

# SITE SUPERVISION MANAGEMENT PLAN

## 4 CHURCH CLOSE, WEST DRAYTON UB7 7PY

**PROPOSAL: CONVERSION OF EXISTING 6 PEOPLE C4 HMO TO 7 PEOPLE SUI GENERIS HMO**

**APPLICANT: MR BEHAR HAFUZI**



Date: JUNE 2022 (Rev.1.0)

OPS Chartered Surveyors

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## **SITE SUPERVISION MANAGEMENT PLAN**

### **The following management measures will be implemented:**

1. Bi-weekly inspection of the property of exterior and internal communal areas.
2. Any repairs identified during the inspection to be repaired within 1 to 2 weeks.
3. Front /rear gardens and driveway areas to cleaned and maintained regularly or every 4 weeks.
4. Garden lawn to be mowed every 2 – 3 weeks during the summer months, and regularly maintained as necessary throughout the year.
5. Any damaged or broken external facades of the building to be repaired within a 2 weeks period.
6. Communal areas of the property will be maintained and painted once a year.
7. The landlord will be managing the property. The landlord or his presentative will carry out regular inspection of the property and be the first point of contact for the residents.
8. An insurance cover plan is in place to cover all water, gas, heating, plumbing and electrics related issues. Any reported issued will be dealt with as soon as possible.
9. Weekly test of the Automatic Fire Detection System (AFDS).
10. Electricians will carry out annual inspections of the Automatic Fire Detection System and Emergency Lighting System.
11. Annual gas safety inspection will be carried out by qualified Gas Safe Registered engineer and inspection certificate will be issued upon inspection.