

Structure Generally and Property Requirements

1.1 Structure

- (a) The Council are seeking to acquire wherever possible properties of traditional or common construction and materials
- (b) The property should be structurally sound and in a condition to be fit for the purpose.
- (c) The property should comply, as far as is possible, with relevant statutory requirements and Public Health Acts and specifically shall be free from any Category 1 or 2 band D or E hazard under the Housing Health & Safety Rating System ((HHSRS) (and such other statutory standards as shall be determined from time to time).
- (d) The property should not require work of a cyclical nature within the next 5 years or any more substantial works within the next 10 years.
- (e) The property should not show any visible signs of rising or penetrative damp, mould or fungal growth, wet rot or dry rot.
- (f) Where there are any signs of rising and penetrating damp or lack of an adequate DPC. The Council will require a specialist report and any recommendations from the report must be carried out.
- (g) Where there are any signs of rot or insect infestation of the timber structure, The Council will require a specialist report and any recommendations from the report must be carried out.
- (h) Any work carried out as a result of damp or timber reports must be carried out by a reputable specialist contractor and must bear a minimum 20 year guarantee.
- (i) Warranties and guarantees should be issued in the name of the Council. Where guarantees and warranties are not available, Providers will be required to give the Council a legally executable warranty.
- (j) Where there are major structural issues the Council may require a structural report on the property before progressing with the acquisition.
- (k) Where works have been carried out on the property that require Planning or Building Control approval, the Council shall require evidence that the necessary consents and approvals have been obtained. Any additional works required by Building Control must be attended to.

1.2 Asbestos

- (a) The property should, ideally not contain any asbestos (either internally or externally) although if it is impractical/ not cost-effective to remove any asbestos it should, where necessary, be encapsulated to prevent any fibre release.
- (b) Where the presence of asbestos in the property is known or suspected an asbestos survey as required by the Control of Asbestos at Work Regulations 2002 shall be carried out by an independent accredited surveyor, qualified to deal with asbestos. A copy of the survey shall be provided to the Council.
- (c) Any remedial or precautionary works identified as part of the survey shall be carried by a specialist contractor complying with hazardous materials legislation or managed in an appropriate manner and any recommendations must be acted upon.
- (d) Any remaining asbestos shall be labelled as set out in the legislation and drawn to the attention of the Council.

1.3 Property Type

- (a) The Council is seeking to acquire good quality stock providing a varied portfolio of property size from bedsit accommodation to larger family accommodation (five+ bedrooms) and properties with disabled adaptations up to and including full wheelchair accessibility.
- (b) The Council will consider individual flats in purpose built blocks. In such cases the Provider will be required to ensure the lease conditions permit the property to be sub-leased to the Local Authority for use as temporary accommodation, or directly to tenants who may be in receipt of housing benefit.
- (c) Providers will be required to give the Council full details of existing and proposed service charges for major works where these are likely to have an impact on the rent charged for the property.

1.4 Property Location

- (a) The Council will consider flats above retail premises. However, properties above premises that will or could provide a poor amenity and quality of life for any occupants due to noise, fumes or late night opening (open later than ten o'clock at night) will not be accepted.
- (b) Properties must have reasonable access to shops, transport, schools and other community facilities without the occupiers needing to own a car.
- (c) So far as possible properties should be located in the London Borough of Tower Hamlets, however properties outside of Borough will also be considered.

2 Minimum Floor Areas

2.1 General Requirements

- (a) All rooms shall be of usable shape and proportion.
- (b) Minimum room sizes do not include the area of any bathroom, staircase, passageway, landing or access lobby.
- (c) The maximum permitted number of occupants for any property shall be as specified in Part X of the 1985 Housing Act. Any child under 10 is classed as half a person. Babies up to 1 year of age are not counted for the purposes of specifying household size.

2.2 Bedrooms

- (a) Bedroom sizes shall be in accordance with the following table

<i>Floor area of Room</i>	<i>Number of persons</i>
110 sq feet or more	2 persons
90 sq feet or more but less than 110 sq feet	1.5 persons
70 sq feet or more but less than 90 sq feet	1 person
50 sq feet or more but less than 70 sq feet	.5 person

- (b) All bedrooms should have a minimum width of 7 feet/2.1m.

2.3 Non-Habitable Rooms

- (a) An internal airing cupboard with adequate slatted shelving for clothes must be provided with all electric wiring clipped back to the wall or cupboard lining.
- (b) Alternatively, a Tidy-Dry located above the bath or clothes horse and/or external drying area should be provided.
- (c) Adequate facilities must be provided for the day to day storage of household refuse.

3 External Elements

3.1 Chimney Stacks

- (a) Chimney stacks are to be sound and not excessively out of plumb.
- (b) Brickwork, pointing, flaunching and render should be sound and have a life expectancy of at least 10 years.
- (c) Chimney pots should be undamaged.
- (d) Flues served by a gas appliance should terminate in a GC1 or GC2 terminal.

3.2 Roof Coverings

- (a) Pitched and flat roofs should be in good repair, structurally sound and weatherproof.

- (b) The roof structure should be capable of adequately supporting such live and dead loads as may be imposed upon it; this is particularly relevant if original slated roofs have been recovered with concrete tiles.
- (c) The life expectancy of pitched and flat roofs should be at least 10 years.
- (d) Loose, broken or missing slates/tiles should be replaced.
- (e) Sand and cement fillets should be secure and unbroken.
- (f) Metal flashings should be complete and secure.
- (g) Any brickwork, pointing above roof level should be sound and copings to parapets sound and secure.

3.3 RWP's and Gutters

- (a) Adequate provision for the disposal of rainwater from roofs is to be provided. Rainwater goods are to be in good order, free from leaks or other defects, well aligned and adequately fixed to walls.
- (b) All RWP's shall discharge via shoes into gullies.
- (c) All gutters and RWP's must be clear of any debris, plants or other organic material.

3.4 Main Walls

- (a) External walls are to be plumb, free from major distress and/or settlement, with no direct water penetration or rising damp.
- (b) External render should be sound and not bridge the line of the DPC.
- (c) Stonework/ concrete should be sound, plumb and free of major cracks; minor cracks and/or chipped stonework are acceptable.

3.5 Pointing

All brickwork pointing should be sound and continuous and prevent water ingress.

3.6 Cladding

Any external cladding should be free from any major distress and adequately decorated.

3.7 Windows

- (a) All windows should be in a good condition with no obvious defects.
- (b) All broken or cracked glazing should be renewed.
- (c) All joints between window frames and the structure should be adequately sealed.
- (d) Where the existing windows are single glazed and the current SAP rating of the property is below 75, The Council may require replacement of the windows with double glazed units or installation of secondary glazing as part of the improvement of the property's energy efficiency.
- (e) Replacement double glazed windows should either be soft wood or PVCu. PVCu windows must be FENSA certified and the certificate supplied in the name of The Council. Where Fensa

warranties are not available, providers will be required to give The Council a legally executable warranty.

3.8 External Doors

- (a) All doors and frames should be in a good condition with no obvious defects, secure and in full working order.
- (b) The primary entrance must be fitted with a night latch and a five-lever mortise deadlock. They must be able to be opened from the inside without keys using thumb turn release.
- (c) All rear/ balcony doors should be fitted with a mortise lock and should have 2nd tower bolts.
- (d) All glazing should be free from cracks or any other defects and glazed in toughened or laminated glass for safety.
- (e) All large areas of glazing (eg. to patio doors) should be to the appropriate BSI standard.
- (f) All joints between door frames and the structure should be adequately sealed.

3.9 Other Woodwork

All external woodwork should be in a good condition and free from obvious defects. Any rotten timber must be properly repaired or renewed and re-decorated.

3.10 Decoration

- (a) All external decoration should be in a good condition with no signs of peeling, blistering or otherwise defective paintwork.
- (b) External decorations should not require re-decoration for at least a further 5 years.

3.11 DPC

- (a) Evidence of an original physical DPC should be established.
- (b) The DPC should be at least 150mm above external ground level and not bridged by any external render.
- (c) If internal ground floors are of timber construction an adequate number of air bricks providing a good flow of air should be present. Air bricks should be in good condition, free from obstructions and positioned to prevent water entering the under floor void.

4 Internal Elements

4.1 Roof Structure

- (a) The voids of all pitched roofs should be accessible.
- (b) Roof structures should be free from distress, well supported, with adequate strengthening having regard to the nature of the roof covering and exposure.
- (c) The roof structure should be free from damp, wood rot and wood boring infestations.

- (d) The presence of roofing felt on the underside of slates/ tiles is preferable.
- (e) Adequate cross flow ventilation should be provided.
- (f) Non-habitable loft spaces must be completely clear of any rubbish and other items. Loft spaces need an access hatch.

4.2 Roof Insulation

- (a) All pitched roof voids must be insulated with a minimum of 250mm insulation material meeting the appropriate BSI standard.
- (b) The insulation must not continue under any cold water storage, or feed and expansion cisterns.
- (c) Water pipeline in loft areas should be insulated.

4.3 Ceilings

- (a) All ceilings should be sound, with no evidence of cracks, serious structural faults or damp penetration.
- (b) Any timber or Formica cladding must be removed and the finish made good.
- (c) All polystyrene tiles and polystyrene coving must be removed and the finish made good.
- (d) All Artex or similar coatings must be tested for asbestos content and if found to be positive, removed under current Health and Safety Codes of Practice. (See Section 1.2 Asbestos)

4.4 Walls

- (a) All walls should be sound with no evidence of cracks, serious structural faults or damp penetration.
- (b) Plaster works should be sound with an even and smooth finish.
- (c) Any timber or Formica cladding must be removed and the finish made good.
- (d) All polystyrene tiles must be removed and the finish made good.
- (e) All Artex or similar coatings should be tested for Asbestos content and, if found to be positive, removed under current Health and Safety Codes of Practice. (See Section 1.2 Asbestos)

4.5 Floors

- (a) All floors should be sound with no evidence of serious structural faults or damp penetration.
- (b) All floors should be level and substantially free from spring or deflection, with no loose, damaged or otherwise defective floorboards.

4.6 Stairs

- (a) Timber stairs should be sound, showing no signs of deflection and free from creaks.
- (b) Stairs (ie. Four or more treads) of up to 900mm wide must be provided with a handrail on at least the open side of the stairwell.
- (c) The gap between any adjacent balusters and open risers should be no greater than 99mm.

- (d) Stair coverings must be securely and safely fastened.
- (e) Plastic or glazed stair panels or ranch style banisters must be replaced with conventional balustrades.
- (f) Spiral staircases which are the only stairs are generally not acceptable.

4.7 Joinery

All internal joinery (door frames, skirtings, picture rails etc.) should be sound and free from obvious defects having regard to their age.

4.8 Fireplaces

- (a) All open fireplaces not in use must be properly bricked and ventilated to prevent condensation.
- (b) Where open fireplaces are in use valid certification must be supplied to verify they have been swept, appropriately lined and are fit for purpose.
- (c) Where gas fires and/or wall heaters are provided an up to date certificate of gas safety provided by an engineer listed on the Gas Safety Register must be provided. Gas fires and wall heaters must not be installed in bedrooms.

4.9 Internal Doors

- (a) Doors should be fitted to all room openings.
- (b) All doors should be in a good condition, not twisted, fitted with lever (or similar) latching furniture and be fully operational.
- (c) Glazing should be in safety glass to BS6262.
- (d) Half hour fire check doors must be fitted to all kitchens and kitchen dining rooms to prevent the spread of fire.
- (e) Where fire resisting doors and frames are required these should incorporate 1.5 pairs of hinges, self-closing devices and be fitted with intumescent seals.
- (f) Bathroom and WC doors should be fitted with slide bolts and must be capable of being opened from the outside in an emergency with a coin or screwdriver.
- (g) For loft conversions or any house on three or more floors ALL doors leading off the protected means of escape must be fire doors including all reception rooms.

4.10 Windows

- (a) All living rooms, bedrooms and kitchens should be provided with windows, which open directly to external air.
- (b) In all habitable rooms the natural lighting must comply with the requirements of DOE circular 6/90 (clear glazing equivalent to 10% of the floor area). In general terms the room must receive adequate natural light.
- (c) All windows should be in a good condition with no obvious defects. All broken or badly cracked glazing should be renewed.
- (d) All windows should be openable to enable emergency exit.

- (e) The Council will not accept fixed panes with louvres above and louvre windows only are not acceptable (when a means of escape is provided with louvre windows they may be replaced with fan lights).
- (f) All windows should be in full working order and have secure fastening. Particular attention should be given to inspecting original timber sash windows where sashes may have dropped, cords may be damaged or sashes stuck in the closed position through incorrect painting.
- (g) All windows on the ground and lower ground floor and basement levels must be fitted with window locks.
- (h) All windows on the first floor and above must be fitted with restrictors which limit the initial opening of the window to 100mm.
- (i) Any glazing below 800mm above floor level must be in safety glass.
- (j) All glazing to bathrooms and WC's should be obscure.
- (k) The height of the opening lights of windows on the 2nd floor and above should be checked to ensure that the lowest part of the opening is at least 1100mm above floor level. If the lowest part of the window is below this height, horizontal safety rails, spaced not more than 100mm apart, must be fitted.
- (l) Mechanical ventilation systems must be fitted in bathrooms to prevent the build up of condensation and provide for the removal of foul air in addition to any non-mechanical systems (such as air bricks, grilles or permavents).
- (m) Where any windows are required to be replaced, due to poor condition or disrepair, in order to meet this standard, then they shall be replaced with appropriate double-glazing to maximise security and energy efficiency.

4.11 Kitchens

- (a) Kitchen units and fittings shall be in a good condition fit for purpose, and have a realistic lifespan of ten years.
- (b) Kitchens must be provided with gas (where supplied) and electric points for the connection of a cooker.
- (c) All plumbing must comply with current Water By-laws. Stop valves must be accessible especially where situated in common areas and must be appropriately labelled.
- (d) A tap affording an adequate and wholesome direct supply of mains drinking water for human consumption is to be provided within the kitchen over a suitable sink.
- (e) Adequate facilities for the storage, preparation and cooking of food shall be supplied.
- (f) Appliances for the heating and supply of hot water must be maintained in a satisfactory condition.
- (i) Kitchen base units, wall units, combination sinks, hotplate, and fridge/freezer units are to be clean and should be in a good undamaged and safe working condition.
- (j) The kitchen should contain the following items:

- Sink with hot and cold water supply
- A cooker in safe and clean working condition with 4 cooking rings, grill and oven. Electric cooking appliances shall have an up to date certificate of PAT testing; gas appliances shall have an up to date certificate of gas safety provided by an engineer on the gas safety register.
- Humidity controlled intermittent mechanical extract ventilation. Systems to be installed and maintained in accordance with current Building Regulations in particular Approved Document F. These systems to function, so that relative humidity is between 40% and 60 %, except for short periods of fluctuation
- Kitchen worktops shall be clean, in good condition and free from cracks
- Where there is sufficient space plumbing and an electrical point for a Washing machine shall be provided.
- The following list sets out the minimum number of units (or equivalent kitchen storage areas) required in the property:

Property size	Double base unit including sink	Double wall unit
1 bed 1-2 person	2	1
2 bed 3-4 person	2	1
3 bed 5-6 person	3	2
4 bed 7-8 person	4	3

- (l) Wall tiles to a height of at least 300mm must be present above sink tops and work surfaces.
- (m) Tiles should be in a good condition and properly grouted. All joints between the worktop and tiles must be sealed with a waterproof silicone sealant.

4.12 Bathrooms

- (a) Bathroom fittings must be in good condition fit for purpose, and have a realistic life span of ten years.
- (b) The following fittings should be provided:
 - Bath with constant hot and cold water supply
 - WC – with overflow
 - Wash basin with constant hot and cold water supply
- (c) All fixtures and fittings should be in good condition and free from chips, cracks, scratches or bad staining, and should be firmly secured to wall or floor and properly sealed with silicone or similar material.

- (d) If there is sufficient space a separate shower cubicle or alternatively a fixed shower over the bath with a fixed screen is desirable.
.Showers over baths must have a good waterproof screen that prevent water ingress onto the floor of the bathroom, full height well grouted tiles and all joints between the bath and tiles must be sealed with a waterproof silicone sealant.
- (e) Shower cubicles must have a good quality rigid waterproof surround that must prevent any water leakage, full height well-grouted tiles and all joints between the shower tray and tiles must be sealed with a waterproof silicone sealant.
- (f) Shower cubicles and trays must be good quality and the shower tray raised off the ground to allow access to the waste trap.
- (g) Toilet facilities should be provided as follows:
 - Up to 3 bedroom/2 storey dwellings 1 WC is required, preferably separate from the bathroom.
 - In two and three storey houses with four or more bedrooms, 2 WCs, one of which may be in the bathroom are preferred.
 - Mechanical waste disposal units (saniflow) are not acceptable.
- (h) Each WC compartment must contain a wash hand basin.
- (i) Wall tiles, or other adequate protection, to a height of at least 300mm must be present above baths and wash hand basins.
- (j) Tiles should be in a good condition, properly grouted and all joints between tiles and the bath/ WHB sealed with a waterproof silicone sealant.
- (k) Humidity controlled intermittent mechanical extract ventilation. Systems to be installed and maintained in accordance with current Building Regulations in particular Approved Document F. These systems to function, so that relative humidity is between 40% and 60 %, except for short periods of fluctuation

4.13 Decorations

The property must be in a good decorative order. Paintwork to be clean and clear of major chippings.

4.14 Floor Coverings

- (a) Floor coverings must be to an adequate standard with no damage/trip hazards. If floor coverings are in a poor condition these should be replaced.
- (b) Vinyl floor coverings in the kitchen and bathroom must be laid on 4mm plywood boarding and the floors well sealed around the edge with a waterproof silicone sealant.
- (c) Old thermoplastic tiles should be tested for asbestos content and, if found to be positive, removed under current Health and Safety Codes of Practice.
- (d) Carpet is not acceptable in kitchens, bathrooms & WCs and laminate flooring is not advised for these rooms.

5 Internal Services

5.1 Electrical Installation

- (a) The whole of the electrical installation should have a current test and inspection certificate stating compliance with NICEIC Regulations (16th Edition). The electrical; installation should be in a sound, undamaged condition. Existing circuits, installations and equipment should be in a safe working condition.
- (b) All installations must be earth bonded.
- (c) All new installations must comply fully with the current edition of the IEE Regulations.
- (d) Main isolator switches and consumer control units must be readily accessible. All fuses or MCB's must be clearly labelled indicating the circuits that they serve.
- (e) Adequate numbers of socket outlets shall be provided i.e.,
 - Living rooms – min. 3no doubles
 - Dining room – min. 3no doubles
 - Double bedrooms – min. 3no doubles
 - Single Bedrooms – min. 2no doubles
 - Kitchen – min. 2no doubles sockets above the worktop plus a separate fused spur for the cooker and 2 double or four single low level sockets 1/2 of which need to be appropriately sited for the fridge & washing machine
- (f) A cooker control unit, on a separate 30amp circuit must be provided in all kitchens.
- (g) All rooms should have adequate lighting points and all bathroom lights must be enclosed.
- (h) Smoke detectors (min.2 no) must be installed in hallway and landing, CO monitors in all rooms with open flued gas appliances and a heat detector installed in the kitchen. Detectors must be BSI approved
- (i) Smoke and heat detectors must be hardwired mains operated with battery back up, linked together, and capable of achieving 85dB outside the bedroom door(s).

5.2 Mechanical Installation

- (a) A full central heating system, providing heating to each room and hot water is required. The system should, preferably, be gas fuelled although electrically operated systems are acceptable. The heating must be able to maintain a temperature of 21 degrees C in the living room, 18 degrees C elsewhere and 22 degrees C in the bathroom. Overhaul or renew the system as necessary to achieve these temperatures. The heating system to be capable of achieving these temperatures at reasonable cost.
- (b) The gas boiler should have an expected life span of at least ten years. Where replacement is required the boiler must be a condensing boiler with SEDBUK efficiency rating of 82% minimum (efficiency bands A-C). The boiler can be either a regular or a combination boiler. It must have a programmable room thermostat or temperature control valves on all radiators and boiler interlock.

Where it is a regular condensing boiler the system will require a high performance hot water cylinder, timing controls on the hot water and a cylinder thermostat.

- (c) If a full gas fired central heating system is not present then economy seven or night storage heaters must be connected to off peak electricity with the correct meter installed and the heaters wall mounted with fused spurs.
- (d) Solid fuel heating appliances, individual electric or gas heaters and open fires are not acceptable.
- (e) An adequate and constant supply of both hot and cold water to kitchens and bathrooms is to be provided.
- (f) Cold water cisterns, feed & expansion cisterns and all pipework in roof voids should be insulated and covers provided to cisterns; old asbestos cement based cisterns are not permitted
- (g) Cold water cisterns, feed & expansion cisterns and all pipework in roof voids should be insulated and covers provided to cisterns; old asbestos cement based cisterns are not permitted
- (h) The hot and cold water services are to be provided with adequate stop cocks to facilitate re-washing of taps and isolation of bursts. The main incoming stopcock should be readily accessible.
- (i) Overflows are to discharge externally.
- (j) Gas carcassing and appliances should be insulated from the boiler to the main taps
- (k) Adequate ventilation must be provided to any rooms containing open flued appliances; particular attention should be given to rooms containing back boilers. CO monitors must be fitted in all rooms with open flued appliances.
- (l) Gas stopcocks must be clearly marked.
- (m) The whole of the gas installation must meet the requirements of the Gas Safety (installation and Use) Regulations 1994, and must have been inspected and tested by a registered Gas Safety Registered engineer within the last 12 months with the relevant GSR gas certification available for inspection. Whenever a property becomes void a full gas safety check of the property and all gas appliances must be undertaken with copy of the certificate provided to the Council prior to it being re-let.
- (n) Properties with communal heating systems will be considered on an individual basis. The Managing Agent will be required to give The Council full details of the heating system.

6 External Works, Boundaries & Fencing.

- (a) External access ways should be sound and well lit, providing safe access to the property appropriate to the size, nature of the property and likely occupancy levels.
- (b) All boundaries must be continuous and adequately fenced and gated so as not to reduce privacy or safety unnecessarily.
- (c) Fencing should be in a good condition, with posts secure and upright.

- (d) Brick boundary walls should show no signs of distress and be of adequate thickness given their height; particular attention should be given to half brick thick walls with insufficient numbers of intermediate piers. Walls must not be topped with broken glass, spikes or barbed wire.
- (e) All external entrances must have gates which should be in a good working condition and capable of being secured. Gates providing access to side and rear gardens should be fitted with a latching device and bolts at the top and bottom.
- (f) Access from any rear door of the property to any other areas within the boundaries, such as front and rear entrances, dustbin stores, sheds or washing lines etc., must be via a safe and soundly constructed pedestrian route.
- (g) Any paving should be safe and free from trip hazards or other defects likely to cause accidents.
- (h) Any access covers over manholes, service ducts etc., must be sound, completely level and free from cracks etc., that may endanger pedestrians.
- (i) Adequate provision for the storage of household refuse should exist.
- (j) Garden areas should be clear of rubbish and clear of any dangerous items. Ponds must be filled in and any vertical drops greater than 1m fenced in.
- (k) Sheds and outbuildings must be safe, structurally sound and empty. Any that are poorly constructed, in disrepair or that present a potential danger to the occupants, must be removed.
- (l) External WCs that are properly functioning can be retained, those not working should be removed and the services and waste sealed and capped off.
- (m) Garages must be safe, structurally sound and empty. Any that are poorly constructed, in disrepair or that present a potential danger must be removed.

7 Drainage

- (a) All drain runs and inspection chambers should be clear of rubbish and blockages.
- (b) All RWP's and waste outlets should discharge via shoes to gullies.

8 Fire Safety

8.1 Means of Escape

- (a) No bedrooms should lead directly off the kitchen or kitchen/diner.
- (b) Open plan ground floors in houses must have a protected means of escape from the bedrooms (usually out of the front door).
- (c) Bedrooms must only open onto a landing or hallway i.e. they must not be accessed by going through another room unless an approved alternative escape is provided for the bedroom.

- (d) If the only exit from the property is directly through the kitchen an alternative means of escape must be provided for all other habitable rooms.
- (e) If the property is a flat or a maisonette in a block where a communal staircase serves more than one property, the entrance door to the flat (and all other flat entrance doors to the passages or stairs) must be a half-hour fire resistant door and be self closing.

8.2 Smoke Detectors

Single dwelling houses must have a minimum of one mains wired smoke alarm on each hallway and landing and a heat detector in the kitchen. All the smoke detectors must be interlinked with battery back up.

8.3 As Section 4.9 (d) & (e) Internal Doors (above):

(d) Half hour fire check doors must be fitted to all kitchens and kitchen dining rooms to prevent the spread of fire.

(e) Where fire resisting doors and frames are required these should incorporate 1.5 pairs of hinges, self-closing devices and be fitted with intumescent seals.

9 SAP Ratings

9.1 (a) The Council is aiming to set a minimum SAP rating of 75 for all properties it acquires, where technically and financially feasible. The Council will calculate the SAP rating of the property as existing i.e. prior to any works and as part of the upgrading works it requires will endeavour to make the necessary energy improvements to achieve the target SAP rating of 75.

9.2 EPC certificates (or equivalent) should be provided.

9.3 (a) Energy improvement works will, where possible, be combined with repairs and improvements and may include all or some of the following:-

- Cavity wall insulation
- Internal or external dry lining
- Double glazing
- Draft strips and draft proofing to doors and windows
- Energy efficient condensing boilers
- Insulation of all primary hot water pipes

10 Loft Conversions

10.1 All loft conversions must have evidence of compliance with Building Regulations and Planning Permission, if necessary. The precise requirements for the conversion works will depend upon the date the works were done the storey height, and the layout.

10.2 Key elements are:-

- ½ hour fire doors with closers to all habitable rooms in the loft

- ½ hour fire doors with closers to all other doors of habitable rooms on the protected means of escape
- Hard wired smoke detectors on all landings
- Protected means of escape for all habitable loft rooms i.e. down the stair and out of the front door
- 2 metres head height over stairs and landings
- A maximum pitch of 42 degrees on the new stairs

11 Flat/ Flat Conversions

11.1 Detailed Guidance

Separate detailed guidance “The Council Acquisition Standards for Common Areas in Buildings” is provided for the common areas of flats and flat conversions and must be referred to when taking on flats in blocks and blocks.

11.2 Fire Precautions

(a) All flats/flat conversions must comply fully with current Building Regulation requirements (and all other statutory regulations) in respect of fire resistance of construction and means of escape in the event of fire.

(b) Smoke / heat detectors must be provided in accordance with the Building Regulations.

11.3 Noise Insulation

(a) All new flats/ flat conversions must comply fully with current Building Regulations in respect of the transmission of sound between the flats.

(b) Older flats/ flat conversions should comply, as fully as possible, with current Building Regulations, although the age of flat/ flat conversion will largely determine what levels of noise insulation are present.

(c) If noise insulation provisions are significantly low this should be noted and brought to the attention of The Council. The Council may require improvements in the sound insulation where it is deemed inadequate.

PART B

FURNITURE/WHITE GOODS/FURNISHING/Sundry items

Cooker

Fitted carpet or laminate flooring with under-lay throughout dwelling except Kitchen/bathroom/WC;

Vinyl floor covering or ceramic tiles in kitchen/bathroom/W.C.

Heavy Curtains or blinds fitted to living room and bedroom windows.

Pedal Bin in Kitchen with a start up supply of bin liners

Broom/dustpan & brush

Ironing Board

Clothes horse

Instructions on use of appliances laminated and printed in English, Bengali and Somali

Any other furniture provided is at the Agent's/Landlord's discretion and should ideally be gifted to the tenant.

PART C

REPAIRS PRIORITY

Response times:

Emergency respond and make safe within 3 hrs – complete within 24 hrs

Urgent respond and complete within 3 working days

Priority respond and complete within 7 working days

Normal respond and complete within 20 working days

Definition:

1. Emergency

- a. Premises insecure as result of break-in, vandalism, racial attack or domestic violence
- b. Blocked drains causing upsurge of waste, water into wash-hand basin, bath, sink or WC
- c. Total failure cold water supply
- d. Total loss heating or hot water (15th Sept – 31st May)
- e. Blocked toilet where there is no other working toilet in the home
- f. Total loss electrical power
- g. Unsafe power, lighting socket or electrical fitting
- h. Total failure of communal staircase lighting
- i. Storm, accident or flood damage to the structure

- j. Lift fault (where there is only one lift) or no other lift services each floor
- k. Glazing repair where there is a security or injury risk
- l. Removal of obscene and racist graffiti in communal areas
- m. Repair to allow access if door entry system is not working

2. Urgent

- a. Partial loss of electric power
- b. Partial loss of water supply
- c. Total loss of heating/hot water (1st Jun – 14th Sep)
- d. Partial loss of heating or hot water (15th Sep – 31st May)
- e. Blocked sink, bath or wash-hand basin
- f. Tap which cannot be turned off
- g. Loose or detached banister or hand rail
- h. Rotten timber flooring or stair tread
- i. Toilet not flushing where there is no other working toilet in the home.

3. Priority

- a. Minor leaks to internal water services
- b. Defective individual water services
- c. Leaking roof
- d. Individual or block door entry-phone not working
- e. Broken mechanical extractor fan in kitchen or bathroom
- f. Individual/communal TV aerial not working

4. Normal

- a. Renewal or replacement of storage tanks, hot water cylinders, immersion heaters or sanitary-ware which is unusable or unsanitary and not covered by other priorities
- b. Repair or renewal waste water pipes, defective ball valves, faulty taps etc.
- c. Repairs defective central heating appliances not covered by other priorities
- d. Repairs to wooden floors
- e. Reglazing of external windows and doors
- f. Repairs to blocked and leaking gutters and rainwater pipes
- g. Minor repairs to external doors, windows and roofs
- h. Repairs to external rendering, pointing, air vents etc..
- i. Minor repairs to steps and staircases
- j. Removal of non-offensive graffiti