



# HMO Management Plan

**Prepared for**

84 Dickens Avenue,  
Uxbridge, UB8 3DN

**Prepared by**

AMBA Architecture Ltd.

**Date**

26.01.2026



# HMO Management Supervision Plan

---

## **Manager Responsibilities**

The manager must ensure that:

- His/her name, address, and any contact number are made available to each household in the HMO, with these details clearly displayed in a prominent position within the HMO.

## **Maintenance of Safety Measures**

The manager must ensure that all means of escape from fire in the HMO are:

- Kept free from obstruction, and
- Maintained in good order and repair.

The manager must ensure that any firefighting equipment and fire alarms are maintained in good working order.

The manager must ensure that all notices indicating the location of fire escape routes are displayed in clearly visible positions for the occupiers.

The manager must take all reasonably necessary measures to protect the occupiers of the HMO from injury, with regard to:

- The design of the HMO,
- The structural conditions of the HMO, and
- The number of occupiers in the HMO.

Specifically, the manager must:

- Ensure any unsafe roof or balcony is either made safe or restricted from access until it is made safe.
- Install necessary safeguards (such as bars) for windows with sills at or near floor level to prevent accidents.



---

In compliance with the London Borough of Hillingdon Private Sector Housing – prescribed HMO Fire Safety Standards:

- Fire escape routes must be kept free from obstruction and maintained in good repair. Defects should be reported to the HMO manager immediately.
- Fire extinguishers are no longer required in HMOs within this jurisdiction, but fire blankets must be installed in all shared kitchens, along with mains-powered interlinked smoke and heat detectors with battery backup in communal areas (and in bedrooms for buildings with three or more stories).
- Fire detectors must be tested monthly.
- All kitchens, bedrooms, and storage rooms should have FD30 fire doors with intumescent seals and automatic door closers.

### **Fire Safety Checklist**

In the event of a fire:

- Raise the alarm.
- Call the fire brigade immediately.
- Ensure everyone has left the building safely.
- Tackle the fire only if it's safe to do so without risk.
- Close the door of the affected room to contain the fire.
- Evacuate to a safe distance and meet the fire brigade on arrival to provide information.
- Do not re-enter until cleared by the fire brigade.
- Ensure staircases and escape routes remain clear and accessible at all times; exit doors must open easily.
- Store combustible materials outside the building and dispose of rubbish daily.
- Avoid using portable heaters and ensure guards are fitted on fixed heating equipment as needed.
- Use electrical equipment safely, following manufacturer instructions, and turn off/unplug after use.
- Check the premises at night, close doors, and test smoke alarms regularly.
- Keep fire doors closed; never tamper with safety equipment.



---

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

The manager must ensure that the HMO's water supply and drainage systems are kept in good, clean, and working condition. This includes:

- Keeping water storage tanks/cisterns clean and covered.
- Protecting any water fittings from frost damage.
- The water or drainage supply used by any occupier must not be unreasonably interrupted.

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

- Upon written request from the local housing authority, the manager must supply the latest gas appliance test certificate within 7 days.
- The manager must ensure that:
- Every fixed electrical installation is inspected at least once every five years by a qualified person.
- A certificate is obtained following each inspection, detailing the results, and provided to the local housing authority upon request.
- Gas or electricity supply to occupiers must not be unreasonably interrupted.

### **Maintenance of Common Parts, Fixtures, Fittings, and Appliances**

- The common areas, including the entrance hall, stairs, and shared kitchen/lounge/dining rooms, must be:
- Kept clean, safe, in good repair, and free from obstruction.
- Inspected weekly by the manager or representative.
- Fixtures, fittings, and appliances must be maintained in good condition, and tenants are expected to clean after use.
- A weekly clean of common areas is arranged by the landlord's contractors.
- Light fittings in common parts must be available to all occupiers, with spare bulbs on-site.
- Gardens, yards, and outbuildings should be kept safe and well-maintained.



---

### **Maintenance of Living Accommodation**

- Each unit of accommodation and all provided furniture should be clean at the start of a tenancy.
- The internal structure, fixtures, fittings, and appliances in each room must be kept in good repair, except for items damaged due to tenant negligence or outside the manager's control.
- Tenants should report disrepair or faulty furniture to the manager as soon as possible.

### **Waste Disposal Facilities**

- Adequate bins must be provided for the number of occupants, with wheelie bins at the rear for general refuse.
- Bins should be placed at the front of the property for council collection, and recycling and green waste bags are available on-site.

### **Duties of HMO Occupiers**

Occupiers must:

- Not obstruct the manager in their duties.
- Allow access to the manager at reasonable times for duties.
- Provide information necessary for the manager to carry out their duties.
- Act reasonably to avoid causing damage to items under the manager's care.
- Follow instructions for waste disposal.
- Comply with fire safety instructions and respect fire prevention measures.

