

## **HMO Management Procedure for 54 Bradenham Road, Hayes, UB4 8LR**

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Prepared by Maple Property Group Ltd

The person responsible for the day-to-day management of the property and contact details will be provided to the tenants prior to moving in.

### **1. Fire safety measures**

- The means of escape from fire must be kept free of obstruction and kept in good order and repair, reports of any defects should be made to the manager immediately. Weekly inspections of the common parts are undertaken by the manager or his representative
- The property is provided with linked heat and smoke detectors and fire extinguishers which are tested on a weekly basis
- Kitchens are provided with Fire blankets
- All habitable rooms are provided with FD30 fire doors with intumescent seals incorporating door closers

### **Fire safety checklist**

In the event of fire;

- Raise the alarm
- Call the fire brigade immediately
- Make sure that everyone has left the building safely
- Tackle the fire with the equipment provided ONLY if it is safe to do so i.e. if it will not put you or others at risk
- Contain the fire by closing the door of the room involved
- Evacuate to the agreed assembly point (footpath on Bradenham Road outside no 50 away from the building)
- Meet the fire brigade on arrival and give them as much information as possible
- Don't let anyone go back inside until told it is safe to do so by the fire brigade
- Keep staircases and escape routes clear and accessible at all times. Exit doors must open easily
- Store combustible materials outside the building. Empty waste bins and clear rubbish daily
- Do not use portable heaters. Ensure that guards are securely fitted to installed heating equipment where required

- Use electrical equipment safely, e.g. electric blankets, irons etc, and always follow the manufacturer's instructions. Switch off and unplug after use
- Check regularly that fire smoke alarms are in working order
- Never wedge, tie or jam open fire doors. When not in use they should be allowed to close securely into their frame, forming a barrier to fire and smoke
- Never tamper with items installed to protect your health and safety

## **2. Maintenance of Common parts fixtures fittings and appliances**

Common parts are defined as the front door to the HMO and to each unit of accommodation within it, any areas which are used by the occupants to gain access to their respective units of living accommodation. The common parts at this property comprise the entrance hall stairs, kitchen/lounge/dining room.

All common parts of the HMO must be kept clean, safe, in good decorative repair and working order and free from obstruction and are inspected weekly by the building manager or his representative.

All communal fixtures, fittings or appliances must be kept in good repair and are inspected weekly by the building manager or his representative. Tenants are provided with access to the kitchen facilities and washing facilities including the common washing machine and dryer. Tenants are required to clean all ovens; hobs sink work surfaces etc after use. A weekly clean of the common areas will be undertaken by the management's appointed contractors.

The common parts are equipped with light fittings available at all times for every occupier to use, and a supply of spare bulbs is provided on site

Gardens, yards, outbuildings, boundary walls/fences or gates which are part of the HMO should be safe, maintained in good repair, kept clean and present no danger to occupiers. Week inspections are undertaken by the building manager or his representative to ensure these facilities are in good condition.

## **3. Maintenance of living Accommodation**

- Each unit of accommodation, and all furniture supplied in it, should be in a clean condition at the beginning of the tenant's occupation.
- The internal structure, fixtures, fittings, and appliances, including windows and other means of ventilation, of each room should be kept in good repair and in working order.
- There is no duty to repair or clean furniture which is damaged as a result of the tenant's unreasonable behaviour. Nor is there a duty to repair or clean furniture which belongs to the tenant or which is outside the manager's control for other reasons.
- Should any demised area fall into disrepair or furniture become faulty it should be reported to the manager as soon as possible.

## **4. Waste disposal facilities**

- The manager must ensure that adequately-sized bins are provided in sufficient numbers for the number of occupants. A number of wheelie bins are provided at the front of the

property for general refuse and recycling. The bins are located at the front to allow for collection by the council refuse collectors. Recycling bags and green waste bags are available on-site.

**5. Duties of the occupiers of 54 Bradenham Road - House in Multiple occupation**

- Not to obstruct the manager in the performance of their duties
- Allow the manager access to the accommodation at all reasonable times for the purpose of carrying out their duties
- Provide information to the manager which would be reasonably expected to enable them to carry out their duties
- Act reasonably to avoid causing damage to anything the manager is under a duty to supply, maintain or repair
- Store and dispose of litter/refuse as directed
- Comply with reasonable instructions of the manager as regards to any fire escape, fire prevention measures and fire equipment.

**As Tenants, You Must Not**

- Remove any doors
- Tamper with any self-closing devices
- Wedge open doors
- Block or obstruct any doors, corridors or passageway.