

2 Howard Street, Reading, RG1 7XS

**Management Plan including Bin Store Design and
Operation.**

By

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1. Introduction

1.1. Format of the Design and Management Plan

This document sets out general principles and design required for bin storage in particular the management operations. It includes:

- Design Intentions
- Aims of the implementation, management and maintenance plan
- Management objectives
- Detailed maintenance specification
- Indicative annual schedule of operations

This document also provides a response to Reading Council planning approval planning conditions 5 and 12 “Details of bin stores” and “Management Plan”.

Condition 5. No dwelling hereby permitted shall be first occupied until details of refuse and recycling bin stores have been submitted to and approved in writing by the Local Planning Authority. The details shall include measures to prevent pests and vermin accessing the bin store(s). The approved bin storage, including pest and vermin control measures, shall be provided in accordance with the approved details prior to first occupation of any permitted dwelling and shall not be used for any purpose other than bin storage at all times thereafter.

Condition 12. The HMO accommodation hereby approved shall not be occupied until a management plan covering the internal and external communal areas, including the proper use of bin stores and responsibility for refuse and recycling collection arrangements, has been submitted to and approved by the Local Planning Authority. Thereafter the approved management plan shall be adhered to while the property is in use as a HMO (see attached informative for further details).

1.2. Design Intent

The design intention for the bins at 2 Howard Street, Reading, RG1 7XS is of a high-quality environment that:

- provides an aesthetically pleasing view of the front of the property
- a functional and accessible utility for storage of waste for occupants of the flats
- prevents pests such as rats, mice and pigeons accessing food waste

This plan aims to ensure that the above can be achieved through a co-ordinated and informed approach to bin store design and maintenance.

2. Bin Store Design and Management Objectives

2.1. Design

The bin store will be designed so that it forms an enclosure suitable to keep vermin out of the area by way of:

- an upstand to all sides ensuring there is no gap underneath.
- the enclosure would have a tightly fitting door, and any gaps between cladding elements to be 10mm or less to prevent access by birds, mice or rats.

- the bin store will provide a 2 red bins (recycling), 2 grey bins (general rubbish). There will be no green bin as the property manager's gardener is expected to take away any green waste.
- Permanent Notices and instructions to all residents in communal areas and in each flat – see 2.5.3 below



Figure 1 - Bin store to house four 240L bins. The bin store is secure with latched doors and a continuous upstand below to leave no gaps when closed and prevent vermin access.

NOTE: The above image DOES NOT show the upstand to the front doors as this is a stock image. Upstand will be provided to ensure that there are no gaps greater than 10mm

2.2. Access

The bin store will be located at the side of the property behind the gate. The bin store will not require a lock.

2.3. Facilities

The property manager's contractor shall liaise with the Property Management agent directly regarding permissions for parking, storage, use of water and any other resources.

2.4. Maintenance Objectives Bin store

Generally:

- promote hygiene by providing clear instructions to occupiers on use of the bin store
- ensure control of hazardous waste
- ensure the front forecourt remains clean and tidy
- provide protection against pests and diseases
- ensure occupants are aware of the hazards of pests and the need to keep the bin area hygienic and tidy

2.5. Components with specific management objectives

2.5.1 Bin storage area

- Ensure bin store frame, doors, structure checked for damage.

2.5.2 Bins

- Ensure bins are cleaned and lids are inspected for damage from rats and storms

2.5.3 Food waste notices, instructions and collections for residents

- Ensure flat occupants are made aware through notices in communal areas and written instructions for each flat on the rat infestation problem, food waste risks such as disease, keeping bin lids and bin store gates closed, and on not leaving food caddies outside
- Ensure waste collection procedures and waste collection dates are properly sign posted within the communal areas of the flats for the occupants.

3. Maintenance Specification

3.1. Maintenance

The following specification items are to be addressed within the long term property management contract.

3.2. Bin store instructions, notices and cleaning

3.2.1. Bin and bin store inspections and instructions:

- Inspection of the bins, bin store and flat occupant notices and bin collection dates Timing: 6 monthly.
- Check all new residents receive a copy of instructions on bin store use.
- The management company will be ultimately responsible for ensuring that bins are placed for collection and removed in a timely manner.

3.2.2. Bin cleaning and repairs:

- Maintenance of bins by cleaning using water and detergent
- Repairs to bins and bin store, check secure with no gaps allowing vermin to access
- Regular removal of litter and fallen leaves to maintain a neat appearance

Timing: Monthly or as and when needed

Particular timing of inspections: After strong winds and other disturbances

3.2.3. Hard surfaces:

- Jet wash or chemical clean surfaces around bin store area

Timing: Annual (or as and when needed)

4. Communal areas Externally and Internally Inspections and Instructions.

4.1. Periodic Cleaning and Inspections Internally

4.1.1· Cleaning and inspections of all communal areas will be carried out fortnightly by the management company.

Timing: 2 weekly.

4.1.2· Internal inspections of all areas including rooms by management company.

Timing: 3 months

4.1.3· All residents are required to clear their own rubbish from rooms to communal bins ready for collection.

4.1.4· All residents are to ensure that all communal areas and with particular regard to stairs and corridors are kept clear of rubbish and hazards at all times.

4.1.5· Communal corridors are escape routes and must be maintained clear.

4.2. Periodic Cleaning Maintenance and Inspections Externally

· The management company will provide garden maintenance and cutting as required to ensure that the grounds are maintained and kept to the high standard to which they have been constructed.

· Monthly inspections of Bin store areas will be carried out by the management company.

· All residents are required to ensure that external communal areas are kept clean and tidy of all rubbish.

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