

# WICKHAM COMMUNITY LAND TRUST

## Repair and Maintenance Policy and Procedures

(for rented properties only)

Approved: Jun 2012

Last reviewed: Apr 2021

Next review: Apr 2025

Available on WCLT website.

In keeping with the Trust's Home Standard Policy Wickham Community Land Trust (WCLT) recognises its responsibilities to ensure the homes continue to meet the standards of design and quality when they were first built, to meet Decent Homes Standards and to keep the homes in a reasonable state of repair. To this end WCLT sets out below its policy and procedures for repairs and maintenance.

### 1. Repairs and maintenance

WCLT aims to respond to requests for repair within the following guidelines:

Emergency – 24 hours

Urgent – 7 days

Routine – at our discretion, but generally within 28 days.

Response times may be affected by when the repair is reported, i.e. whether it be a Sunday or a Bank Holiday but we will do our best to take into account tenants who have special needs or those with very young children.

In general, repairs will fall into the following categories:

Emergency:

- Serious floods or leaks
- Total loss of water or power supply
- A dangerous broken window
- A blocked toilet, where there is only one toilet in the property
- Total loss of heating in winter
- Making a property secure (such as after a break-in)

This only applies to the work that is needed to make the repair safe and further repair work may be finished later.

Urgent:

- Partial loss of water or power supply
- Minor leaks



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- Removal of racist and other discriminatory or offensive graffiti
- A blocked toilet (where there is more than one toilet in the property)
- No hot water
- No heating
- Loss of roof tiles that can cause rainwater to enter the property.

Routine or non-urgent:

- Repairs that are not an immediate health or safety risk
- Broken gutters
- Inside doors
- Fixtures and fittings
- Minor plumbing and plastering jobs.

When a repair is requested we will notify the tenant(s) of who will be doing the work and when, and we ask that the tenant(s) co-operate in providing access to their home.

If WCLT fails to carry out the repair within the set timescale the tenant(s) should inform WCLT that the repair has not been done. WCLT will then, where it is reasonably practical, provide further notification of who will be doing the work and when.

## 2. Maintenance

2.1 WCLT is responsible for maintaining and repairing the structure and outside of the properties and shared areas.

- Foundations, roofs, chimney stacks, outside walls, window sills, window frames, gutters and outside pipes
- Inside walls, skirting boards, door frames, doors, plasterwork, ceilings and floors
- Fitted cupboards and kitchen units (if provided by WCLT)
- Cooker hood (other than changing filters) if provided by WCLT
- Hob and oven/cooker if provided by WCLT
- Access routes including pathways and steps, boundary walls and fencing, gates and rubbish facilities, such as bin stores for the flats
- Outbuildings, if provided by us
- Painting outside as part of our maintenance programme.

2.2 Tenants are responsible for reporting to WCLT's agent promptly any disrepair or defect for which WCLT is responsible.



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### 2.3 Tenants are responsible for:

- Replacing plugs in sinks (except the pull up fixed plugs), washers in taps, toilet seats and lids, shower hoses
- Replacing starter motors in strip lights, fuses, light bulbs, doorbells, broken glass to doors and windows
- Replacing keys and locks, cupboard catches and hinges
- Adding jackets to cylinders and fire ignition units
- Redecoration inside the home (neutral colours only) and keeping the decoration in good condition
- Maintaining fixtures and fittings, e.g. curtain rails, that the tenant has installed
- Treating household pests and infestations
- Clearing blockages in waste pipes and toilets due to lack of care
- Keeping airbricks and ventilators clear
- Changing filters in ventilations systems and cooker hoods
- Setting heating controls and relighting boilers
- Taking reasonable care to protect their homes from damage caused by fire, frost or water
- Avoiding the storage of materials or gases which catch fire easily
- Carrying out repairs to any alteration which has been approved and which the tenant has carried out
- Maintaining private garden
- Making minor repairs to fencing
- Making minor repairs to plaster (e.g. filling in small holes/cracks prior to decorating)
- Any leak and consequential damage caused by the tenant's washing machine or other appliance (unless the damage can be recovered from insurance)
- Making good damage to the premises caused by the Tenant, a member of the Tenant's household or a visitor (fair wear and tear excepted) and to pay any costs incurred by WCLT in carrying out related repairs.

### 2.4 Access to the property



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WCLT or their agent or contractor need to be able to go into a tenant's home from time to time to inspect or repair the property or to carry out safety checks. WCLT undertakes to contact the tenant and arrange a suitable time to visit.

WCLT may also have to enter the home with the tenant's permission in extreme emergencies such as a flood or fire. The tenancy agreement gives WCLT the right to do this without the tenant's permission or where the tenant is not available to let WCLT in.

### 3. Maintaining services

WCLT is responsible for maintaining electricity water and sanitation services. (This applies only to service pipework and appliances that we have installed.)

- Electrical wiring, sockets and light fittings (except if the tenant has put them in themselves). This does not include fuses, bulbs or tenants own electrical equipment.
- Water heaters and central heating systems.
- Baths, showers (except if the tenant has installed it themselves), toilets, sinks, basins and taps.
- Water pipe

WCLT would urge tenants to read and abide by any instructions provided when they move in regarding the disposal of items in toilets. The good running of the sewage pump system for the homes relies on residents abiding by this advice.

### 4. Alterations

4.1 No alterations may be made during a 'Defects Liability Period'.

4.2 Tenants may only carry out alterations which qualify for approval. Qualification depends on:

- a) where that alteration is clearly seen as beneficial and
- b) one which has received the prior written consent of the Trust.

Any tenant who wishes to carry out an alteration must **first of all apply to the Trust in writing** detailing the works they wish to carry out. The Trust's written approval must be given before any works can begin. It should be noted that although an alteration may be acceptable in principle, it may still be rejected on a number of grounds, such as:

- It is out of keeping with the rest of the dwelling



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- If will be unduly expensive to maintain
- It would make the dwelling difficult to let in the future
- It would be unsuitable for possible future occupants
- It is one that the Trust expects to make within a reasonable time.

Please note, the installation of laminate flooring, especially for flats, is unlikely to be approved on grounds of noise affecting neighbours.

All requests for qualifying alterations will be carefully considered on their merits by the Trust, and where necessary, a site inspection will be carried out. Generally, any request under this policy should receive a response in writing to the tenant within 15 days following the next available meeting of the Repairs and Maintenance Sub-Committee.

4.3 Please see attached schedule which sets out minimum standards to which work should be carried out.

4.4 Tenants must advise the Trust once the work has been completed so that the Trust can inspect the work and be satisfied that it has been carried out entirely to its satisfaction, and any relevant certificates or guarantees are obtained.

## 5. Planned Refurbishment

Within its financial model WCLT has allowed for the scheduling of regular refurbishment of properties.

Properties will be inspected every five years. Arising from this inspection a schedule of replacements will be drawn up covering the next five years.



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## Alterations/Additions that may be permitted

Alteration	Conditions to be complied with
Shower	Must be installed by a competent electrician/plumber. 10mm cable and copper piping must be used and a copy of the electrical installation certificate supplied.
Laminate or wooden flooring	Only permitted in houses. The Trust will not be liable for any damage or requirement to uplift to allow repair/major works.
Kitchens	Subject to 4.2 above. Full details of manufacturer's specifications and installer must be provided so that the Trust can make an informed decision on the quality of the kitchen, availability of spare etc.
TV Aerial	When fixed to a bracket within the loft space
Wall-mounted televisions	Must be adequately fixed by a competent tradesman using a TV bracket recommended by the manufacturer. Any drill holes should not puncture the wall insulation.
TV Satellite dish	Not to place or erect any satellite dish on any wall which faces any road, footpath, accessway or amenity areas. Extreme care should be taken that drill holes do not go right through and puncture wall insulation and thereby nullify defects liability.
Security/burglar alarm	Full details must be provided of installer/company carrying out the installation. Extreme care should be taken that drill holes do not go right through and puncture wall insulation and thereby nullify defects liability.
Tiled floors	Subject to 4.2 above. Houses and ground floor flats, except where the property is still under a defects liability period
Tiled walls	Subject to 4.2 above. Except where the property is still under a defects liability period
External taps	Internal pipework must be insulated and fitted with a balofix valve to isolate external water supply
Slabbing	Subject to 4.2 above. Slabbing works must have a minimum of 100mm hardcore to support the slabbed area and be free from any trip hazards.
Fitted wardrobes	No structural changes allowed and room must be reinstated to original layout if tenancy ends
Internal doors	Subject to 4.2 above. Fire doors must be replaced with doors of equal or approved fire rating. Any glazed doors must have regulation safety glass.
Windows and external doors	Subject to 4.2 above. Specification must be approved by the Trust. Must be like for like. No structural changes to the fabric of the building or canopies over doors.



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