

## Schedule 7

### Minor Repairs & Property Maintenance Definition

**Under the terms of the contract the Agent shall be responsible for the following under both Option 1 & 2 Repair Model**

1. To keep the interior of the properties in good and clean condition and to decorate all non-communal internal parts of the property as frequently as is necessary to keep them in good decorative order, but not less than once every five years.
2. To make good any damage or deliberate neglect, carelessness, or misuse to the properties or the fixtures and fittings of the Trust caused by any staff, resident or visitor to the property, fair wear and tear excepted, and to pay for any costs incurred by the Trust carrying out such works in default. The Agent shall be responsible for recovering the costs from the resident where applicable.
3. To clean all communal / shared areas of the properties and to keep gardens and external areas in a clean and tidy condition.
4. To keep windows clean
5. To undertake minor repairs and works such as, but not exclusively:-
  - a. Draught exclusion and works
  - b. Fitting of TV aerials
  - c. Making good minor cracks to plaster
  - d. Lubricating locks, hinges and ventilators
  - e. Adapting doors to accommodate carpets provided by the Agent or residents
  - f. Making good minor gaps between skirting such as those that become noticeable when floor coverings are replaced
  - g. Fitting extra catches and safety devices
  - h. Repairing / replacing locks and keys and repairing damage to door frames
  - i. Rewashing of taps
  - j. Plumbing in washing machines or dishwashers not provided by the Trust
  - k. Cleaning shower heads, replacing plugs and chains on sinks, baths and basins
  - l. Fixing loose / replacing broken WC seats
  - m. Unblocking sinks, baths and wash / hand basin wastes
  - n. Taking frost precautions in winter
  - o. Keeping garden soil and refuse clear of damp courses and air bricks
  - p. Replacing bathroom cabinets, towel rails (not heated), toilet roll holders and mirrors
  - q. Fitting extra sockets and light fittings not supplied by the Trust
  - r. Replacing light bulbs, tubes, diffusers, shades etc
  - s. Changing domestic fuses

- t. Replacement and maintenance of white goods and miscellaneous furniture required in the properties whether or not provided by the Trust
- u. Replacement and repairing carpets and other floor coverings in shared and non-shared areas whether or not these have been provided by the Trust. Providing additional floor coverings
- v. Maintaining of any fittings and appliances not provided by the Trust
- w. Fitting and maintaining of all gas appliances not provided by the Trust
- x. Bleeding central heating radiators, adjustment to time and temperature controls and repairing damage to decorative trims that do not affect the functioning of the heating system
- y. Fitting curtain rails, tidy-dryers, washing lines, and rotary dryers, shelving, coat and hat rails
- z. Providing kitchen unit catches
  - aa. Provision / replacement of dustbins
  - bb. Replacing bell batteries and bulbs
  - cc. Reglazing and window locks
  - dd. Door furniture

The Agent will also maintain hedges and lawn cutting, clear rubbish, maintain garden shrubs and trees.

#### Vermin

The Agent is responsible for dealing with any vermin infestation at the property. The Agent may contact Environmental Health and ask for a report on the cause of infestation. If Environmental Health conclude that the infestation is due to the Trust's disrepair of the property then the Trust will be responsible for the cost of vermin eradication.