

Tenancy Management Pack



**TENANCY MANAGEMENT PACK**

Tenancy Management Pack

1. To comply with HMO Licensing Conditions it is necessary to display the **HMO Licence, Building Insurance, Property Owners Liability Insurance and the HMO Licensing and the Conditions** within the licensed premises. These items along with the fire detection system check records are prone to being removed, therefore, to combat this matter, Fife Councils HMO Licensing Team will, supply a **Tenancy Management Pack** to store all these items in. The **Tenancy Management Pack** will be handed over by HMO Technical Officers during the property inspection and it is the Licensee who is responsible to ensure it is kept within the licensed property. Should the folder be lost or destroyed applicants or agents can order a replacement by calling HMO Licensing on **01592 583162** or email [hmo.licensing@fife.gov.uk](mailto:hmo.licensing@fife.gov.uk) .

2. A section of the folder will be available to hold a copy of the pro forma leases/licences or tenancy agreement which the landlord has undertaken to use in the HMO property.

3. The **Tenancy Management Pack** will also hold copies of the following certificates: **Electrical** **Installation Condition Report (EICR)**, **Portable Appliance Test Certificate**, **Gas Safety Certificate, Energy Performance Certificate, Legionella Risk Assessment,** **Fire Emergency Plan, Certificate or Service Receipt for checking of fire warning and automatic detection system, Certificate or Receipt of service for portable fire extinguishers** and where applicable, **Food Hygiene Certificate** and **Certificate of annual flue**/**chimney inspection** /**cleaning**. As replacement certificates / receipts are obtained these must be updated in the folder.

4. Information for the tenant in relation to **emergency contact telephone numbers including the Licensee**, **Day to Day Manager** or **Agent** will also be included within the **Tenancy Management Pack.** A second contact, for when the main contact is on holiday or otherwise unavailable, must also be added. This person must be named in the application and able to authorise required repairs without having to refer to the main contact or Licensee. Details of any insurance policies or repair contracts should also be added giving information on what is covered, the policy number and contact phone number. A template is included as an appendix to these standards. (Please see Appendix **B** and **C** of the application form).

5. **Property specific information should also be included**. This will include stopcock locations for gas and water and the location of the electrical fuse box and mains switch, the current suppliers for gas and electric along with contact details, refuse collection days and arrangements, fire detection system operation instructions, arrangements for cleaning and maintenance of common areas. **This list is not exhaustive**. (Please see Appendix **D** of the application form).



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6. Any further information which the Licensee, Day to Day Manager or Agent feels appropriate can also be added to this folder.

7. The **Tenancy Management Pack** should be kept where it is accessible to all tenants and any other person who would like to view the information e.g. the Scottish Fire and Rescue Service or the Licensing Authority. The information must be updated to ensure it remains relevant. The required information listed above must be submitted with any new HMO application or HMO renewal form. Copies of the various sheets contained within the **Tenancy Management Pack** are available on request and can also be downloaded at [www.fifedirect.org.uk](http://www.fifedirect.org.uk) .

Management

8. The licensee is responsible for ensuring all licensing conditions are complied with. This responsibility can be passed in varying degree to a Day to Day Manager or professional Letting Agent but ultimately remains with the Licensee.

Inspection visits

9. The responsibility for ensuring that weekly testing and recording of the fire alarm and detection system is carried out, lies with the Licensee. While the Licensee may delegate these weekly testing and recording to the tenants, he / she must ensure that the appointed agent personally carry out at least a monthly test, recording this in the Log and verify that the tenants have been carrying out weekly testing and recording. The emergency lighting, where applicable, must be checked monthly by the Licensee or his agent. Failure to comply with these checks could lead to a prosecution against the Licensee. (Please see **Pro-forma 6** fire alarm test and emergency lighting test record included in the Tenancy Management Pack).

10. Full training conducted by the Licensee, Agent or Day to day Manager on the correct operation of the fire detection system must be given to any tenants who are to test the system. Consideration must be given to sufficient tenants being trained so there will always be someone available and capable of testing the alarm each week. (Please see **Pro-forma 5** Fire Instruction and Drills – Record of when given included in the Tenancy Management Pack).

11. The Licensee, Day to Day Manager or Agent must visit the property to ensure all conditions are being complied with. The frequency of these visits being commensurate with problems found. (Please see **Pro-forma 14** Licensee/Agent Property Condition Visit & Safety Inspection – included in the Tenancy Management Pack).



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Tenant cooperation in meeting all household safety measures

12. Tenants must cooperate in meeting all the household safety measures, regularly recording all the appropriate safety check results within the Tenancy Management Pack. Also, Tenants must never interfere with any equipment, services or any household fire precaution devices.

Breaches of standards and physical conditions

13. Should any breach of standards or conditions be discovered and reported to Fife Council, enforcement officers will investigate and seek the full cooperation of the Licensee and where applicable the Day to Day Manager or Agent in the first instance.

14. Any breach of standards or conditions may lead to a refusal or revocation of a licence.

15. Fife Council may inspect the living accommodation (using rights of entry under section 181of the Housing (Scotland) Act 2006 where necessary) to assess the state of the property and to ascertain whether there is any need to serve an HMO Amenity Notice. Such a notice would require the owner(s) to carry out work in order to make the living accommodation reasonably fit for occupation.

Anti-social behaviour

16. The licensee must ensure the tenants are aware of others living near the property and not allow their behaviour to impact on other people. This extends to people visiting the property and in and around its environs.

17. Should anti social behaviour be reported to the Licensee, they must make every effort to assist Fife Council and other relevant agencies resolve the issues, calling on Fife Council or other relevant agencies to assist when appropriate.

18. In extreme cases the Licensee must work with Fife Council's HMO Licensing, Enterprise, Planning and Protective Services, and the Safer Communities Team staff closely, following advice supplied by them to bring the matter to a satisfactory conclusion.

Tenancy / occupancy agreement / lease

19. Where the tenants are required to carry out functions on behalf of the Licensee, this should be added to the tenancy agreement so this forms part of the contract between the tenants and the Licensee e.g. weekly fire alarm tests and hard wired Carbon Monoxide detectors should also be monitored in accordance with manufacturers instructions to ensure they are working effectively.



**TENANCY MANAGEMENT PACK**

Communal areas

20. Stairs, closes and gardens are required to be kept in a neat and tidy condition regardless of it being for sole use of the property or part of a common area.

21. Tenants may be required to carry out these tasks under terms of the lease. However where they fail to do so the responsibility reverts to the Licensee and they must ensure these responsibilities are being carried out.

Waste management

22. The Licensee must ensure the tenants are aware of their responsibilities in respect of presentation of waste. They must be informed where the waste must be presented and on which day. The bin must be returned to the bin store, where applicable, as soon as possible after being emptied. Bags of waste should not be left outside the door of the property or on stair wells or landings in flatted properties as this could present a potential fire hazard.

Please see **Pro-forma 3** Information on Household Wastes Collection Information on **Fife Wide** Household Wastes Collection included in the **Tenancy Management Pack**.

For further information please visit [www.fifedirect.org.uk/wasteaware](http://www.fifedirect.org.uk/wasteaware) or contact the Recycling Helpline on **03451 55 00 22** (Monday to Friday 8am to 8pm) or email [waste.aware@fife.gov.uk](mailto:waste.aware@fife.gov.uk).



**TENANCY MANAGEMENT PACK**

What elements do the tenancy management standards cover?

These standards comprise of elements relating to property management, repairs and maintenance, contingency plans for emergency contact, arrangements for cleaning and maintenance of communal areas, inspection visits and antisocial behaviour.

What if a Licensee fails to meet the tenancy management standards?

Applicants must abide by all of the Fife Council’s tenancy management standards for the duration of the lease and to maintain and update as appropriate the tenancy management pack and various pro forma documents.

**Maintenance of these standards is a condition of any HMO Licence granted and any failure of compliance will be a breach of the Licence conditions.**

How many appendix forms need to be completed?

|  |  |
| --- | --- |
| Applicants have four appendixes to complete within the application form | |
| Appendix A | Property Tenancy Management Declaration  Displayed in the Tenancy Management Pack Folder |
| Appendix B | Property Contracts / Insurance Information  Displayed in the Tenancy Management Pack Folder |
| Appendix C | Useful Phone Numbers  Displayed in the Tenancy Management Pack Folder |
| Appendix D | General Property Information  Displayed in the Tenancy Management Pack Folder |

No agent is employed to manage the property so why do applicants need to return Appendix A?

For applicants who **do not** employ an agent or day to day manager, they to must also complete **Appendix A,** as this confirms to us that it is the applicant who will be responsible for the tenancy management of the property, should the HMO application be successful. Although some applicants may have employed an agent, the tenancy management of the property is administered by the applicants and this can be declared on Appendix A.

What Appendix sheets will be included in the Tenancy Management Pack?

HMO Licensing Officers will add applicants completed Appendix sheets, **A, B, C and D** to the property **Tenancy Management Pack** alongside the Pro forma documentswhere they will be accessible to all tenants and any other person who would like to view the information and including officers from Scottish Fire and Rescue Service or the Licensing Authority.



**TENANCY MANAGEMENT PACK**

How many Pro forma documents do you provide?

The current Tenancy Management Pack has **15** Pro forma documents and they cover the following tenancy management criteria.

|  |  |
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| **Pro forma 1** | Scottish Fire and Rescue Service HMO Advice Note |
| **Pro forma 2** | General Content of an Emergency Plan |
| **Pro forma 3** | Information on Household Wastes Collection |
| **Pro forma 4** | Fire Instructions and Drills –(Record of when given) |
| **Pro forma 5** | Fire Alarm System and Emergency Lighting Operation Training  (Record of when given) |
| **Pro forma 6** | Fire Extinguishers (Record of Tests & Inspections) |
| **Pro forma 7** | Emergency Lighting Systems (Record of Tests) |
| **Pro forma 8** | Fire Alarm System (Record of Tests) |
| **Pro forma 9** | Property Certificates - Checklist |
| **Pro forma 10** | Carbon Monoxide Information |
| **Pro forma 11** | Carbon Monoxide Instruction (Record of when given) |
| **Pro forma 12** | Carbon Monoxide System (Record of Tests) |
| **Pro forma 13** | Annual Maintenance Record of Automatic Life Safety Fire Suppression System |
| **Pro forma 14** | HMO Licensee / Agent Property Condition Visit and Safety Inspection (Record of Visits/Inspections) |
| **Pro forma 15** | HMO Technical Officer –Property Condition Visit and Safety Inspection - (HMO Technical Officer’s will administer this Pro forma) |

**Applicants do not need to return any of the 15 pro forma documents to us.**

HMO licensing officers will ensure that the Tenancy Management Pack

contains all of the relevant documents in time for delivery

at the prearranged property inspection.



**TENANCY MANAGEMENT PACK**

Fife Safety for HMO Landlords **(Pro forma 1)**

As an applicant for an HMO licence you should be aware that HMO premises come under the scope of **The Fire (Scotland) Act 2005 and The Fire Safety (Scotland) Regulations 2006** and therefore appropriate fire safety measures must be put in place.

The Scottish Fire and Rescue Service have provided applicants with an HMO Advice Note. **The enclosed checklist is intended to assist applicants in meeting the necessary fire safety requirements but does not constitute either a fire safety risk assessment or statutory compliance**. You may require assistance from a suitably qualified contractor to carry out the risk assessment process and advice on fire safety matters. (Please see **Pro forma 1** included in the Tenancy Management Pack).

General Content of an Emergency Plan **(Pro forma 2)**

The General Content of an Emergency Plan has been provided for applicants’s devised to provide emergency procedures for the protection of life within the HMO property. The plan covers general principles to remember during a fire drill, how to contact emergency services (important for overseas students), location of shut-off valves for gas, electrical, and water. The general content covers what tenants/employees and visitors should do on hearing the property alarm and how to safely evacuate the premises. (Please see **Pro forma 2** included in the Tenancy Management Pack).

Carbon Monoxide Poisoning Information **(Pro forma 10)**

This information covers Carbon monoxide poisoning and how tenants can spot the symptoms and what actions they need to take. The long term effects of carbon monoxide poisoning include paralysis and brain damage. Such long term effects occur because many people are unaware of unsafe gas appliances and subsequent gas leaks. (Please see **Pro forma 10** included in the Tenancy Management Pack).

Annual Maintenance Record of Automatic Life Safety Suppression Systems **(Pro forma 13)**

For properties with an Automatic Life Safety Fire Suppression System the landlord / agent must record details of the annual maintenance by the qualified sprinkler engineer.



**TENANCY MANAGEMENT PACK**



**Pro forma 1**

Scottish Fire and Rescue Service HMO Advice Note

As an applicant for an HMO license you should be aware that HMO premises come under the scope of **The Fire (Scotland) Act 2005 and The Fire Safety (Scotland) Regulations 2006** and therefore appropriate fire safety measures must be put in place. A failure to ensure appropriate measures are in place may mean enforcement action being taken by the Fire Authority against the dutyholders (the license holder and the letting agent where they represent the license holder), or by the Fire Authority objecting to the granting of a licence.

The Scottish Government has published specific guidance to assist you. The guides that include HMO premises are **“Practical fire safety guidance for small premises providing sleeping accommodation”** and **“Practical fire safety guidance for medium and large premises providing sleeping accommodation”.** You can download a free copy of the guide appropriate to your premises from [www.firelawscotland.org](http://www.firelawscotland.org). Chapter two of each document describes the premises to which they apply and you should ensure the correct guide is used for the property.

The attached checklist is intended to assist you in meeting the necessary fire safety requirements but does not constitute either a fire safety risk assessment or statutory compliance. You may require assistance from a suitably qualified contractor to carry out the risk assessment process and advice on fire safety matters. Technical advice is available from Scottish Fire & Rescue Service at central.firesafety@Fife.gov.uk or telephone **0131 344 5201** however it should be noted that the Fire Service will not carry out Fire Safety Risk Assessments.

It should be noted that if a dutyholder fails to carry out a fire safety duty and that omission puts a person at risk of death or serious injury in the event of fire, then that dutyholder may be reported to the Procurator Fiscal as an offence has been committed. If a fire does occur then the dutyholder(s) may be reported to the Procurator Fiscal regardless if the premises have previously been audited by the Fire Authority or not. If found guilty of an offence in court the responsible person or persons may be fined, imprisoned or both.

Anyone in any doubt about their legal obligations should seek their own independent legal advice.

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| **Pro forma 1 (continued)**  Scottish Fire and Rescue Service HMO Advice Note | |  |  |
| HMO Fire Safety Checklist | | **Yes** | **No** |
| **Do you have a copy of the Fire Safety Guide for your type of premises?** | |  |  |
| **Have you carried out a Fire Safety Risk Assessment for your premises?\*** | |  |  |
| **If you are represented by an agent, have they carried out a Fire Safety Risk Assessment for your premises and recorded the significant findings?\*** | |  |  |
| **Escape Routes** | Are there an adequate number of escape routes taking into consideration the height of the premises? \*\* |  |  |
| Are there bedrooms in a basement where there is only one means of escape? \*\* |  |  |
| Are escape routes protected with fire resisting construction and fire doors? |  |  |
| Are all your escape routes clear of obstruction? |  |  |
| Are all fire exit signs and notices clearly visible? |  |  |
| **Fire Doors and Exits** | Do your emergency exit doors open from the inside without use of a key? |  |  |
| Are self-closing fire doors kept closed and the self-closers working? |  |  |
| Where fitted, are hold open devices or swing free arms working? |  |  |
| Are fire doors fitted with intumescent strips and cold smoke seals? |  |  |
| **Firefighting Equipment (Extinguishers)** | Is the firefighting equipment adequate for the risk in your premises (number, type, location)? |  |  |
| Is firefighting equipment maintained annually and recorded on the test labels and in a Log Book? |  |  |
| **Automatic Fire Detection** | Are there hard wired smoke and heat detectors in the premises? |  |  |
| Can the system be heard throughout your premises particularly by sleeping residents? |  |  |
| Is the system tested weekly and the results recorded in a Log Book? |  |  |
| Is the system maintained annually by a competent person and recorded in your Log Book? |  |  |
| **Emergency Lighting** | Are there emergency lighting units provided in escape routes? |  |  |
| Is the system tested and the results of tests recorded in your Log Book? |  |  |
| **Emergency Fire Action Plan** | Is the emergency fire action plan adequate for your premises? |  |  |
| Are fire routine notices clearly visible and accurate? |  |  |
| **General** | Have you reviewed your Fire Safety Risk Assessment in the last year? |  |  |
| Is your Log Book up to date and test certificates available for audit? |  |  |

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| \***As you will have an HMO licence, or will have applied for one, you are legally bound to record the fire safety risk assessment significant findings such as the risks found, the fire safety measures taken and any person or group of persons especially at risk. This should available for audit on request by an enforcement officer authorised by Fife Fire and Rescue Service.** |
| **\*\* A residential sprinkler system may be accepted as a compensatory feature where there is only a single escape route in premises with a floor above 7.5m in height or where a basement is used for sleeping accommodation.** |



**TENANCY MANAGEMENT PACK**

**Pro forma 2**

General Content of an Emergency Plan

1. What steps the landlord has taken to explain fire evacuation and detection procedures to a new tenant:

1. What the fire alarm sounds like.
2. Where extinguisher and fire blankets are located.
3. What the CO alarm sounds like. (See Carbon Monoxide Information and Testing)
4. Where the fire alarm points are.
5. Where CO detectors are.
6. How to recognise the fire alarm test circuits are active on the fire detection control panel.
7. Where the recognised assembly point for the property is.

2. Advise tenants on the general principles to remember during a fire, such as:

1. Leave the building as quickly as possible.
2. Touch doors before opening them and don’t open if they feel hot.
3. Stay low or crawl to avoid inhalation.
4. On hearing alarm, alert others.
5. Do not stop to collect possessions and do not re-enter the building.
6. Inform Fife Fire and Rescue Service of the number of occupants of the property and whether or not they are accounted for.

3. How to contact emergency services (particularly for foreign students/tenants).

4. How to contact the landlord or their agent.

5. Instruct tenants on the safe use of all gas appliances.

6. Advise tenants of their obligation not to tamper with fire doors, self closing devices and fire detection systems.

7. The emergency telephone numbers for the public utilities (gas, electric, water) and where all shut-off valves are located.

8. An Emergency Plan folder located in the property should also contain all current certificates (gas, electric, licence and licence conditions) together with the Fire Logbook.



**TENANCY MANAGEMENT PACK**

**Pro forma 3**

Information on Household Wastes collection

Collection System

Fife Council operate a 4 bin waste collection and recycling service.

**Blue Bin** – Landfill waste

All waste will be sent to local landfill sites where it is buried under ground. Where possible this bin should be used for waste that cannot be recycled.

**Grey Bin** – Paper & Cardboard

You can recycle most paper and cardboard in this bin including: newspapers, greeting cards, catalogues and envelopes. Food and drinks cartons should be recycled in your green bin

**Green Bin** – Plastics and Cans

You can recycle plastics and cans in this bin including: Plastics- bottles, food and drinks pots, tubs and trays. Metals – food and drinks cans, foil trays and metal lids. Cartons – food and drinks cartons. **Please note** plastic bags and hard plastics such as cd cases and coat hangers should be put in your blue bin.

**Brown Bin** – Food and garden waste

Garden Waste - grass cuttings, flowers, plants, twigs and small branches.

Food Waste – fruit and vegetables, poultry, meat, fish, plate scraping, tea bags and coffee grounds. **Please note** any rubble, stones, soil, turf or compost should be taken to your nearest recycling centre. Any animal waste or pet bedding/sawdust should be put in your blue bin. Any invasive plants such as Japanese knotweed should be in your blue bin.

**Pro forma 3**

Information on Household Wastes collection

**Bin Collection Day**

Your bin collection day is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Bins can be emptied between 6am and 9pm on your collection day. Please ensure your bin is placed at the back of the footpath with the handles facing the road and where possible together with your neighbour’s bins. Please ensure your bin is removed from the kerbside as soon as possible after collection. A bin collection calendar can be viewed on online at [www.fifedirect.org.uk/env\_bins](http://www.fifedirect.org.uk/env_bins)

If the bins in your street have not been emptied on your collection day please leave your bin kerbside. Collection will be attempted the next working day.

Individual missed bins can be reported online at [www.fifedirect.org.uk/missedbin](http://www.fifedirect.org.uk/missedbin) or tel 03451 55 00 22. Please leave your bin on the kerbside for collection where it will be emptied within 1 week. Please note any reports of missed bins will be investigated by looking at the refuge collection vehicle tracking data and on board CCTV footage.

If your bin has not been emptied due to it containing incorrect materials a contamination tag will be placed on the handle. Please follow the instructions on the tag and then present your bin on its next collection day.

**Sack Collections**

A property may be on a sack collection if:

* there is no space to store a landfill bin on the property
* there is no access to the property due to the width of the street.

In these circumstances 50 sacks every 6 months (2 sacks per week) will be delivered. Sack collections will be collected weekly. Please note only Fife Council branded sacks will be uplifted. Any extra bags or boxes placed on the kerbside will not be uplifted. Sacks should be left out by

6am on the collection day. Please do not leave waste in stair wells or on landings of flatted properties. A fire resistant storage facility is recommended.

**Pro forma 3**

Information on Household Wastes collection

**Special Uplifts**

A special uplift service is available to collect bulky household items such as fridges, freezers and furniture. The cost of a special uplift is £15 per uplift for a limited number of items. Extra items may incur an extra charge. All items should be put on the pavement outside your home. Items cannot be picked up from inside your property.

To arrange a special uplift please call the Recycling Helpline on 03451 55 00 22 between 8am and 6pm Monday to Friday.

Please note items that cannot be uplifted includes:

Asbestos

soil and rubble

heavy metal objects

bathroom suites with cast iron or ceramic baths

boilers

concrete and bricks from items such as storage heaters

sheds

heavy items

**Recycling Points and Centres**

There are over 300 recycling points in Fife for items such as glass bottles, cans and textiles.

If you have any waste or recycling that does not fit in your bin you can take the items to your nearest recycling centre free of charge.

You can locate your nearest recycling point or centre online at www,fifedirect.org.uk or telephone the recycling helpline on 03451 55 00 22.



**TENANCY MANAGEMENT PACK**

**Pro forma 4**

Fire Instruction and Drills – Record of when given

All tenants / persons in the premises must receive instruction and training to ensure they understand the fire precautions and the action to be taken in the event of fire.

**Instruction should be given in respect of the action, purpose etc, of the following:**

**(1) discovering a fire**

**(2) hearing the fire alarm**

**(3)** **the assembly point**

**(4) calling the fire and rescue service**

**(5) making safe power supplies etc**

**(6) use of fire alarms and fire extinguishers**

**(7) the means of escape**

Initially, each tenant/member of staff should receive a personal copy of prepared written instructions and thereafter be given further training to ensure compliance. Records of such tenant instruction / training must be entered in the Log Book/record sheet.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Persons Receiving  Instruction / Drill | Date of  Instruction | Fire Drill  Evacuation  Time | Nature of  Instruction Drill | Signature of  Instructor  etc. |
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**TENANCY MANAGEMENT PACK**

**Pro forma 5**

Fire alarm system and emergency lighting operation training

Record of when given

Should the Landlord delegate his responsibility for **weekly** testing of the fire alarm systems and **monthly** emergency lighting systems they must ensure that full comprehensive training is provided to a sufficient number of tenants / competent persons. A record of this training should be recorded below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Tenant Trained | Trained By | Satisfactory  Yes / No | Signature of Tenant |
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**TENANCY MANAGEMENT PACK**

**Pro forma 6**

Fire Extinguishers – Record of Tests & Inspections

**Weekly** - Check that each extinguisher is in position, clearly visible and in good condition.

**Monthly -** Check to ensure each extinguisher is in position, accessible, not discharged, damaged or lost pressure (if fitted with a pressure indicator) and operating instructions are legible and face outwards. Where extinguishers are in exposed locations or particularly susceptible to theft or damage, the checks should be carried out more frequently.

**Annually -** Portable fire extinguishers shall be examined at least once annually and tested in accordance with British Standard **5306**.

**Note: All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded**.

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| --- | --- | --- | --- | --- | --- |
| Date | Location or  Number | Inspected or  Tested | Satisfactory  Yes / No | Remedial Action Taken | Signature |
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**TENANCY MANAGEMENT PACK**

**Pro forma 7**

Emergency Lighting Systems - Record of Tests

(To be checked and completed by relevant professional person e.g. Electrician)

Emergency lighting tests should be carried out in accordance with the manufacturer’s instructions and the current British Standard (5266). **Daily** - Where there is a central power supply, carry out a visual inspection of indicators to ensure the system is in a ready condition.

**Monthly –** Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation. Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

**Annually -** Simulate a failure of the normal lighting supply for the full duration of the battery and carry out a check of the charging arrangements to ensure proper functioning. **Note:** Regular servicing is essential. The occupier/owner of the premises shall appoint a competent person to supervise servicing of the system. This person shall be given sufficient authority to ensure the carrying out of any work necessary to maintain the system in correct operation. All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.

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| --- | --- | --- | --- | --- | --- |
| Date | Location or number | Inspected or tested | Satisfactory Yes / No | Remedial Action Taken | Signature |
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**TENANCY MANAGEMENT PACK**

**Pro forma 8**

Fire Alarm System - Record of Tests

Fire Alarm (for further information refer to the current **British standard 5839**. It is important that any testing of the fire alarm should not result in a false signal of fire.

**Weekly test by the user**

Carry out a test and examination to ensure that the system is capable of operating under alarm conditions, namely:-

**Operate trigger device (manual call point or detector)**

**Annual test**

These should be carried out by a competent person, e.g. **a fire alarm engineer**.

**NOTE:** Requirements for these inspections and test will depend upon the type and design of the system.

**Automatic Door Releases Connected to the Fire Alarm System**

Weekly, in conjunction with the fire alarm test, check that all doors are being released and closing on to the door rebates.

**NOTE:** All checks, tests and maintenance including faults and remedial action taken, should be recorded. The date on which each fault is rectified should also be recorded.



**TENANCY MANAGEMENT PACK**

**Pro forma** (continued)

Fire Alarm System - Record of Tests

The fire alarm system shall be tested **weekly**, using a different call point or detector for each successive test to ensure that it operates satisfactorily and the results of such tests and remedial action recorded. The system shall be maintained in efficient working order in accordance with **British Standards 5839**.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Fire Alarm | | Automatic  Door  Releases | Automatic Detectors | | | Remedial  Action Taken | Fault  Cleared  Yes / No | Signature |
| Call Point  Location  or No. | Satisfactory  Yes / No | Satisfactory  Yes / No | Location  or No. | Satisfactory  Yes / No | |
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**Pro forma 9** PROPERTY CERTIFICATES - CHECK LIST

The following list shows the expiry of certain items which are contained within this folder. It is the responsibility of the Licence Holder to ensure the appropriate work is carried out and new certificates are issued proper to the expiry date being reached. Therefore Licence Holders need to ensure consistency of certificates over the full licence period. **Licence Number: ­­­­­**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Certificate** | **Category** | |  | |  |  |  |
| 1. COPY OF PROPERTY  HMO LICENCE | Property Address | | Commencement Date | | Expiry  Date | Date  Replaced | Cert obtained  Prior to Expiry?  Yes/No |
|  | |  | |  |  |  |
| 2. DETAILS OF ANY LICENCE CONDITIONS | Property Address | Commencement Date | | **CONDITIONS** | | | |
|  |  | |
| 3. COPY OF ANNUAL GAS SAFETY CERTIFICATE |  | | Commencement Date | | Expiry  Date | Date  Replaced | Cert obtained  Prior to Expiry?  Yes/No |
| 1st Gas Certificate | |  | |  |  |  |
| 2nd Gas Certificate | |  | |  |  |  |
| 3rd Gas Certificate | |  | |  |  |  |

**Pro forma 9** PROPERTY CERTIFICATES - CHECK LIST (continued)

The following list shows the expiry of certain items which are contained within this folder. It is the responsibility of the Licence Holder to ensure the appropriate work is carried out and new certificates are issued proper to the expiry date being reached. Therefore Licence Holders need to ensure consistency of certificates over the full licence period. **Licence Number: ­­­­­**

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| --- | --- | --- | --- | --- | --- |
| **Certificate** | **Category** |  |  |  |  |
| 4. COPY OF FIRE SAFETY RISK ASSESSMENT AND DETAILS OF ANNUAL REVIEWS | A new Fire safety risk assessment is required regarding any material change of circumstance | Commencement Date | Expiry  Date | Date  Replaced | Cert / Review obtained  Yes/No |
| 1ST Fire Risk Ass |  |  |  |  |
| 2nd Fire Risk Ass Review |  |  |  |  |
| 3rd Fire Risk Ass Review |  |  |  |  |
| 5. Copy of the  PORTABLE APPLIANCE TEST (**PAT)** |  | Commencement Date | Expiry  Date | Date  Replaced | Cert obtained  Prior to Expiry?  Yes/No |
| 1ST Port Appliance Test |  |  |  |  |
| 2nd Port Appliance Test |  |  |  |  |
| 3rd Port Appliance Test |  |  |  |  |

**Pro forma 9** PROPERTY CERTIFICATES - CHECK LIST (continued)

The following list shows the expiry of certain items which are contained within this folder. It is the responsibility of the Licence Holder to ensure the appropriate work is carried out and new certificates are issued proper to the expiry date being reached. Therefore Licence Holders need to ensure consistency of certificates over the full licence period. **Licence Number: ­­­­­**

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| --- | --- | --- | --- | --- | --- |
| **Certificate** | **Category** |  |  |  |  |
| 6. COPY OF LIABILITY  INSURANCE CERTIFICATE |  | Commencement Date | Expiry  Date | Date  Replaced | Cert obtained  Prior to Expiry?  Yes/No |
| 1ST Insurance Certificate |  |  |  |  |
| 2nd Insurance Certificate |  |  |  |  |
| 3rd Insurance Certificate |  |  |  |  |
| 7. COPY OF ANNUAL PROPERTY INSURANCE CERTIFICATE |  | Commencement Date | Expiry  Date | Date  Replaced | Cert obtained  Prior to Expiry?  Yes/No |
| 1ST Insurance Certificate |  |  |  |  |
| 2nd Insurance Certificate |  |  |  |  |
| 3rd Insurance Certificate |  |  |  |  |



**TENANCY MANAGEMENT PACK**

**Pro forma 10**

CARBON MONOXIDE INFORMATION

Carbon Monoxide Poisoning

What are the symptoms?

You can’t see it, taste it or smell it but it can kill quickly and with no warning. Unsafe gas appliances produce a highly poisonous gas called carbon monoxide (CO). It can cause death as well as serious long term health problems such as brain damage.

### Remember the six main symptoms to look out for:

1. headaches
2. dizziness
3. nausea
4. breathlessness
5. collapse
6. loss of consciousness

### Being aware of the symptoms could save your life.

Carbon monoxide symptoms are similar to flu, food poisoning, viral infections and simply tiredness. That’s why it’s quite common for people to mistake this very dangerous poisoning for something else.  
  
Other signs that could point to carbon monoxide poisoning:

* Your symptoms only occur when you are at home
* Your symptoms disappear or get better when you leave your let property and get worse when your return
* Others in the let property are experiencing symptoms (including any pets) and they appear at a similar time



**SCHEDULE 12**

**TENANCY MANAGEMENT PACK**

**Pro forma 10** (continued)

CARBON MONOXIDE INFORMATION

### What should I do if I experience any symptoms of carbon monoxide poisoning?

* Get fresh air immediately. Open doors and windows and turn off gas appliances and leave the property.
* See your doctor imminently or go to hospital and advise them that you suspect that you have carbon monoxide poisoning. They can do a blood or breath test to check your levels.
* If you think there is immediate danger, call the **National Grid Helpline number on 0800 111 999.**
* Report the outcome of any tests to the landlord or day to day manager who will need to arrange for a Gas Safe registered engineer to inspect all the gas appliances and flues.

### What is carbon monoxide?

Carbon monoxide (CO) is a highly poisonous substance produced by the incomplete burning of gas and Liquid Petroleum Gas (LPG).  
  
**This happens when a gas appliance has been incorrectly fitted, badly repaired or poorly maintained. It can also occur if flues, chimneys or vents are blocked.**  
  
Oil and solid fuels such as coal, wood, petrol and oil can also produce carbon monoxide.

### What is carbon monoxide poisoning?

Carbon monoxide poisoning occurs when you breathe in even small amounts of the gas. When you breathe in carbon monoxide, it gets into your blood stream and prevents your red blood cells from carrying oxygen. Without oxygen, your body tissue and cells die. Levels that do not kill can cause serious harm to health when breathed in over a long period of time. Long term effects of carbon monoxide poisoning include paralysis and brain damage. Such long term effects occur because many people are unaware of unsafe gas appliances and subsequent gas leaks.



**SCHEDULE 12**

**TENANCY MANAGEMENT PACK**

**Pro forma 10** (continued)

CARBON MONOXIDE INFORMATION

How to check for carbon monoxide

Your home may show signs of carbon monoxide. Any one of the following could be a sign that there is carbon monoxide in your home.

* Check the flame on your cooker. It should be crisp and blue, not a lazy yellow or orange flame.
* Check to see if you have dark staining around appliances.
* Do pilot lights frequently blow out?
* Do you have increased condensation inside windows of the property?

If you have a faulty appliance in your home, it could lead to carbon monoxide poisoning. **Inform your landlord and get any suspicious gas appliances checked to avoid carbon monoxide poisoning.**

**Major risk to tenants when sleeping**

**You are particularly at risk from carbon monoxide poisoning while sleeping,** as you may not be aware of early carbon monoxide symptoms until it’s too late.

Hard wired Carbon Monoxide detectors must also be monitored by HMO tenants in accordance with manufacturer’s instructions to ensure they are working effectively. Tenants **must** immediately report any Carbon Monoxide detector defects/issues to the landlord or day to day agent.

If you think there is immediate danger, call the **National Grid on 0800 111 999**



**SCHEDULE 12**

**TENANCY MANAGEMENT PACK**

**Pro forma 11**

Carbon Monoxide Instruction – Record of when given

All tenants/persons employed to work in the premises shall receive instruction and training to ensure they understand the carbon monoxide hardwired property device and action to be taken in the event of a system failure. Initially, each tenant/member of staff should receive a personal copy of prepared written instructions and thereafter be given further training at least once in every period of 6 months, and a record of such entered in the Log Book.

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| --- | --- | --- | --- | --- |
| Date | Instruction Date | Person/Dept.  Receiving  Instruction Drill | Observations of  Instructor etc. | Signature of  Instructor  etc. |
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**TENANCY MANAGEMENT PACK**

**Pro forma 12**

Carbon Monoxide System Tests – Record of Tests

The Carbon monoxide hardwired property device needs to be tested on a weekly basis by the licensee / agent or tenants. Tenants/members of staff should receive a personal copy of prepared written instructions in order to carry out the appropriate tests. Tenants/members of staff should always refer to the manufactures instructions or seek advice from a Gas Safe Registered engineer if they suspect the system is faulty.

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| Date | Result of Test | Fault  (Specify) | Fault  Cleared | Date fault reported to Landlord / agent | Signature |
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**SCHEDULE 12**

**TENANCY MANAGEMENT PACK**

**Pro forma 13**

Annual Maintenance Record of Automatic Life Safety Fire Suppression System

To be inspected by a qualified sprinkler engineer.

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| --- | --- | --- |
| **Maintenance Record of Automatic Life Safety Fire Suppression System**  (Sprinkler suppression system) | **Year 1**  Maintenance |  |
| **Year 2**  Maintenance |  |
| **Year 3**  Maintenance |  |

**NOTE:** For a suppression system such as sprinklers to be effective it is essential that there is an appropriate water supply. Therefore landlords / agents need to check and report any failure of the property water pressure to Scottish Water. It is recognised that pressures will vary during the day, over the year and perhaps in future years. Therefore it is imperative that the system is designed on the basis of what the minimum pressure and flow is likely to be.

A new **Fire safety risk assessment** is required when there are any material changes of circumstance.



**TENANCY MANAGEMENT PACK**

**Pro forma 14**

HMO Licensee/Agent – Property Condition Visit & Safety Inspection

The Licensee, Day to Day Manager or Agent must visit the property to ensure all conditions are being complied with. The frequency of these visits being appropriate with problems found. The Licensee/Agent visit log sheet is held in the Tenancy Management Pack.

**Property Condition Visits & Safety Checks are to be made on a monthly basis.**

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| --- | --- | --- | --- | --- |
| Inspection Date | Observations at Property  Inspection | Name of Inspector  Licensee / Agent | Signature | Result of Tenant Complaint? |
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**TENANCY MANAGEMENT PACK**

**Pro forma 15**

HMO Technical Officer – Property Condition Visit & Safety Inspection

Officers from Building Standards and Public Safety will inspect HMO premises based on the business and its previous record. Some HMO premises maybe inspected every 6 months, others much less often.  These checks are to ensure compliance with current licensing standards.

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| --- | --- | --- | --- | --- |
| Inspection Date | Result of Tenant Complaint? | Observations at Property  Inspection | Name of EPES Technical Officer | Signature |
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