

SITE SUPERVISION MANAGEMENT PLAN

14 DEVON WAY, HILLINGDON, UB10 0JS

PROPOSAL: CHANGE OF USE FROM C4 HOUSE IN MULTIPLE OCCUPANCY (HMO) TO SUI GENERIS HMO (7 BED & 7 PERSONS) WITH NO EXTERNAL EXTERATIONS.

APPLICANT: MR SANJAY KUMAR

Date: 13TH September 2021 (Rev.1.0)

OPS Chartered Surveyors

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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 be 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 week period.
6. Communal areas of the property will be maintained and painted once a year.
7. A dedicated property managing agent Savoys Properties of Savoys Office, Carter House, West Drayton, Colham Mill Road, Middlesex, UB7 7AE (or any future registered letting agent) will be managing the property. The agent 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 issues 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.