

# HMO MANAGEMENT PLAN

**70 KINGSWAY, HAYES, UB3 2TZ**



**APPLICANT: MR & MRS DHUNA**

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## **HMO Manager's General Duties and Compliance**

### **Manager's Contact Information:**

- The manager must ensure that their name, address, and contact telephone number are provided to every household in the HMO.
- This information must be displayed prominently in a clear, accessible location within the HMO.

### **Maintenance of Safety Measures:**

The manager is responsible for ensuring that:

- All fire escape routes within the HMO are kept clear of obstructions and in good condition.
- Firefighting equipment and fire alarms are properly maintained and in working order.
- Notices indicating the location of fire escapes are clearly visible to all occupiers.
- Reasonable measures are taken to protect occupiers from injury, considering:
  - The design of the HMO.
  - The structural condition of the building.
  - The number of people living in the HMO.

In particular, the manager must:

- Ensure that unsafe roofs or balconies are either made safe or access is restricted.
- Provide safeguards, such as bars, on low-level windows to protect occupiers from accidents.

In compliance with the London Borough of Hillingdon's HMO Fire Safety Standards:

- Fire escape routes must remain free of obstruction and be in good condition.
- Any defects should be reported to the HMO manager immediately.
- Regular inspections of common areas must be conducted by the manager or their representative.
- Fire extinguishers are not required by the London Borough of Hillingdon or the London Fire Service, but fire blankets must be installed in all shared kitchens.
- Mains-powered smoke and heat detectors, with battery backups, should be installed in communal areas and in bedrooms in buildings with three or more storeys. These detectors must be tested monthly.
- All kitchens, bedrooms, and storage rooms must be fitted with FD30 fire doors with intumescent seals and automatic door closers.

### **Fire Safety Checklist:**

In the event of a fire:

1. Raise the alarm immediately.
2. Call the fire brigade.
3. Ensure all occupants have safely evacuated.
4. Only attempt to fight the fire with provided equipment if it is safe to do so.
5. Close the door of the room involved to contain the fire.
6. Evacuate the building to a safe distance.
7. Meet the fire brigade upon arrival and provide information.
8. Do not let anyone re-enter until the fire brigade gives clearance.

9. Keep stairways and escape routes clear at all times. Exit doors must open easily.
10. Store combustible materials outside the building. Clear rubbish daily.
11. Do not use portable heaters. Ensure installed heating equipment is properly guarded.
12. Use electrical equipment safely, following manufacturer's instructions. Switch off and unplug after use.
13. Before bed, check all doors are closed.
14. Regularly check that smoke alarms are functioning.
15. Never wedge or tie open fire doors; they must be allowed to close securely.
16. Never tamper with safety equipment.

### **Maintenance of Water Supply and Drainage:**

The manager must ensure that:

- The water and drainage systems are maintained in good, clean, working condition.
- Any water storage tanks or cisterns are clean, covered, and in working order.
- Water fittings susceptible to frost are protected from damage.
- Water and drainage supply to occupiers is not unreasonably interrupted.

“Water fittings” includes pipes, taps, cisterns, baths, toilets, and similar systems, excluding overflow or main supply pipes.

### **Maintenance of Gas and Electricity Supply:**

The manager must:

- Provide the local housing authority with the latest gas appliance test certificate within 7 days upon request.
- Ensure fixed electrical installations are inspected and tested by a qualified person every five years. A certificate of inspection must be obtained and supplied to the local housing authority within 7 days of a written request.
- Ensure the gas and electricity supply to the HMO is not unnecessarily interrupted.

### **Maintenance of Common Areas, Fixtures, Fittings, and Appliances:**

Common areas include the front door to the HMO, entrance hall, stairs, kitchen, lounge, and dining room. The manager must ensure that:

- Common areas are kept clean, safe, in good decorative repair, and free from obstruction.
- Weekly inspections are conducted by the manager or their representative.
- All communal fixtures, fittings, and appliances are in good working condition.
- Tenants are given access to kitchen and laundry facilities and are required to clean them after use.
- A weekly cleaning service for common areas is provided by an appointed contractor.

The manager is not responsible for maintaining any items that are tenant-owned or not under the manager's control.

Additionally:

- The common areas must have light fittings, with spare bulbs provided on site.
- Gardens, yards, outbuildings, boundary walls, fences, and gates should be safe and maintained in good condition.

### **Maintenance of Living Accommodation:**

The manager must ensure that:

- Each unit of accommodation, along with the supplied furniture, is clean at the start of the tenant's occupancy.
- The internal structure, fixtures, fittings, and appliances of each unit are maintained in good repair and working order.
- The manager is not responsible for repairing or cleaning furniture damaged by tenant negligence or outside their control.

Tenants should report any disrepair or faulty furniture to the manager as soon as possible.

### **Waste Disposal Facilities:**

The manager must ensure:

- Sufficiently sized waste bins are provided for the number of occupants.
- Wheelie bins for general refuse must be transported to the front of the property for collection by the council's refuse collectors.
- Recycling and green waste bags are available on site, provided by the local council.

### **Occupier's Duties:**

Occupants must:

- Not obstruct the manager in carrying out their duties.
- Allow the manager access to their accommodation at reasonable times to perform necessary tasks.
- Provide reasonable information to assist the manager in performing their duties.
- Act responsibly to avoid causing damage to anything the manager is responsible for maintaining or repairing.
- Store and dispose of litter and refuse as directed.
- Comply with the manager's reasonable instructions regarding fire escape routes, fire prevention measures, and fire safety equipment.

**\*\*End of HMO Management Plan\*\***