

January 2018

HMO Management Plan

9 Craven Road,
Reading,
RG1 5LE

Planning Permission ref: 171728

Condition 4

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1. INTRODUCTION

This Management Plan has been assembled following the guidance provided in Reading Borough Council's *Houses in Multiple Occupation - Management Pack*. This document will set out the management procedures for the House of Multiple Occupants at 9 Craven Road, Reading, RG1 5LE.

This Plan is intended to ensure that the correct procedures are in place to manage the property and to ensure tenants are aware of their responsibilities within the house.

A HMO Licence from Reading Borough Council must be in place by the landlord at all times of the property's occupation as a House in Multiple Occupation. A copy of the first page of the licence along with the current gas safety certificate and contact details for the manager are to remain on display in the communal area of the property for reference.

Forms and notices are included within the Management Pack Appendix 1 from Reading Borough Council;

1. Housing Inspection, Repairs, Maintenance and Action Logsheet
2. Fire Alarm System Maintenance and Service Logsheet
3. Firefighting Equipment Maintenance and Service Logsheet
4. Means of Escape and Fire Doors Maintenance and Service Logsheet
5. Inventory for a Letting in a House of Multiple Occupation
6. Electrical Appliances Maintenance and Service Logsheet
7. Management Folder Contents Form
8. Notice for Tenants regarding fire precautions
9. Notice for Tenants - Instructions On Discovering a Fire
10. A Ten Point Guide to Fire Safety for Tenants
11. Notice for Tenants - Owner and Manager Contact Details
12. LACORS '*Housing - Fire Safety: Guidance on fire safety provisions for certain types of existing housing*'

2. INSPECTIONS

Reading Borough Council have the right to conduct inspections on Houses in Multiple Occupation, generally with 24 hours of advance notice provided to allow entrance to the property within reasonable hours. This is to ensure that all properties are being maintained to the expected standard for safe occupation. Officer's from the Council's Private Sector Housing team will always have photographic identification when requesting an inspection.

Each lettable room within the property will be inspected by the landlord after a tenant leaves to ensure all internal structures, fixtures and fittings are to the correct standard.

24 hours notice will be provided by the landlord before any visit to the property; whether by the landlord or tradespeople on the landlord's instruction. Visits are to be expected every 3-6 months by the landlord to monitor the condition of the property.

Should any building work be required as part of the maintenance plan of the property, the landlord will provide advance notice of the works to the tenants to ensure safety and awareness to all regarding the work involved.

3. GAS AND ELECTRICITY

The gas and electricity meters are located in the basement, with access available to the tenants should an emergency occur.

A central thermostat for the thermostatic radiators are located within the maintenance room, with arrangements to be made with the landlord to change or alter the temperature settings.

An annual Gas Safety Check will be carried out by a Gas Safe Registered engineer, organised by the landlord. The certificate will be provided to tenants upon starting the tenancy. The current certificate, or a copy of the certificate, will remain on display in the communal area and will be updated annually following the inspection.

Every five years the electrical installation is to be inspected by a competent inspector in accordance with the current edition of BS 7671 IET Wiring Regulations. This is to be organised by the landlord.

The landlord is responsible for ensuring any electrical appliances provided as part of the letting area are safe. Only appliances with a CE marking as a minimum are to be provided. Safety checks should be carried out on appliances at regular intervals as part of the PAT (portable appliance testing). A record of these safety checks should be made in a logbook. Should the check reveal that there is a safety hazard, the appliance should be removed immediately or repaired on the spot. The landlord should be alerted to any concern regarding the electrical appliances.

4. FIRE SAFETY

Fire safety measures are required;

- To give early warning of a fire in the premises to those at risk of harm
- To prevent the spread of smoke and fire through the premises to either allow residents to safely escape.

The under HMO Management regulations there is a duty to maintain fire safety equipment and escape routes.

The fire safety log book will be kept within the maintenance room and will contain information on all routine maintenance and servicing activity for the fire precautions within the property along with all reported defects and remedial action taken, including false alarms.

Fire Detectors and Alarms

The property is to be fitted with smoke alarms to all levels of the circulation space and the basement with a central control panel. Smoke detectors are to be installed to each bedroom. A heat detector is to be installed to the kitchen space. All detectors are to be powered by the main supply with a battery back up.

Carbon monoxide detectors are also to be installed.

Grade D systems should be routinely tested every month by use of the test button on the smoke alarm. All alarms should be periodically cleaned in accordance with the manufacturer's recommendations.

All detectors should be tested at least once a year to ensure that they respond to smoke. Tests should not involve the use of open flame or any form of smoke or non-specific aerosol that could contaminate the detection chamber or electronics of the detector. Suitable specific test aerosols are available. The test is usually carried out by a specialist alarm engineer under a maintenance contract and should be recorded in the log book, and a periodic inspection and test certificate obtained.

Means of escape

It is important that residents have a safe way to escape from the property in the event of a fire. The escape route includes the staircase, landings and hallways that occupiers need to pass through to reach the outside. It is imperative that the escape route is kept clear of all obstructions at all times.

The final exit doors to the outside should be able to be opened without the use of a key.

Tenants should make the landlord aware of any cracks or holes in the plaster of the escape route to ensure that they can be repaired or filled with materials to provide the required standard of the fire protection.

The construction of the escape route should prevent penetration by smoke and fire. All doors, walls, floors and ceilings surrounding the escape route and underneath of staircases on the route must be constructed to resist the passage of fire, smoke and fumes for at least half an hour.

The safety of escape routes can also be compromised by items kept within them. The following are not be permitted within the escape route:

- Portable heaters of any type and heaters which have unprotected flames or radiant bars

- Fixed heaters using a gas supply cylinder
- Cooking appliances
- Upholstered furniture
- Storage of any kind (unless it is kept in a locked cupboard, which is constructed to the same standard of fire resistance as the rest of the escape route)
- Lighting involving the use of a naked flame
- Gas meters other than those installed in accordance with the appropriate Gas Safety Regulations.
- Gas pipes must be made of a material with a high melting point in order to comply with Gas Safety Regulations.

Fire Doors

Fire doors are designed to withstand fire and to prevent the passage of heat, flames and smoke through a doorway. All letting rooms and any other rooms opening on to the protected route are fitted with a fire door and meet the requirements listed below:

- Fire doors must be a minimum half-hour fire resistant and comply with the requirements of British Standard 476;
- The locks are designed so that they can be unlocked on the inside without using a key;
- Self-closing devices on fire doors are capable of fully closing the door in one smooth continuous motion, overcoming the resistance of any door latch. The self-closing mechanism chosen complies with British Standard EN 1154:1997;
- The fire door close squarely and lie flush against rebates of the frame;
- The fire door are fitted with a minimum of three hinges with melting point in excess of 800 °C;
- Fire doors must be fitted with intumescent strips to the top and side edges of the door or door frame. Smoke seals are not be fitted as there is not interlinked automatic fire detection on both sides of the fire door;
- Gaps between the door and frame are be no larger than 3 mm and no more than 8 mm beneath the door.
- To be effective, fire doors must be kept closed and occupiers are informed of this in writing.

The kitchen door is also a fire door fitted with intumescent strips with cold smoke seals and a self-closing device. This must be kept closed at all times.

Firefighting Equipment

A fire blanket is provided within the kitchen area. Fire blankets should conform to BS 6575 and be wall mounted 1.5 m from floor level away from the cooker.

A single multi-purpose fire extinguisher on each communal hallway/landing is provided. The fire extinguishers are hung on brackets approximately 1 metre from the floor. They should be sited away from heaters and in a position where they will not obstruct the escape route. All extinguishers should comply with BS EN 3-7 and maintained in proper working order. They should be properly serviced annually in accordance with BS 5306-3. The fire extinguisher should never be misused or used for propping open fire doors.

5. SECURITY

The property is to be fitted with a burglar alarm with each tenant to be provided with the access code. A 20 minute cut out will be fitted to prevent nuisance being caused to neighbours.

The side gate to the rear garden of the property is to be locked from the garden side after use to ensure the security of the property.

6. OCCUPIER DUTIES

Occupiers have duties under the Management of Houses in Multiple Occupation (England) Regulations 2006 to;

- Allow access to the manager at reasonable times and provide necessary information to carry out their management duties.
- Comply with the manager's arrangements for means of escape from fire and refuse storage and disposal.
- Keep the accommodation in an acceptable manner and take reasonable care so as not to damage the property.
- Behave in a reasonable and social manner so as not damage the property and cause a nuisance to other tenants or inconvenience the manager's duties.

7. COMMUNAL AREAS

Each tenant has a responsibility to maintain and keep clean the communal kitchen and living areas. Each tenant has been assigned their own kitchen cupboard space and should ensure this is kept clean and tidy.

It is the responsibility of each tenant to ensure that their respective room and ensuite is kept clean and looked after in the duration of their tenancy.

A cleaner will visit the property weekly to clean the kitchen and living area but it falls to the tenants to ensure that their property is tidied away and the area is left clear and accessible for the cleaner.

A gardener will visit the property weekly to maintain the rear garden and planting to the front of the property. The tenants must ensure that their property is tidied away and the area is left clear and accessible for the gardener.

8. CYCLE STORE

The cycle store has been provided with four Sheffield bicycle loops in the rear of the garden with provision for one bicycle per room in the property.

Bicycles should be locked securely in this covered store and not left in any other location in the garden or at the front of the property.

9. WASTE COLLECTION

Inside the property there is provision for a large freestanding waste bin and accompanying recycling bin within the kitchen. There is sufficient space within each lettable room for a waste bin provided by the tenant.

A bin store is located within the rear garden of the property with refuse and recycling bins.

The grey bin is for general waste.

The red bin is for recycling.

The green bin is for garden waste.

Please see the table below for the accepted waste and recycling:

Bin Type	Accepted	Not accepted
Grey Bin - General Rubbish	Non-recyclable rubbish, including hygiene waste (incontinence articles, catheters etc)	Hazardous waste Trade waste Other clinical waste
Red Bin - Recycling	Paper and card Tins and cans (rinsed) Plastic bottles (no lids) Empty aerosol cans Shredded paper (must be contained in a small cardboard box or envelope)	Plastic bags and wrappers Other plastic containers (e.g yoghurt pots) Glass bottles Any other items
Green Bin/Bag - Garden Waste	Grass and hedge cuttings Leaves, plants and weeds Untreated wood and branches up to 100cm thick	Food waste (including fruit and vegetables) Treated wood Turf or soil Garden furniture Pet bedding or litter Gravel or rubble Trade waste (including waste from a gardener or other contractor working on your property) Plastic bags and wrappers

Grey and red bins are collected once a fortnight on alternate weeks. Green bins are collected once a fortnight.

The bins, bags or boxes should be placed at the boundary of the property by 7am on the day of collection, otherwise it will not be emptied.

All bin lids are required to be down for collection. Any waste not contained within the bin with the lid closed and left as excess at the side of the bin will not be collected.

Recyclable waste should be placed loose in the recycling bins, not in carrier or black bags. Recycling bins containing items that cannot be recycled will not be emptied until the next collection and only if the items are removed.

Small electrical items will be collected on the recycling collection day, with one bag collected per collection day. Only items under 30x24cm are accepted including kettles, toasters, irons, hairdryers, radios and small power tools. No large items such as white goods, printers, items with screens, microwaves or light bulbs are accepted; these items should be taken to the Household Waste Recycling Centre or a Bulky Waste Collection should be arranged.

If a bin has been missed for collection you can report this online. This has to be reported by 5pm on the working day following your scheduled collection day.

The bins should be returned to the bin store in the rear of the property by the end of the working day of the bins having been collected, or in the morning of the following day. The bins should not remain in or around the access to the side of the property and must be moved immediately if they are in such a location.

Collections for 2018 start on the following dates;

General Waste - Monday 8th January 2018

Recycling - Tuesday 2nd January 2018

Garden Waste - Thursday 11th January 2018

Dates for collection can be confirmed on Reading Borough Council's website at <http://www.reading.gov.uk/rubbish>

10. ANTI-SOCIAL BEHAVIOUR

The following are examples of anti-social behaviour which are not tolerated;

- Rude or abusive comments
- Loud noise late at night
- Threats
- Vandalism
- Being drunk and disorderly
- Prostitution

If any problems are encountered with any tenant or neighbour, please contact the landlord to discuss this and keep a log of all incidents.