minor holes and cracks will not be repaired and are the new tenants' responsibility e.g. pin holes, screw holes, wall plugs and picture hook holes.
- Rooms affected by mould growth will be treated and decorated
- Sealant or grout will 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.

### **Tenant improvements**

- Improvements made to the property will be left in good safe condition or they will be removed

### **Cleaning**

- All cobwebs will be removed
- Walls and ceilings will be washed down where necessary
- All kitchen units and fittings will be thoroughly cleaned in order to remove all marks, deposits of grease, mould, dirt and dust with hot water and disinfectant. Where cleaning fails to remove ingrained dirt/marks, stains or where units have been damaged these will be replaced
- The bathroom will be thoroughly cleaned in order to remove all marks, mould, dirt and dust with hot water and disinfectant.
- All tiles will be cleaned and left in a smear free condition
- Floor coverings will be clean, hygienic and without damage
- Mirrors and tiled surfaces will be cleaned and left in a smear free condition
- Sockets, light fittings and switches will be cleaned
- All floors, including stairways and steps will be clear of rubbish, swept and mopped with hot water and detergent
- Woodwork will be cleaned and free from dirt and dust

- All inside and ground floor external windows (where accessible) will be free from dirt and smears after cleaning
- The front and back of radiators (as far as possible) will be cleaned
- All external doors, frames and thresholds will be cleaned
- Sealex sills will be cleaned and drain holes unblocked (where possible)
- The communal area leading to the entrance of any flat which is empty will be cleaned, free from clutter and any potential fire hazards
- Paths up to the property will have been swept to remove loose dirt and rubbish

### **Clearance**

- All waste, rubbish and any of the former tenants' property will be removed from the property, garden and any outbuildings
- Rubbish or former tenants' property will be removed from the loft space
- All polystyrene ceiling tiles will be removed
- Blinds that meet the current HSC regulations i.e. wand stick and snap safe cords will be left in the property

### **Gardens/outside spaces**

- Grass and hedges will be trimmed and in a manageable condition
- Broken or collapsed fencing in other areas will be removed
- Front gates will be secure and functional
- Fencing to the front of the property will be repaired/replaced where required
- Outbuildings will be secure, or removed if they are structurally unsafe
- Outdoor lighting should be functional, adequate and suitably located
- Defective paths, patios, handrails or hard standings will be left in a safe condition
- Drying areas will be clean, accessible and adequately segregated
- Communal bin storage areas will be clean, accessible and adequately segregated
- Cars, boats, caravans or items which are too large or heavy to be manually handled will be removed
- Garden sheds, greenhouses, decking and coal bunkers will be dismantled and removed

### **Flooring**

- Solid floors will be free from serious unevenness and defects
- Floorboards and stairs will be free from major splits, missing sections, defects and insect infestation. Broken floorboards will be replaced.
- Broken floor tiles will be removed
- Kitchens and Bathrooms will benefit from the installation of non-slip sheet vinyl flooring. In the case of an adapted bathroom the non-slip vinyl flooring will be

returned up walls by 150mm to prevent water penetration and damage to the floor structure.

- If the property requires a new kitchen or bathroom, we will install flooring after the replacement within the first 3 months of your tenancy.
- Carpets and flooring that is in good condition that doesn't prevent adequate repair of the property will remain in the property

### **3.0 Discretionary work**

3.1 The Empty Homes Team may decide there are additional items of work that may be required in order to secure an acceptance of a property on first offer. Examples of these are:

- Flooring to be in one or more rooms
- Additional kitchen units may be requested
- Additional kitchen and bathroom tiling
- The removal of adaptations where the property is not let to a person requiring them, and are detrimental to letting the property

3.2 Any agreed discretionary work may be provided whilst the property is empty or after the tenancy has started. This will be agreed depending on the type of work and demand for the property.

3.3 The Empty Homes Team will be able to access the Marketable Standards budget carry out any discretionary work in conjunction with the void repairs budget.