

Provision of Reactive Repairs Service Policy

**Interim Review: March 2019
Next Review: March 2022**



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Reactive Repairs Service

1. Introduction

1.1 The purpose of this Policy is to set out how we will provide a reactive repairs service to our tenants and what measures we will use to ensure the quality of such a service.

1.2 Therefore the main objectives of this Policy are to:

- Establish reactive repairs completion timescales
- Highlight the responsibilities in relations to repairs of tenants
- Demonstrate how we will meet the Scottish Social Housing Charter Standards and Outcomes and our legislative duties
- Provide details on how the service is delivered and monitored

2. Legal and Regulatory Framework

2.1 Whilst this Policy sets out to explain Rosehill's approach to reactive repairs it must do so in the context of legal and regulatory requirements. Therefore the following relevant legislation has been taken into account in the development of this Policy:

- Housing (Scotland) Act 2001
- Housing (Scotland) Act 2010
- General Data Protection Regulation 2018
- Construction (Design and Management) Regulations 2015
- The Gas Safety (Installations and Use) Regulations 1998
- The Electrical (Safety) Regulations 1994
- The Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014

2.2 The Scottish Social Housing Charter

2.2.1 The Social Housing Charter came into effect in April 2012 and this sets the standards and outcomes that all social landlords should aim to achieve when performing their housing activities. The Charter replaces the Performance Standards and the outcomes relevant to this Policy are:

1. Equalities

Social Landlords perform all aspects of their housing services so that every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services.

2. Communication

Social landlords manage their businesses so that tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides.

3. Participation

Social landlords manage their businesses so that tenants and other customers find it easy to participate in and influence their landlord's decisions at a level they feel comfortable with.

4. Quality of Housing

Social landlords manage their businesses so that tenants' homes, as a minimum, meet the Scottish Housing Quality Standard (SHQS) by April 2015 and continue to meet it thereafter, and when they are allocated, are always clean, tidy and in a good state of repair.

5. Repairs, maintenance and improvements

Social landlords manage their businesses so that tenants' homes are well maintained, with repairs and improvements carried out when required, and tenants are given reasonable choices about when work is done.

13. Value for Money

Social landlords manage all aspects of their businesses so that tenants, owners and other customers receive services that provide continually improving value for the rent and other charges they pay.

2.2.2 Social landlords are responsible for meeting the standards and outcomes set out in the Charter. The Scottish Housing Regulator is responsible for monitoring, assessing and reporting on how well social landlords, individually and collectively, achieve the outcomes.

2.2.3 In line with the regulatory principles, the Regulator's approach to monitoring landlords' achievement of the outcomes and standards in the Charter will be based on each landlord's performance information and their own assessment of their performance. Therefore, for each year ending on 30th September, we will be expected to:

- Measure and assess our performance in progressing towards or achieving the Charter outcomes and standards
- Provide the Regulator with some key performance information on our achievement of the outcomes and standards
- Report our performance to tenants and other service users who use our services.

2.3 Organisational Values

Our Vision:

"We will provide excellent quality affordable and efficient homes in neighbourhoods that are well managed and maintained; we will contribute to sustaining communities where people feel safe and want to live by providing housing and other services and working with our voluntary and statutory partners."

Our Values:

Our Core Values are:

We Will

- Invest and Support

We will be

- Engaged and Responsive
- Accountable and Compliant
- Fair and Approachable
- Efficient and Responsible
- Excellent and Committed

3. Procurement of Service

- 3.1 Currently we operate a List of Approved Contractors for the provision of the reactive repairs service. This list is reviewed on an annual basis.
- 3.2 When putting the list together we take account of a number of factors including: the contractors' charges; the quality and standard of their work based on their past performance with Rosehill or other RSLs; whether the contractors' are adequately staffed and that such staff have the appropriate qualifications and training to provide a high quality repairs service.
- 3.3 We will consider applications from multi-trade and single contractors.
- 3.4 We are committed to contributing to the improvement of the local economy and as such will particularly welcome applications from local contractors.
- 3.5 Currently we do not have a maximum number of contractors we will allow on the list for each trade. However as part of the annual process the numbers per trade will be revised to ensure there is not an excessive number of contractors on the list.
- 3.6 Contractors entered on the list will be governed by the terms and conditions of the List of Approved Contractors for Day-to-Day Repairs: Contract.
- 3.7 Contractors entered on the list will also be required to state if they have any connection with Rosehill. Any Contractor who has a Director/Partner or Senior Manager related to a Committee or Staff Member of Rosehill, or to anyone who has been a Committee Member or Staff Member in the past twelve months, cannot be permitted to work for Rosehill.
- 3.8 Although in general selection from the list will be based on costs, we will also take account of the contractors' ability to carry out a good quality repair. For example a particular contractor may be best suited to carry out certain repairs regardless of whether or not they offer the lowest charges.
- 3.9 Invoices from contractors are processed and authorised for payment on a monthly basis.

4. Funding of Service

- 4.1 An annual budget is set to cover the expenditure of the reactive repairs service. The Technical Services Team analyse the historic reactive repairs information along with reviewing the cyclical and planned programme items. This review of the previous year's expenditure, including any trends identified, is used to inform the budget setting process for the following year. The final budget setting exercise is carried out by the Finance Manager in conjunction with the Management Team based on the information provided by the Technical Services Team.
- 4.2 The draft budget, as part of the overall budget, is submitted to the Management Committee for approval.
- 4.3 The budget information is split into different headings to analyse expenditure by development and trade e.g. electrician, plumber, etc.
- 4.4 Quarterly updates on budget expenditure are provided to the Management Committee.
- 4.5 To ensure repairs are dealt with promptly and efficiently the following financial limits, as per the Finance Regulations, are in place:

Financial Limit	Commitment of expenditure	Approval of Payment	Approval Countersign
< £750	Maint. Assistant/ Reception Staff	Technical Services Manager	N/A
£750 - <£5,000	Technical Services Manager	Technical Services Manager	N/A
£5,000 - <£7,500	Technical Services Manager	Technical Services Manager	Depute Director
£7,500 - £15,000	Technical Services Manager	Technical Services Manager	Depute Director
>£15,000	Mgt Committee	Technical Services Manager	Director/ Depute Director

5. Provision of Information

- 5.1 Key to an effective and efficient repairs system is that tenants and staff alike have access to clear information about how the service operates.

5.2 Tenants

5.2.1 It is important that tenants clearly understand what are their and Rosehill's repairing responsibilities and how the service works. To this end tenants' awareness is raised in the following ways:

- At the sign up stage, staff take tenants through the tenancy agreement and explain the repairing obligations of both the tenant and Rosehill.
- Website.
- Through the provision of information leaflets such as "Repairs and Maintenance: Your Responsibilities, Our Responsibilities" and "How to Report a Repair" which are displayed in our reception area.
- Through periodic articles in the newsletters.

5.3 Staff

5.3.1 The effectiveness of the repair service will largely be determined by the quality of information, relating to how the service operates, which is accessible to staff. Therefore it is important that clear procedures are in place which detail the repairs process.

5.3.2 All relevant staff are trained on the repairs system and will be kept updated on any changes to the repairs service.

5.3.3 In addition to any relevant in-house training, staff will have access to any external training which will assist their ability to provide a high quality repairs service to our tenants.

6. Repairs Service

6.1 The reactive repairs service deals with all repairs which fall outwith the scope of planned and cyclical maintenance.

6.2 The reactive repairs service has in place arrangements to ensure that requests for emergency repairs can be received and responded to 24 hours a day, 7 days a week.

6.2.1 Tenants can contact our out of hours call centre to report emergency repairs outwith office hours or during office/public holidays.

6.2.2 The reactive repairs service for dealing with routine repairs will be suspended for the two weeks preceding Christmas. During this time only emergency, urgent priority and urgent repairs will be dealt with.

6.3 There are four main categories for prioritising repairs received, each of which have clearly identified completion times for contractors to meet.

- Emergency (within and outwith working hours) – complete within 6 hours
- Urgent Priority – complete within 1 working day
- Urgent – complete within 3 working days
- Routine – complete within 7 working days

We also have to carry out repairs in accordance with statutory requirements and these are:

- Qualifying Repairs – Statutory response times – 1, 3, 7 days

6.4 A copy of the guidance on what constitutes an emergency, urgent, etc repair and lists areas of repairs which fall under the various categories is attached to this Policy (see Appendix 1).

6.4.1 The categories may be amended by Rosehill for individual repairs due to unforeseen or specific circumstances e.g. a requirement to order parts, specialist works and additional works being identified when repairs are being carried out.

6.5 A copy of the repair responsibilities of Rosehill and that of Tenants is attached to this Policy (see Appendix 2).

6.6 The issue of rechargeable repairs is the subject of a separate policy.

7. Equal Opportunities

7.1 We are committed to ensuring equal opportunities and fair treatment for all people in its work. In implementing this Policy, we will provide a fair and equal service to all people, irrespective of factors such as gender, race, disability, age, sexual orientation, language or social origin, or other personal attributes.

8. Performance Management

8.1 We set targets for the reactive repairs service as follows:

- Average length of time to complete emergency repairs
- Average length of time to complete non emergency repairs
- Percentage of repairs completed right first time
- Percentage of repair appointments kept
- Percentage of tenants who have had repairs carried out satisfied with the repairs service

8.2 The measures we use for these targets are in line with the requirements of the Annual Return we have to submit to the Regulator.

8.3 Our Management Committee monitors performance in relation to this along with other key performance information on a quarterly basis. In addition we compare our performance from year to year and against other RSLs.

8.4 We also undertake the following quality control measures to ensure tenants receive a high standard of repairs service:

- Pre-inspections
- Post Inspections
- Quality Satisfaction Surveys

8.4.1 The attached procedures set out how the above measures are to be implemented (see Appendix 3). The procedures do not form part of this policy.

9. Tenant Participation

9.1 We are a tenant focussed organisation and as such we are committed to involving tenants in all aspects of our work and ensuring that tenants are included, informed and consulted about decisions that have an impact on the way their homes are managed.

9.2 As part of this commitment we will involve our tenants in the development of our policies and seek feedback where appropriate. We will ensure that any significant changes to this Policy and other Policies which will affect our tenants will be the subject of consultation.

10. Risk Management

- 10.1 In all the key areas of our business we need to consider any risks which may arise. To this end we have in place a robust Risk Management Policy and from this flows our Risk Register. We have identified our material risks which are regularly monitored by our Management Team and Audit Sub-Committee.
- 10.2 Key to the mitigation of the risks associated with reactive repairs is having a comprehensive policy in place to manage the reactive repairs service. This policy sets out Rosehill's approach to the provision of reactive repairs service.
- 10.3 To ensure we continue to manage the associated risks we will periodically review this Policy to ensure compliance with all legislative requirements and regulatory and best practice guidance.

11. Complaints Procedure

- 11.1 We aim to get things right first time and provide a good quality service to our tenants and other customers. However, we acknowledge that things can go wrong and that some tenants or other customers may be unhappy with the service provided.
- 11.2 We promote our Complaints procedure through our website and periodic articles in our newsletters. In addition, we initially issued all of our tenants with a copy of the new Procedure introduced in October 2012. This information leaflet is also issued to all new tenants as part of the signing up pack.
- 11.3 We are required to report specifically to both our Management Committee and the Scottish Housing Regulator on any complaints concerning equalities issues.

12. Data Protection

- 12.1 On the 25th May 2018 the legislation governing data protection changed with the introduction of the General Data Protection Regulation (GDPR).

- 12.2 We hold a variety of Personal Data relating to individuals including tenants, waiting list applicants, factored owners, other service users, employees and Committee Members. Our Privacy Policy sets out the basis on which we can process and share such data with third parties, it also sets out how we will securely store individuals' data, whether electronically or in paper format. It also provides information on individuals' rights under GDPR including: to view personal data held about them by us; to request a restriction of processing of their data; the right to be forgotten and a right to object to us processing their data. In terms of the rights to be forgotten and to restrict or object to processing of Personal Data, any such requests will require to be considered on their own merits and legal advice will need to be obtained in some circumstances. We have the responsibility for accepting or refusing such requests and will do so in writing.
- 12.3 Under GDPR we are required to provide all customers whose Personal Data we hold with a Fair Processing Notice (also known as a Privacy Notice). The Notice sets out the Personal Data we process and the basis for doing so.
- 12.4 We will only keep and process Personal Data for the original purpose we gathered it for and we will not keep it for any longer than necessary. Attached to our Privacy Policy is a table of Retention Periods for Personal Data held and processed by us. We recognise that not all Personal Data can be processed and kept for the same period of time, and this will vary depending on the individual circumstances of each person whose Personal Data we hold.
- 12.5 The Privacy Policy sets out what should happen in the event of a Data breach e.g. does the breach require reporting to the Information Commissioner's Office and whether the individual affected should be notified. Timescales are set out for dealing with data breaches.
- 12.6 Full copies of our Privacy Policy are available upon request at our office or from our website www.rosehillhousing.co.uk

13. Policy Review

- 13.1 This Policy will be reviewed at least every three years or sooner to ensure it continues to reflect current thinking and practice and to comply with legislative requirements and regulatory guidance.

Categories of Repairs and Timescales

Repairs can be divided into the following four categories:

- **Emergency Repairs** (within and outwith working hours) - respond within 6 hours
- **Urgent Priority** - complete within 1 working day
- **Urgent Repairs** - complete within 3 working days
- **Routine Repairs** - complete within 7 working days

1. Categories of Repairs

Repairs can be divided into the following 4 categories:

- **Emergency Repairs:** These repairs are genuine emergency situations where action is required to prevent danger to the health and safety of the tenants or the likelihood of further damage to the fabric of the building. It may not be possible to rectify the problem on the first visit but it should alleviate any dangerous situations. Contractors should attend within 6 hours of the tenant reporting the repair and complete the repair or make safe the situation. Temporary measures may have to be the only option such as boarding up a door or window.
- **Urgent Priority Repairs:** These are repairs that are an inconvenience to the tenants but not life threatening. For example heating and hot water repairs. In some instances temporary measures may have to be the only option such as leaving an electric fire if no other source of heat is available, if the central heating cannot be repaired on the first visit.
- **Urgent Repairs:** These are repairs that need a quick response. For example, a cistern not flushing correctly, a minor leak or faulty smoke / carbon monoxide detector.
- **Routine Repairs:** These are normal day-to-day repairs such as plasterwork, tiling, ironmongery, fencing, gutters etc.

In addition there are certain repairs which fall under the Statutory Right to Repair Scheme and as such are classified as Qualifying Repairs.

- **Qualifying Repairs (Right to Repair Scheme):** These are repairs listed in the legislation with maximum timescales for completion, which fall into all our categories.

2. Reactive Repairs Timescales

Repair Area	Repair Timescale (working days)	Category of Repair	Comment
Outside Your Home			
Roof			
Roof structure and covering (tiles)	7 days	Routine	
Chimneys	7 days	Routine	
Gutters & rainwater pipes	7 days	Routine	
Fascias, soffits, barge board	7 days	Routine	
Walls and Canopies			
External walls and render	7 days	Routine	
Timber cladding	7 days	Routine	
Foundations	7 days	Routine	
Door & window canopies	7 days	Routine	
Doors			
Where tenants' doors are forced by police or due to lockout tenants will be recharged.			
Nameplate	Tenant	Tenant	
Bell (where fitted by Rosehill)	7 days	Routine	
Lost / broken key or fob	Tenant	Tenant	
Locks (front & rear doors excluding Yales)	6 hours	Emergency	
Yale locks	3 days	Urgent	
Spy hole viewer	7 days	Routine	
Letterbox	7 days	Routine	
Doors (external) including ironmongery	7 days	Routine	
Door entry system and handset (where fitted by Rosehill)	7 days	Routine	
Damage caused by burglary	7 days	Routine	Crime number required from police. 6 hour response to make safe.
Windows			
Glazing (smashed or cracked) due to accidental / malicious damage	Tenant	Tenant	Recharge to tenant. 6 hour response to make safe.
Glazing (smashed or cracked) due to vandalism or burglary	7 days	Routine	Crime number required from police. 6 hour response to make safe.
Glazing (failed double glazing unit)	7 days	Routine	
Frames & catches	7 days	Routine	

Repair Area	Repair Timescale (working days)	Category of Repair	Comment
Outside Spaces			
Tenants are responsible for fences and other garden features erected by themselves.			
Individual garden maintenance	Tenant	Tenant	
Gardens to tenements	Contract		
Communal garden maintenance	Contract		
Dividing walls or fence (if owned by Rosehill)	7 days	Routine	Initial repair but may also form part of larger contract to replace / repair
Gates (if owned by Rosehill)	7 days	Routine	
Bin stores	7 days	Routine	
Paths & steps forming access to the property	7 days	Routine	
Rotary drier & Clothes poles	7 days	Routine	
Garden sheds	Tenant	Tenant	
Inside Your Home			
Windows			
Window handles & catches	7 days	Routine	
Cills	7 days	Routine	
Window vents	7 days	Routine	
Internal doors			
Doors including ironmongery	7 days	Routine	
Door jamming / handle loose	3 days	Urgent	
Easing & adjusting door	7 days	Routine	
Adjusting door due to floor coverings	Tenant	Tenant	
Internal Walls			
Tenants are responsible for minor plaster filler repairs and damage caused to taping or plaster due to excessive force during wallpaper stripping.			
Internal walls	7 days	Routine	
Major plaster repairs	7 days	Routine	
Minor plaster repairs	Tenant	Tenant	
Hairline cracks in plaster	Tenant	Tenant	
Wall tiles (if fitted by Rosehill)	7 days	Routine	
Skirting boards	7 days	Routine	
Decoration including gloss/ stain work	Tenant	Tenant	
Floors and Stairs			
Concrete floors	7 days	Routine	
Floorboards and joists	7 days	Routine	
Carpets, laminate, vinyl	Tenant	Tenant	
Threshold strip	Tenant	Tenant	
Stairs	7 days	Routine	
Handrails & banisters	7 days	Routine	
Ceilings			
Repairs and renewals	7 days	Routine	
Patch repairs	7 days	Routine	
Hairline cracks	Tenant	Tenant	
Decoration	Tenant	Tenant	

Repair Area	Repair Timescale (working days)	Category of Repair	Comment
Electrical			
Tenants are responsible for all fittings installed by themselves and where their appliances trip circuit breakers.			
Complete loss of power	6 hours	Emergency	Recharge if no supply
Wiring circuit, sockets & switches, fuse box, MCB	3/7 days	Urgent / Routine	Dependant on location
Light fitting (internal and external)	3/7 days	Urgent / Routine	Dependant on location
Light bulbs and starters	Tenant	Tenant	
Plugs and fuses	Tenant	Tenant	
Smoke and Carbon Monoxide alarm	3 days	Urgent	
Battery replacement to smoke and CO alarm (where fitted by Rosehill)	3 days	Urgent	
Extract Fan	7 days	Routine	
Extract Fan (internal bathrooms)	3 days	Urgent	
Communal TV aerial	7 days	Routine	
Individual TV aerial (loft)	Tenant	Tenant	
Individual TV aerial (pole/ roof mounted)	7 days	Routine	
Communal satellite dish	7 days	Routine	
Private satellite dish	Tenant		
Internal TV point	7 days	Routine	
Plumbing			
Tenants will be requested to unblock WCs, sinks or WHBs where they have caused the blockage, otherwise they will be recharged.			
Blocked sinks, baths/ showers & toilet	1 day	Urgent Priority	Recharge if tenant caused blockage
Cistern not flushing	3 days	Urgent	
Pipe bursts & leaks (significant)	6 hours	Emergency	Contractor may isolate supply or carry out minor repair during first visit.
Leaks (minor)	3 days	Urgent	
Cold water supply (kitchen tap)	6 hours	Emergency	
Cold water supply to whb, bath etc	1 day	Urgent Priority	
Taps & tap washers	7 days	Routine	
Connection of washing machine	Tenant	Tenant	
Washing machine supply valves	7 days	Routine	
Replacement sink plugs & chains	Tenant	Tenant	
Downpipes & gutter	7 days	Routine	
Choked drains (excluding sewers)	1 day	Urgent Priority	Recharge if tenant caused blockage

Repair Area	Repair Timescale (working days)	Category of Repair	Comment
Heating			
Tenants are responsible for the programming of their heating system			
No heating During winter months we aim to respond within 6 hours.	1 day	Urgent Priority	If heating not fixed on first visit then contractor will offer to leave electric fan heaters.
No hot water	1 day	Urgent Priority	
No hot water (vulnerable tenant)	6 hours	Emergency	
Gas leak to Rosehill pipework	6 hours	Emergency	
Repairs to gas boiler	3/7 days	Urgent / Routine	
Radiators, pipes & valves	3/7 days	Urgent / Routine	
Gas fires (if owned by Rosehill)	7 days	Routine	
Kitchen			
Electric cookers including initial connection	Tenant	Tenant	Fused spur provided by Rosehill
Gas cooker including initial connection	Tenant	Tenant	Capped gas pipe provided by Rosehill
Cooker socket (fused spur)	1 day	Urgent Priority	
White goods e.g. washing machine, fridge	Tenant	Tenant	
Kitchen units and worktop	7 days	Routine	
Sink and drainer (drain & taps excluded)	7 days	Routine	
Bathroom			
Tenants are responsible for all fittings installed by themselves and where fittings are chipped or cracked tenants will be recharged.			
Bath	3 days	Urgent	
Wash hand basin	7 days	Routine	
WC (seat, bowl & cistern)	7 days	Routine	Otherwise 1 day if not useable
Shower (installed by Rosehill)	3 days	Urgent	
Shower curtain / screens (installed by Rosehill)	3 days	Urgent	

Repair Area	Repair Timescale (working days)	Category of Repair	Comment
Other			
Vermin	Tenant	Tenant	
Bees & wasps (where preventing tenant's access to property)	7 days	Routine	
Ants & beetles	Tenant	Tenant	
Personal belongings (furniture, floor coverings etc)	Tenant	Tenant	
Anything caused by neglect or malicious damage	Tenant	Tenant	
Anything owned by the tenant and installed by them	Tenant	Tenant	
Anything that was left in the property by a previous tenant that you agreed should be left	Tenant	Tenant	

IMPORTANT POINTS TO NOTE:

All types of repairs will be carried out within 6 hours should we decide they cause a danger to the health and safety of the tenants or the likelihood of further damage to the building.

In certain circumstances due to factors such as age, disability and illness we may carry out some repairs quicker.

Our ability to respond to repairs within our timescales may be affected by severe weather.

Repairs to dividing walls, gates and fences (owned by Rosehill) may be carried out as part of a larger scale project.

Repair Responsibilities

Repair Area	Rosehill	Tenant	Comment
Outside Your Home			
Roof			
Roof structure and covering (tiles)	✓		
Chimneys	✓		
Gutters & rainwater pipes	✓		
Fascias, soffits, barge board	✓		
Walls and Canopies			
External walls and render	✓		
Timber cladding	✓		
Foundations	✓		
Door & window canopies	✓		
Doors			
Where tenant's doors are forced by police or due to lockout tenants will be recharged.			
Nameplate		✓	
Bell (where fitted by Rosehill)	✓		
Lost / broken key or fob		✓	Available to purchase from Rosehill
Spy hole viewer	✓		
Letterbox	✓		
Doors (external) including ironmongery	✓		
Door entry system and handset (where fitted by Rosehill)	✓		
Damage caused by burglary	✓		Crime number required from police
Windows			
Glazing (smashed or cracked) due to accidental / malicious damage		✓	Recharge to tenant
Glazing (smashed or cracked) due to vandalism or burglary	✓		Crime number required from police
Glazing (failed double glazing unit)	✓		
Frames & catches	✓		
Outside Spaces			
Tenants are responsible for fences and other garden features erected by themselves.			
Individual garden maintenance		✓	
Gardens to tenements	✓		
Open space maintenance	✓		
Dividing walls or fence (if owned by Rosehill)	✓		
Gates (if owned by Rosehill)	✓		
Bin stores	✓		
Paths & steps forming access	✓		
Rotary drier & Clothes poles	✓		
Garden sheds		✓	

Repair Area	Rosehill	Tenant	Comment
Inside Your Home			
Windows			
Window handles & catches	✓		
Cills	✓		
Window vents	✓		
Internal doors			
Doors including ironmongery	✓		
Easing & adjusting door	✓		
Adjusting door due to floor coverings		✓	
Internal Walls			
Tenants are responsible for minor plaster filler repairs and damage caused to taping or plaster due to excessive force during wallpaper stripping.			
Internal walls	✓		
Major plaster repairs	✓		
Minor plaster repairs		✓	
Hairline cracks in plaster		✓	
Wall tiles (if fitted by Rosehill)	✓		
Skirting boards	✓		
Decoration including gloss/ stain work		✓	
Floors and Stairs			
Concrete floors	✓		
Floorboards and joists	✓		
Carpets, laminate, vinyl		✓	
Threshold strip		✓	
Stairs	✓		
Handrails & banisters	✓		
Ceilings			
Repairs and renewals	✓		
Patch repairs	✓		
Hairline cracks		✓	
Decoration		✓	
Electrical			
Tenants are responsible for all fittings installed by themselves and where their appliances trip circuit breakers.			
Wiring circuit, sockets & switches, fuse box, MCB	✓		
Light fitting (internal and external)	✓		
Light bulbs and starters		✓	
Plugs and fuses		✓	
Smoke and Carbon Monoxide alarm	✓		
Battery replacement to smoke and CO alarm (where fitted by Rosehill)	✓		
Extract Fan	✓		
Communal TV aerial	✓		
Individual TV aerial (loft)		✓	
Individual TV aerial (pole/ roof mounted)	✓		
Communal satellite dish	✓		
Private satellite dish		✓	
Internal TV point (installed by Rosehill)	✓		
Telephone points (installed by Rosehill)	✓		

Repair Area	Rosehill	Tenant	Comment
Plumbing			
Tenants will be requested to unblock WCs, sinks or WHBs where they have caused the blockage, otherwise they will be recharged.			
Blocked sinks, baths or toilet	✓		Recharge if tenant caused blockage
Pipe bursts & leaks (significant & minor)	✓		
Hot & cold water supply	✓		
Taps & tap washers	✓		
Connection of washing machine		✓	
Washing machine supply valves	✓		
Replacement sink plugs & chains		✓	
Downpipes & gutter	✓		
Choked drains (excluding sewers)	✓		Recharge if tenant caused blockage
Heating			
Tenants are responsible for the programming of their heating system			
No heating	✓		
No hot water	✓		
Gas leak to Rosehill pipework	✓		
Repairs to gas boiler	✓		
Radiators, pipes & valves	✓		
Gas fires (if owned by Rosehill)	✓		
Kitchen			
Electric cookers including initial connection		✓	Fused spur provided by Rosehill
Gas cooker including initial connection		✓	Capped gas pipe provided by Rosehill
Cooker socket (fused spur)	✓		
White goods e.g. washing machine, fridge		✓	
Kitchen units and worktop	✓		
Sink and drainer	✓		
Bathroom			
Tenants are responsible for all fittings installed by themselves and where fittings are chipped or cracked tenants will be recharged.			
Bath	✓		
Wash hand basin	✓		
WC (seat, bowl & cistern)	✓		
Shower (installed by Rosehill)	✓		
Shower curtain / screens (installed by Rosehill)	✓		
Other			
Vermin		✓	
Bees & wasps (where accessing the property)	✓		
Ants & beetles		✓	
Personal belongings (furniture, floor coverings etc)		✓	
Anything caused by neglect or malicious damage		✓	
Anything owned by the tenant and installed by them		✓	
Anything that was left in the property by a previous tenant that you agreed should be left		✓	

