

Property Condition Guidance for Houses in Multiple Occupation (HMO)

This guidance note is for landlords, agents and licence holders to help them understand their responsibilities. We would expect the following standards to be met and maintained. Please note the guidance is general advice to help you operate your property safely and professionally. Any text underlined contains links to more information.

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A. INTRODUCTION

This document gives advice to anyone involved with letting out a House in Multiple Occupation (HMO). The legislation requiring a mandatory licence was revised in October 2018 and the London Borough of Barking and Dagenham Council introduced Additional HMO Licensing. This means all HMOs with three or more tenants, belonging to two or more households will need to be licensed, regardless of the number of storeys.

To apply for a licence please go to the London Borough of Barking and Dagenham website- www.lbbd.gov.uk/private-sector-housing/licensing

This guidance forms the basis of conditions attached to a licence. This document sets out the legal framework and the standards required for living space, amenities, fire safety and management adopted by this Council. It is not meant to explain the detail of the law; if this is needed you should seek legal advice or refer to the specific part of the legislation.

Legislative Background

Under the Housing Act 2004, there are Management Regulations for the purpose of ensuring that, in respect of every HMO there are satisfactory management arrangements and adequate standards are observed.

- The Management of Houses in Multiple Occupation (England) Regulations 2006.
But do not apply to converted blocks of flats to which section 257 of the Housing Act 2004 applies. <http://www.legislation.gov.uk/uksi/2006/372/made>
- The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 deals with S.257 HMOs.
<http://www.legislation.gov.uk/uksi/2007/1903/contents/made>
- **Schedule 3** of The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006
<http://www.legislation.gov.uk/uksi/2006/373/regulation/1/made>
sets out the prescribed standards for deciding the suitability for occupation of an HMO by a particular maximum number of households or persons.
- **Part 1 of the Housing Act 2004** introduced the Housing Health & Safety Rating System, or 'HHSRS'. The system looks at 29 hazards such as 'falls on stairs'. It assesses the likelihood of an incident occurring within a 12-month period that causes harm to the occupiers and the likely severity of that harm. Local Authorities must take enforcement action regarding Category 1 hazards and takes appropriate enforcement action to deal with Category 2 hazards.

B. DEFINITIONS AND CATEGORIES OF PROPERTY

House	'House' is not conclusively defined in legislation but includes flats, blocks of flats, and the grounds, outbuildings and boundaries.
Household	Each of these is a single household: a single person. Co-habiting couples whether married or not, including those in same-sex relationships. A family of related people (includes blood relatives such as parents / children / nieces / nephews / cousins / siblings and grandparents as well as-stepchildren and those adopted or fostered).
House in Multiple Occupation	A rented house (or flat) that is let to three or more unrelated tenants in two or more households who share a kitchen, bathroom or toilet*
Licensable HMO	An HMO that is occupied by 5 or more people and occupied by people as their only or main home.

C. FURTHER ADVICE AND INFORMATION

If you need help in applying these standards to your own situation, or you have an alternative proposal for meeting a particular standard, please contact prpl@lbbd.gov.uk

Planning Permission

The London Borough of Barking & Dagenham have introduced Article 4 direction on smaller HMOs. Therefore, planning permission is required for all HMOs. Before completing works and before changing the use from a single family dwelling to an HMO you should contact [Planning | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](#)

Building Control

Building Regulation approval may be required if an owner is considering:

- Conversion (for example converting a garage into a bedroom)
- Adaptation
- Structural alterations

If you are buying a property that has already had work done of this type, you are always advised to ensure that this has Building Control approval prior to purchase.

Further information regarding Planning Permission and Building Control requirements together with application forms can be found on the Planning Portal at

<https://www.lbbd.gov.uk/planning-building-control-and-local-land-charges/planning>

1. HEATING

Each unit of living accommodation in an HMO must be equipped with adequate means of space heating.

- i. Fixed heating shall be provided in every bedroom, lounge and hallway. Where reasonably practical fixed heating shall be provided in kitchens and bathrooms. The heating system shall be capable of maintaining the following internal temperatures when the outside temperature is -1°C.

- Living room 21°C
- Bedrooms 18°C
- Kitchen 18°C
- Bathroom 22°C
- Hall/Passage 18°C

The provision of insulation can assist in meeting this standard. See Section 14 for further information on thermal efficiency.

- ii. Heating may be provided by means of:

Gas Central Heating

- a) Central heating controls should be in a communal area and be easily accessible to all tenants.
- b) Radiators should ideally be provided with Thermostatic Radiator Valves (TRVs) but as a minimum the property should have a room thermostat, and each radiator should have a control valve.

Fixed Electric Heating

- a) An electric wall socket/fuse spur should be provided for the exclusive use of each heater.
- b) The installation must be capable of using 'off peak' electricity e.g. Economy 7 as the primary energy input.
- c) If storage heaters are used, they must have a built in 'boost' convector heater function to ensure that additional heat can be provided where necessary.

- iii. Radiators of any type must be fixed to an appropriate wall. Freestanding portable heaters/radiators are not acceptable. Wherever practicable, heaters (including radiators) should be fixed to an existing chimney breast or be positioned to direct heat towards the centre of the room, such as under a window.

- iv. The heating appliances must be capable of being safely used at any time and be suitably guarded. All such appliances shall be installed and maintained by a competent person. Gas appliances shall be inspected annually and certificated in accordance with the Gas Safety

(Installation and Use) Regulations 1998 as amended by the Gas Safety (Installation and Use) (Amendment) Regulations 2018.

- v. The use of portable paraffin, electric fan or liquefied petroleum gas (LPG) (bottled gas) heaters is unacceptable under any circumstances, whether provided by the landlord or the tenant. If an additional source of heating is required by a tenant this can be provided by an oil filled radiator where necessary.
- vi. From October 2022, Landlords MUST ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a 'fixed combustion appliance' (excluding gas cookers). A fixed combustion appliances are machines powered by gas, oil, coal, wood, etc., for example, gas boiler, oil powered boilers, or log-burning stoves (for the purposes of this condition bathrooms or lavatories are to be treated as rooms used as living accommodation). Any such alarm must be maintained in proper working order and the licence holder must supply the authority, on demand, a declaration by him/her as to the condition and positioning of any such alarm.

2. WASHING AND TOILET FACILITIES

Where all or some of the units of living accommodation in an HMO do not contain bathing and toilet facilities for the exclusive use of each individual household:

- a) There must be adequate number of bathrooms, toilets, and wash hand basins, suitable for personal washing, for the number of persons sharing those facilities:

Bathroom provision

Numbers of occupiers sharing	Washing facilities
Up to 5 persons	One bathroom with wash hand basin and bath or shower
5 to 10 persons	Two bathrooms each with wash hand basin and bath or shower
10+ persons	An additional bathroom for each additional 5 persons each with wash hand basin and bath or shower

Wash hand basins

Wash hand basins (WHB) shall be supplied in each shared bath/shower room serving a maximum of five occupiers. The WHB shall be:

- A standard sized WHB shall be approximately 550mm x 400mm
- Provided with a 300mm high waterproof splash back at least equal to the width of the wash basin with all joints adequately sealed.
- Provided with a plug
- Connected to the drainage system via a suitable trap.
- Provided with a constant supply of hot and cold running water.

In licensed HMOs - where reasonably practicable there must be a wash hand basin with appropriate splash back in each unit other than a unit in which a sink has been provided.

Bath and Shower facilities

Where practicable, each unit of accommodation shall be provided with a bath or shower, located in a separate room. Otherwise, a readily accessible standard sized bath in a bathroom or a standard sized shower, together with adequate drying and changing space shall be provided.

- A 300mm waterproof splash back to the bath is to be provided.
- Splash back shall be 150mm above the shower head and at least to the edge of a fixed shower screen.
- Where a shower curtain is used the splash back should extend 300mm beyond the shower curtain. All joints shall be adequately sealed and waterproof.
- The washing areas should be adequately heated and ventilated
- Must be of adequate size and layout

Toilet facilities

Numbers of persons sharing	Toilet facilities required
1-5 persons	1 toilet can be sited within the bathroom
6-10 persons	2 toilets
11-15 persons	3 toilets

Where separate toilets are installed, there must be a wash hand basin with constant supply of hot and cold water and a splash back. Any toilet compartment not provided with a wash basin will not be counted for the number of toilets required.

- External toilets are not to be counted.
- All bathrooms and toilets in an HMO must be of an adequate size and layout.
- All baths, toilets and WHBs in an HMO must be fit for the purpose.
- The walls and floor of any toilet, bathroom or shower room must be reasonably smooth and non-absorbent and capable of being readily cleansed.

- All bathroom furniture must be of non-absorbent material and capable of being easily cleaned.
- All bathroom furniture must be located at an appropriate height and with sufficient free user space to facilitate use.
- A bathroom shall be no more than one floor distance in relation to the bedroom where practicable.

3. KITCHENS

Where all or some of the units of accommodation share facilities for the cooking of food there must be a kitchen, suitably located in relation to the living accommodation, and of such layout and size and equipped with such facilities to adequately enable those sharing the facilities to store, prepare and cook food.

Minimum kitchen requirements

The requirements for kitchen facilities within an HMO are for a full set of facilities for every five occupants.

The kitchen must be sited no more than one floor distant from the bedroom or living/dining room where practicable. The London Borough of Barking & Dagenham have discretion to allow certain alternatives of facilities for properties occupied by six tenants.

The table below outlines minimum requirements for different numbers of occupants.

Number of persons	Minimum facilities required
1-5 persons	• 1 full sized cooker (comprising a minimum of 4 ring burners, a standard sized oven and a grill) • 1 sink (min 500 x 500mm) with drainer unit • 1 fridge freezer
6 persons	As for 1 — 5 occupants, plus: • 1 combination microwave oven • 1 full size dishwasher or double bowled sink
7 – 10 persons	• 2 full sized cookers positioned away from each other (each comprising a minimum of 4 ring burners, as standard sized oven and a grill) • 2 separate sinks with drainer units • 2 fridge/freezers or 2 fridges and 2 freezers
All appliances must be properly connected to the gas or electricity supply and must be working correctly. All gas appliances shall be installed and maintained by a gas safe engineer. All electrical works must be installed maintained by a qualified electrician.	

Each kitchen must be equipped with the following equipment, which must be fit for the purpose and supplied in a sufficient quantity for the number of those sharing the facilities:

i. **Sinks**

A metal or ceramic sink and drainer in good condition and of minimum dimensions of 500mm x 600mm, set on a stable base or support shall be supplied at the ratio of one sink for every 5 occupiers.

Where a house is occupied by 6 occupiers, the provision of a dishwasher in addition to a single sink may be treated as meeting this standard, where the Council considers that such a provision adequately meets the occupiers' needs.

A wash hand basin (WHB) shall not be used in place of a sink.

ii. **Hot and Cold Water**

An adequate supply of cold and constant hot water to each sink supplied.

iii. **Cooker**

1 full sized cooker (comprising a minimum of 4 ring burners, a standard sized oven and a grill) for 1-5 occupiers. Where a house is occupied by 6 occupiers, an additional combination microwave oven would be sufficient to meet the occupiers needs. Where a house is occupied by 7-10 occupiers, the requirement is 2 full sized cookers positioned away from each other (each comprising a minimum of 4 ring burners, as standard sized oven and a grill).

iv. **Electrical sockets**

Six power outlets per five occupiers sharing the kitchen shall be provided and sited above the worktops. Plus, one power outlet for each major appliance set at a convenient height and safe position.

Power outlets above worktops should be sited at least 150mm from any cooker and at least 300mm from any sink or drainer.

Electrical cookers shall be provided with a dedicated cooker point outlet suitable for the rating of the cooker.

Fixed electric space or water heating appliances sited in the kitchen shall be provided with a separate, dedicated point.

v. **Worktops for the preparation of food**

Provide a fixed worktop made of smooth, impervious material of a minimum 600 mm depth x 500mm length per persons, it should be suitably located and is to be in addition to any space taken up by any large appliance, sink unit or cooker.

vi. **Cupboards for the storage of food and kitchen or cooking utensils**

Each household shall be provided with dry goods storage space either within the kitchen, or in an adjacent and readily accessible position. One standard size wall cupboard or base unit (minimum 400mm x 400mm) is required per person for the storage of dry goods and utensils.

If located in a communal kitchen, the dry goods storage may need to be lockable or otherwise secure. The space unit below the sink will not be accepted for the above purposes.

vii. **Refrigerators and Freezers**

Each separate household shall be provided with refrigerator space either within the kitchen, or in an adjacent and readily accessible position. Adequate freezer space shall also be provided.

viii. **Appropriate refuse disposal facilities (see section 9)**

ix. **Appropriate extractor fan**

All kitchens shall be ventilated by means of a suitably sited extractor fan, that expels moisture to the external air and compliant with Part F of the Building Regulations.

4. UNITS WITH EXCLUSIVE USE OF KITCHEN/BATHROOM FACILITIES

Adequate kitchen facilities:

Where a unit of living accommodation contains kitchen facilities for the exclusive use of the individual household and there are no other kitchen facilities available for that household, that unit must be provided with:

i. **Adequate appliances and equipment for the cooking of food**

A gas or electric cooker with four rings/hot plates, with a minimum 28 litre oven and a grill

All appliances must be properly connected to the gas or electricity supply and must be working correctly. All gas appliances shall be maintained by a competent person.

ii. **A sink with an adequate supply of cold and hot water**

A metal or ceramic sink and drainer in good condition and with minimum dimensions of 500mm x 600 mm, set on a stable base or support.

A waterproof splash back should be provided to the sink and draining board and all joints shall be adequately sealed.

The sink shall be connected to the drainage system via a suitable trap and provided with a plug.

A wash hand basin (WHB) shall not be used in place of a sink.

iii. A worktop for the preparation of food

Provide a fixed worktop made of smooth, impervious material of a minimum 600 mm depth x 500 mm length per occupier. It should be suitably located and is to be in addition to any space taken up by any large sink unit or cooker.

iv. Sufficient electrical sockets

A minimum of four power sockets in addition to any serving major appliances set at a convenient height and safe position above the work surface. Power outlets above worktops should be sited at least 150mm from any cooker and at least 300mm from any sink or drainer.

v. Cupboard space

One standard size wall cupboard or base unit (minimum 400mm x 400mm is required per household for the storage of dry goods and utensils.

vi. Refrigerator

Each separate unit shall be provided with refrigerator space either within its kitchen or in an adjacent and readily accessible position. Adequate freezer space shall also be provided.

Adequate bathroom facilities:

Where there is no adequate shared washing facilities provided for a unit of living accommodation, an enclosed, adequately laid out and ventilated bathroom with a toilet and bath or fixed shower supplying adequate cold and constant hot water must be provided for the exclusive use of the occupiers of that unit either:

- a. within the living accommodation; or
- b. within reasonable proximity to the living accommodation.

"Reasonable proximity to the living accommodation" shall mean no more than one floor away from the living accommodation.

Any unit of accommodation without access to shared facilities shall be provided, with a separate bathroom or shower room, to include:

i. Bath/Shower

A readily accessible standard sized bath or standard sized shower in a suitable room with adequate drying and changing space.

A 300mm waterproof splash back to the bath. In the case of a shower whether it is over a bath or in its own compartment, the splash back shall be 150mm above the shower head and up to at least the edge of a fixed shower screen.

Where a shower curtain is used the splash back should extend 300mm beyond the shower curtain.

All joints shall be adequately sealed.

The bath/shower shall be provided with an adequate supply of constant hot and cold water at all times.

Any shower shall have fully tiled walls or a complete self-standing cubicle.

ii. Wash hand basin

One standard sized wash basin, (approx. 550mm x 400mm) with a 300mm waterproof splash back with constant hot and cold water available.

Each separate toilet compartment shall be provided with a suitable wash hand basin.

iii. Walls and floor

The walls and floor of any toilet, bathroom or shower room must be smooth and made of non-absorbent materials that are readily cleansable.

iv. Bathroom facilities

All bathroom furniture must be made of non-absorbent material and be capable of being easily cleaned.

External toilets shall not be counted.

5. FIRE PRECAUTIONS

Appropriate fire precautions and equipment must be provided of such type, number and location as is considered necessary.

HMOs may require additional fire precautions above and beyond those required for single occupancy dwellings. This is because HMOs are known to present a higher risk of fire.

In the past (pre-2005) responsibility for fire safety usually laid with the Fire Authority or the Council, where they would inspect the property and instruct what must be done.

Since 2005 that responsibility has changed to the Owner or Responsible Person. They are expected to be responsible for own fire risk assessment, decide the level of protection required and are responsible for own fire certification.

The starting point for a landlord or licence holder is to carry out a Fire Risk Assessment (FRA). If you are unsure then please visit the London Fire Brigade's website for information- www.london-fire.gov.uk/safety/property-management/landlord-s-responsibilities/private-rented-sector-landlords/

HMOs are subject to more fire safety regulation. The manager of an HMO has responsibilities to take safety measures under regulation 4 of the Management of Houses in Multiple Occupation (England) Regulations 2006. Part 1 of the Housing Act 2004 assesses the risk of fire hazards in HMOs under Hazard 24. This will identify and deficiencies in relation to fire precautions and if necessary, an improvement notice will be served to ensure that these defects or deficiencies are removed or reduced.

All HMOs shall be provided with an adequate protected means of escape from fire, together with other fire precautions including so far as necessary, a fire detection and warning system, fire exit signs and emergency lighting (if the routes are complex and long) to the satisfaction of the inspecting officer.

Below is a guide to what is expected in an HMO, but it is not a substitute for a proper Fire Risk Assessment (FRA). You may need to deviate from this guidance dependant on your HMO and its circumstances, but you should be able to justify any changes using your FRA.

i. Fire Doors

Two or more storey bedsit type HMOs require self-closing fire doors that provide 30-minute fire and smoke protection (FD30S) on all bedrooms, kitchens and living rooms (the gaps around the frame and door should be no more than 3mm).

- a) All fire doors should have combined cold smoke seals **AND** intumescent strips.
 - b) All bedroom fire doors and final exit doors (front and back door) must have locks that are capable of being opened from the inside without the use of a key (e.g. Yale type or thumb turn locks). All locks are to comply with the latest British standards.
 - c) Upgrading of non-fire-resisting door assemblies should be avoided wherever possible.
- Flats in multiple occupation occupying a single storey or an HMO operating as a shared house usually don't require fire doors within the flat, but doors should be sound, well-constructed, and close-fitting conventional doors. The door to the flat entrance should provide 30-minute fire and smoke protection (FD30).
 - All glazing panels that are above doors that open on to the fire escape route or are in walls in the escape route should be upgraded to provide at least 30-minute fire resistance. This can either be done by replacing existing glazing with fire resisting glazing or over boarding with suitable fire-resistant material such as a double layer of plasterboard.

ii. Fire Blanket

- Provide a fire blanket that state it meets the British Standard- BS EN 1869:1997. It should be in the kitchen and fixed as the manufacturer's recommendations and away from the cooker or other likely source of fire.
- Fire extinguishers are not an essential but recommended. If in doubt, refer to your FRA. If they are provided, and unless the FRA states otherwise they should be simple multi-purpose fire extinguisher (power/foam). If you have an extinguisher they must be:
 - a) Checked and serviced annually with records kept.
 - b) All tenants must be trained in how to use the extinguishers property and safely. Records must be kept demonstrating this.

iii. Fire Alarm System

Fire alarm systems - All HMOs must have automatic fire alarm systems installed. The design of which is dependent on the size and use of the HMO. Requirements are different for two storey HMOs compared to three or more storey HMOs. For more details speak to you fire risk assessor with reference to British Standard BS 5839-6:2019

- All automatic fire alarm systems (AFD) must be checked annually by a qualified person and an inspection and test certificate obtained. The AFD system and sounders should be checked monthly to ensure they are in good working order and records kept of these checks.

One or Two Storey HMOs

Provide a Fire Alarm System to include smoke detectors in every bedroom, throughout the escape route and in communal living rooms. Storage cupboards on the means of escape may also need detection installed. A heat detector should be installed in the kitchen. The detectors must be hard wired to the mains and interlinked with integral battery back-up. The system must comply with the current British Standard 5839 part 6: Grade D1, LD2 (or equivalent). On completion you should submit a certificate from the installer to confirm that the system has been designed and installed in accordance with the relevant British Standard.

Three Storey+ HMOs

Provide a Fire Alarm System to include separate detectors, sounders in every bedroom, throughout the escape route and in communal living rooms. Storage cupboards on the means of escape may also need detection installed. Heat detectors should be installed in all kitchens. All detectors, sounders etc are to be interlinked and connected to a central control panel and indicating equipment box with back-up power supply that conforms to British Standards BS EN 54. The whole system must comply with the current British Standard 5839 part 6: Grade A: LD2 (or equivalent). On completion you should submit a certificate from the installer to confirm that the system has been designed and installed in accordance with the relevant British Standard.

iv. Emergency Lighting

Arrange for the installation of suitable and sufficient emergency lighting to provide adequate coverage to the protected fire escape route. The number and position of any luminaries should be determined by your fire risk assessment (FRA). On completion you should submit a certificate to confirm that the arrangements comply with BS5266.

v. Pre-payment Meters

It is not acceptable to provide power to the fire precautions via pre-payment or coin operated electric meters. This will be considered a defect.

The manager is required to maintain the electric supply to the fire precaution system. Ideally this should be achieved by the installation of a dedicated electric meter that is under the control of the manager. Alternatively, the contract to supply electricity should be under the control of the manager or owner of the property.

6. NATURAL AND ARTIFICIAL LIGHTING

- i. All habitable rooms shall have an adequate level of natural lighting, provided via a clear glazed window, or combined windows and/or door(s). The glazed area is to be equivalent to at least 1/10th (10%) of the floor area and to extend normally to a point 1.75m above floor level. The window shall be positioned so that the light from the window is able to illuminate most of the room.
- ii. Windows to bathrooms and toilets are to be glazed with obscured glass.
- iii. Adequate electric lighting points are to be provided to all habitable rooms, staircases, landings, passages, kitchens, bathrooms and toilets, The manager is responsible for ensuring lighting is functioning in all communal areas of the HMO and this should be checked as part of the monthly inspection.
- iv. Glazing in critical locations (i.e. where there is a danger of falling through or of lacerations) should meet both fire resistance and safety standards i.e. the use of fire resisting safety glazing complying with current British Standard 6206: 1981 and Part N of the Building Regulations (or equivalent) Glazing directly adjacent to staircases must also meet this standard.
- v. Windows from the first floor and above should have window restrictors installed. These must be capable of being disabled when necessary if the windows are designated as escape windows.

7. VENTILATION

- i. All habitable rooms shall be ventilated directly to the external air by a window that has an openable area not less than 1/20th (5%) of the floor area of that room.
- ii. All bathrooms and toilet compartments shall have mechanical ventilation compliant with Part F of the Building Regulations. Such an installation shall be fitted with an adequate overrun device. In the case of bathrooms, this can be connected to the lighting circuit of the room; however, we recommend humidistat style fans to reduce the chances of tenants turning extractor fans off due to noise disturbance.
- iii. A kitchen shall have extract ventilation compliant with Part F of the Building Regulations

Ground Floor Bedrooms

- i. Many ground floor rooms which are used as bedrooms were originally designed as a living room and as such, the only ventilation is by a sliding patio door. This arrangement is not suitable for a ground floor bedroom because it does not provide suitable ventilation as it cannot

be effectively secured against entry. It would therefore not be possible for a tenant to satisfactorily ventilate the room at night in a secure way.

There are two options available in these circumstances:

Either

Replace the patio door with a suitable double-glazed unit which provides a secure way of ventilating the room. This could be by means of a door and window combination, the glazed area should be equivalent to at least 1/10th of the floor area with a window that has an openable area not less than 1/20th of the floor area.

Or

Revert the use of the Ground Floor room back to a communal living area as originally designed.

8. DRAINAGE

- i. All existing provision for foul, waste and surface water drainage must operate satisfactory and property connected to the appropriate sewer / rainwater sewer system, this includes any drain, soil pipe, rain-water pipe, cesspool, private sewer, spout, sink or other necessary drainage appliance provided for the building.
- ii. All new drainage shall comply with current Building Regulations.
- iii. We recommend that gutters are checked each spring and accumulated debris cleared as poorly maintained gutters can lead to damp within the property.

9. REFUSE, STORAGE AND DISPOSAL

The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licenses (England) Regulations 2018 <https://www.legislation.gov.uk/uksi/2018/616/made> has imposed a requirement for a licence condition regarding waste management

“The licence will include the licence holder to comply with any scheme which is provided by the local housing authority to the licence holder, and which relates to the storage and disposal of household waste at the HMO pending collection.”

The Council’s Waste Supplementary Planning Guidance

- i. Refuse and recycling bins or containers shall be provided in accordance with the Council’s Waste and Recycling Service Policy. [Rubbish & Recycling | London Borough of Barking and Dagenham \(lbbd.gov.uk\)](#) provides information on how to order a bin, find out the collection day, and book a bulky waste collection etc.

- ii. The HMO landlord is responsible for ensuring that waste from their property is disposed of correctly. Landlords must make sure that the property has the correct number of bins for the people living there and there is enough space for the bins.
- iii. All refuse containers should be located away from habitable rooms and wherever practicable at the side or rear of the property. All bins to be positioned so that they do not cause obstruction of footways and access ways and do not obscure natural lighting from windows below bin height.
- iv. Tenants should be provided with information on how to use their bins correctly. Black/grey bins for general waste are collected weekly, and the brown bin for recycling is collected fortnightly. There is advice on how to reduce waste here: [Reduce your waste | London Borough of Barking and Dagenham \(lbld.gov.uk\)](https://www.lbld.gov.uk/reduce-your-waste)
- v. On collection day bins should be left at the front boundary of the property from 6am. Bins will not be emptied if they are not at the front boundary, or if they contain waste that should be in a different bin, or if it is too heavy to be lifted safely by the collection vehicle, or if it contains too much waste – the lid must close.
- vi. The HMO landlord is responsible for ensuring that waste and recycling facilities are used correctly and is liable for any costs in clearing misused waste and recycling spaces.

10. ELECTRICITY SAFETY

The specific duties on landlords around electrical safety are covered by the **Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020**. The regulations came into force on 1 June 2020.

These new Regulations require landlords to have the electrical installations in their properties inspected and tested by a person who is qualified and competent, at least every 5 years. Landlords must provide a copy of the electrical safety report to their tenants, and to their local authority if requested.

The Management of Houses in Multiple Occupation (England) Regulations 2006,
Regulation 4(4) 6(3) & 6(4)

'The manager must take all such measures as are reasonably required to protect the occupiers of the HMO from injury, having regard to the design of the HMO'.

- i. Electrical socket outlets shall be provided to individual rooms or lettings to a minimum standard as shown in the table. If evidence of multiple interconnected extension leads and/or overloading of sockets is found additional sockets should be provided. Please see the following table:

Location	Number of Sockets
Living room	4 sockets
Bedroom within a letting comprising more than one room	4 sockets
Bedsits containing cooking facilities	4 sockets in kitchen area, plus 4 elsewhere

- ii. Where there is no communal living room in a property, it may be necessary to install additional sockets as tenants are likely to have more electrical devices in their bedroom
- iii. In the kitchen area of a bedsit, at least 4 socket outlets shall be located above the work surface for the use of portable appliances.
- iv. All socket outlets shall be in positions which permit safe, convenient and proper use always, having regard to the room layout. They shall not be positioned where the appliance cables are likely to pose a safety hazard.
- v. All new electrical installations shall comply with current Building Regulations and be suitably certified.
- vi. Installations must be checked at a minimum of 5 yearly intervals by a qualified electrician and an electrical safety certificate, known as an Electrical Installation Condition Report (EICR), obtained. Where the certificate shows Code 1 or 2 faults these must be addressed immediately. If the certificate advises a re-inspection is needed in less than 5 years this advice should be followed. Visual checks should be carried out during routine visits.
- vii. Portable Appliance Testing (PAT) must be carried out annually. A PAT certificate should be obtained. For portable electrical appliances less than one year old, receipts should be kept. Ensure vacuum cleaners are remembered when carrying out testing.

11. GAS SAFETY

The Management of Houses in Multiple Occupation (England) Regulations 2006,
Regulation 6(4).

**'The manager must not unreasonably cause the gas or electric supply that is
used by any occupier within the HMO to be Interrupted'.**

The Gas Safety (Installation and Use) Regulations 1998 Regulation 2 & 3.

**'Every landlord shall ensure that there is maintained in a safe condition— (a)any
relevant gas fitting; and (b)any flue which serves any relevant gas fitting, to
prevent the risk of injury to any person in lawful occupation or relevant
premises.**

**'A landlord shall ensure that each appliance and flue to which that duty extends
is checked for safety within 12 months of being installed and at intervals of not
more than 12 months since it was last checked for safety (whether such check
was made pursuant to these Regulations or not)'.
'**

- i. Landlords are required to ensure that gas appliances, fittings and flues provided for tenants' use are safe.
- ii. An annual safety check must be carried out and records kept for 2 years.
- iii. A copy of the Gas Safety Certificate must be provided to each tenant at the start of the tenancy.

12. FURNITURE SAFETY

- i. The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended) set down levels of fire resistance for items of domestic upholstered furniture furnishings and other products containing upholstery. They require that certain furniture included in rented accommodation complies with the fire safety requirements detailed in the regulations.
- ii. Any relevant furniture supplied as part of the letting will need to comply.
- iii. For licensable HMOs, the furniture safety requirements form part of the licence conditions.
- iv. Further information can be obtained from the local Trading Standards Department.

13. PERSONAL SAFETY AND SECURITY

- i. Sufficient measures must be in place to provide a secure environment for the occupiers, including appropriate locks to external doors and bedrooms to prevent unauthorised access but permit safe egress in case of fire (see Section 5).
- i. Vulnerable windows must also be capable of being effectively secured against entry without compromising the means of escape in case of fire.

- ii. Windows from the first floor and above should have window restrictors installed. These must be capable of being disabled when necessary if the windows are designated as escape windows.
- iii. Appropriate arrangements must be in place to control the issue and return of house keys on changes of tenancy, or the changing of locks, any advice on crime prevention measures provided by the Crime Reduction Officer must be acted on. Contactable on the Police Non-Emergency number 101.
- iv. Simple locks must be provided to communal bathrooms and toilets to provide privacy where necessary, the installation of external security lights is recommended. This can be by means of a sensor or by using a 'dawn till dusk' light.

14. THERMAL EFFICIENCY

- i. Where possible, every property should have cavity wall insulation and loft insulation installed to current standards. At the time of review the minimum depth of loft insulation is 270mm.
- ii. Heating should be professionally installed. The controls should be in the communal area and easily accessible by each occupant.
- iii. There should be means of providing low level background ventilation without excessive heat loss or draughts. This can be by the installation of trickle vents or lockable ventilation latches on the window.
- iv. Properties with an EPC of F or below must not be let unless measures have been taken to improve the energy performance to E or above or the property has a registered exemption. Where the property has an exemption, you should contact the Environmental Health Team as improvements may still be required before the property is let.

15 ASBESTOS

- i. Landlords have a duty to identify and manage any asbestos containing materials in their property. Management of asbestos containing material involves identifying its location and condition, ensuring it is effectively sealed or making it inaccessible to prevent damage, labelling it and keeping a record of its location in the building.
- iii. If the material is in good condition and not liable to damage or disruption (for example during work or alteration) then it is normally appropriate to leave it alone. Where the asbestos is already damaged or is likely to be damaged or disturbed, an assessment needs to be made and action taken to repair, seal, enclose or remove it with professional advice

- iv. If you are aware of any asbestos containing materials you should keep a record of the location and type of material and confirm that it is in a sound condition. You should then check every 6 months to see there has been no damage and date and sign the record to show that you have done this.
- v. Any contractors must be advised of the location of possible asbestos containing materials before commencing work.
- vi. There are specific requirements for working with asbestos material and you should seek further advice from a qualified asbestos surveyor if you suspect asbestos is present in your property. Information is also available on the Health and Safety Executive website <https://www.gov.uk/government/organisations/health-and-safety-executive>

16. SPACE STANDARDS

GENERAL REQUIREMENTS

- i. Rooms used for sleeping are not suitable for occupation by more than two people. No persons should share a room unless:
 - They are married or living together as if married.
 - They are a parent or close relative and child (as long as the child is the same sex as the parent, or the child is under 10 years of age if opposite sex).
 - They are related children of the same family and are both of the same sex, e.g. two brothers (if under 10 years of age, opposite sexes can share a room)
 - The room meets the minimum size as given below

The number of people sharing includes babies and children. Everyone must have their own allocation of space

- ii. Close relative means: parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin.
- iii. All rooms, including kitchens, bathrooms and toilet compartments shall have a minimum floor to ceiling height of 2.13m. In the case of rooms with sloping ceilings, there shall be a minimum height of 2.13m over half of the floor area of the room. Measurements shall be taken on a plane, 1.5m above the floor. Any floor area where the ceiling height is less than 1.5m high shall be disregarded.

- iv. The room sizes outlined in the tables below are minimum sizes. Only usable space may count towards the room size. If a room is of an unusual shape, it has a sloped ceiling or a ceiling height of less than 1.5m some of the floor area may not be counted. The space directly behind the door may not be counted. A staircase, landing, or any room which is used as a kitchen or bathroom, shall not be used as sleeping accommodation.

Bedroom sizes - All rooms used as bedrooms must be of a minimum size as outlined in the table below.

Statutory requirements for the minimum floor area for sleeping accommodation were introduced in The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018. These regulations are set in law do not allow discretion to the Council around room sizes. A First Tier Tribunal (FTT)* case in 2022 highlighted this. (*Cityglen Ltd v LB Southwark (LON/00BE/HML/2021/0011))

Legal Minimum Bedroom Size		
1 Adult	2 Adults	1 Child under 10 years
6.51m ²	10.22m ²	4.64m ²

Any room in an HMO with a floor area of less than 4.64 square metres must not be used as sleeping accommodation.

Any part of the floor area of a room in relation to which the height of the ceiling is less than 1.5 metre is not to be taken into account in determining the floor area of that room.

Note: Bedrooms can only be occupied by a maximum of two persons.

For a bedroom of the legal minimum size 6.51m² to be accepted, a member of the Private Sector Housing Team must determine that suitable communal space is available to tenants.

One Person Units of Accommodation

One room units

Including kitchen facilities in the room	12m²
Separate individual or shared kitchen	9m²

Note: These room sizes can be reduced by up to 2.49m down to a minimum of 6.51m² at the discretion of the inspecting officer where a communal living room or kitchen with dining area exists. This will depend on the size and nature of the communal facilities and adequate standards of management. Health and Safety issues will also be taken into consideration when accepting reduced space standard.

Two or more room units

Each living kitchen/diner	10m²
Each living room	8.5m²
Each bedroom	6.5m²

Note: Trade off between room sizes in two or more roomed units may be acceptable at the discretion of the inspecting officer, providing the proposed layout is acceptable and the aggregate habitable floor area of the rooms is not less than 14.5m²

Two Person Units of Accommodation

One room units

Including kitchen facilities in the room	16m²
Separate individual or shared kitchen	13m²

Note: These room sizes can be reduced by up to 2.78m² down to a minimum of 10.22m² at the discretion of the inspecting officer where a communal living room or kitchen with dining area exists. This will depend on the size and nature of the communal facilities and adequate standards of management. Health and Safety issues will also be taken into consideration when accepting reduced space standard.

Two or more room units

Each kitchen/diner	10m²
Each living room	8.5m²
Each bedroom	11m²

Note: Trade off between room sizes in two or more roomed units may be acceptable at the discretion of the inspecting officer, providing the proposed layout is acceptable and the aggregate habitable floor area of the rooms is not less than 19.5m²

Communal Rooms

	Numbers sharing	Minimum floor area
Kitchens		
	1-5 occupiers	6m²
	6-10 occupiers	11m²
A kitchen must be sited no more than one floor distant from the bedroom or living/dining room		
Kitchen/Diners		
	1-5 occupiers	8.5m²
	6-10 occupiers	12.5m²
Living rooms		
	1-5 occupiers	8.5m²
	6-10 occupiers	12.5m²

Note: the above minimum space standards are based on optimum shape and layout. In practice, it may be necessary to have a larger space standard to ensure that there is sufficient space to fit in all the facilities required and provide a circulation area which permits safe use of the room for the number of users.

17. MANAGEMENT

Further Management Requirements

The Management of Houses in Multiple Occupation (England) Regulations 2006
The Licensing and Management of Houses in Multiple Occupation (Additional Provisions)
(England) Regulations 2007

The manager of an HMO must comply with the above regulations depending on the type of HMO you have. The 'manager' is the normally the Licence Holder or Owner of the property, who receives rent from the residents, either directly or through an agent or trustee. The manager is legally responsible for maintaining the standards within an HMO. There may be more than one person who falls under the definition of manager.

To help licence holders and managers meet their management responsibilities, we have added a helpful checklist (Appendix A) and a non-technical summary of the HMO regulations (Appendix B) at the bottom of this guidance.

If you are unsure as to who has responsibility under the management regulations, please contact the Private Sector Housing Team on prpl@lbbd.gov.uk to discuss the property in question.

To fulfil their duties, managers must undertake regular inspections of the property either personally or via a representative; to ensure standards are maintained and where necessary, improved. Tenants must be given at least 24 hours' notice of a visit and should be advised of the reason for the visit, In the event of an emergency, 24 hours' notice may not be possible, e.g. in the event of a fire, gas leak or flood.

Management checks should be carried out monthly. Written records of the checks carried out and any action taken must be kept and should be available on request.

All landlords and managers should maintain a good standard of management. Managers have a duty to:

- Provide information to occupiers
- Take safety measures.
- Maintain water supply and drainage.
- Supply and maintain gas and electricity
- Maintain common parts, fixtures, fittings and appliances,
- Maintain living accommodation.
- Provide waste disposal facilities

Certification

There are several safety checks and certificates which must be provided for houses rented out as HMOs. The certificates required and the regularity of them are outlined in the table.

Type of certificate	How often required
Fire alarm test certificate	Annually
Emergency lighting test certificate	Annually
Gas safety certificate	Annually
Portable appliance test certificate (PAT)	Annually
Electrical Installation Condition Report (EICR)	At least every 5 years. Landlords must provide a copy of the report to their new tenants and to this Council if requested.

Where there is an earlier date or time period specified on a current certificate this must be complied with.

For Licensable HMOs, the Regulatory Reform (Fire Safety) Order 2005 places an obligation on the landlord to undertake and record a fire risk assessment and to update the assessment necessary. It should be reviewed annually or at change of tenancy, whichever is soonest.

Deposits

Where deposits are taken, they must be placed in a government backed tenancy deposit scheme within 30 days. The tenants must be provided with information as to where their deposit is held and how to get it back at the end of the tenancy period. The specific details will vary dependant on which scheme issued.

In the setting of the deposits and any other fees or charges the landlord must take into account the restrictions in the Tenant Fees Act 2019.

Priority of Repairs

It is recommended that the following timescales for 'priority of repairs' are followed.

Priority One – Emergency Repairs (24 hours)

Any repairs required to avoid a danger to health, risk to the safety of residents or serious damage to buildings or internal contents – **within 24 hours of report of defect**. In circumstances where this is not practicable, managers will make best temporary arrangements.

Examples include:

- Damage that puts people or building at serious risk.
- Fire alarm system not working.
- Fire precautions not in good working order.
- Obstructed escape route.
- Total loss of heating in winter months.
- Total loss of gas supply.
- Total loss of electricity power.
- Loss of water supply or a burst water main.
- Serious water leaks/flooding.
- Insecure outside doors or windows.
- Blocked or leaking foul drain or soil stack
- Blocked or non-flushing toilet (if the only toilet in the property)

Priority Two (Urgent Repairs (3 days)

Repairs to defects, which materially affect the comfort or convenience of residents – **within three working days of report of defect**

Examples include:

- Blocked drains, sinks, basins and toilets (where there is another one working in the property).
- Total loss of hot water in summer months (except vulnerable households).
- Minor plumbing leaks.
- Minor electrical faults.
- Defective flooring or stair treads if causing trip hazard.

Priority Three – Non urgent Day to Day Repairs (30 days)

Reactive repairs not falling within the above categories – **Within 30 working days of report of defect**

Examples include:

- General joinery repairs.
- Non- urgent electrical work not listed above

APPENDIX A- HMO Management Checklist

Please use this guide as a helpful checklist to be completed during your quarterly inspection of your licensed HMO and non-licensable HMOs. If any issues are found during the inspections, then they should be remedied ASAP.

The document check list will need to be completed at least at the start of each tenancy or annually.

During the council's routine inspections, the Environmental Health Officers/Housing Officer will be checking the property for the items contained in this checklist

N.B. This list isn't exhaustive, and further remedial works may be requested during the routine HMO inspection by the Council.

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FIRE & CARBON MONOXIDE SAFETY	Yes	NO	N/A
Means of Escape			
- Is the means of escape sterile and free from all flammable materials? - Is the means of escape free from obstruction (e.g. shoe racks, shelving units, clothes), trip hazards, and all walls and ceilings in good repair? - Is the means of escape free from all electrical appliances e.g. washing machine, fridge/freezer? - Are the tenants aware of the escape route in the event of a fire?			
Fire Blanket			
- Is there a fire blanket wall mounted? And is it away from the cooker next to the exit door?			
Doors			
- Is there a 30-minute fire door with heat and smoke strips fitted to the kitchen? - Are all doors at the property in good condition and will they offer at least 30-minute fire resistance? - Have any of the doors moved/dropped to create any gaps bigger than 3mm between the closed door and frame? - Are the self-closing devices working property i.e. does the door shut completely on its entirety. - Are all doors free from over-the-door hangers? - Are all doors not being propped open? If yes, remove door props and advise tenants not to prop doors open. - Where fitted, are all intumescent strips and smoke seals in good condition and fitted correctly to door or frame? - Are all doors openable from the room side without a key, including front door and bedroom doors?			

	Yes	NO	N/A
Fire Alarm System - Is there a mains powered smoke detector fitted within the hallway at each floor level, living room, and to each bedroom (depending on how the property is being used and heat detector in the kitchen? And is this system not on a key meter supply? - Are all smoke and heat detectors working (press the test button)? - Where fitted, is the fire alarm panel free of faults? - Where applicable, is there a standalone mains wired smoke detector and alarm fitted to bedsit accommodation with cooking facilities?			
Fire Extinguishers - If supplied, are fire extinguishers wall mounted and in good condition and tenants have been trained how to use them? - Have the fire extinguishers been serviced in the last year?			
Carbon Monoxide - Is there CO detector fitted near to any solid fuel and gas fired appliance? - Where supplied, is the CO detector in good working condition and securely fitted?			

GENERAL	Yes	NO	N/A
Is the HMO Licence displayed in the common part of the property			
Is the Management Notice displayed at the property with the correct name, telephone number & address of the Manager?			
The Recycling and Rubbish notice is displayed at the property with the correct information?			
GARDEN CHECKS			
Is the garden free from weeds, vegetation maintained, and being managed in line with the Council Guidance?			
Where fitted, is all decking slip free and free from rot?			
Where fitted, are all fence panels in good condition?			
Are all rainwater goods free from vegetation and in good working condition?			
Where applicable, are all unused W/Cs blocked from the drain to prevent rodent infestation?			
Are all drain covers in place and fitted correctly?			
Is the grey water system and sewage system working correctly?			
Are there internal and external waste and recycling bins provided to the property in line with the Council Guidance?			
Is all waste adequately contained?			
Is the property free from structural cracks?			
INTERNAL CHECKS			
Is the decoration inside the property in good condition?			
Are all white goods plugged into its own dedicated socket?			
Are all bottom opening windows with window sills under 800mm suitably guarded? or the windows prevented from opening wider than 100mm? N.B window sills under 1100mm will need a restrictor or guarding fitted if children live or visit the property. Any fire escape window shall be able to be overridden in the event of a fire.			
Are all windows in good condition, and can be opened and closed freely?			
Do all bedroom windows allow ventilation to occur using trickle vents or other secure means of ventilation?			

	Yes	NO	N/A
Are all rooms free of penetrating damp, rising damp, and condensation or mould?			
Is there a fixed form of heating in all rooms to the property, including bathrooms?			
Is there a window/ mechanical ventilation in all bathrooms, WCs, and kitchen?			
Are all flights of stairs and external steps provided with a secure handrail?			
Are all light bulbs within the hallway working?			
Is all guarding to open stairwells/staircases higher than 1100mm, secure and has no gaps bigger than 100mm?			

DOCUMENT CHECK AT HOME/OFFICE	Yes	No	N/A
Have all tenants have signed the Undertaking of Good Practice document?			
Have all tenants have signed a tenancy agreement for property?			
There is an EPC dated within the last 10 years for the property? And is this rating "A" to E"?			
There is a satisfactory Gas Safety Certificate dated within the last 12 months for the property?			
There is a satisfactory Electrical Installation Condition Report dated within the last 5 years for the property with no C1 or C2 faults?			
The electrical appliances provided to the tenants have been checked and are safe to use, e.g. PAT testing or visual test which is documented?			
The Fire Detection and Alarm system has been maintained and tested to BS 5839-6, and there is a test certificate dated within the last 6 months for the property? N.B Applicable to Grade A fire alarm systems only.			
There is a logbook available for the inspection and testing of the fire detection and alarm system?			
Where fitted, have the fire extinguishers been tested within the last year, and is there a record of testing?			
Where fitted, has the Emergency Lighting been maintained and tested to BS5266: Part 1, and there is a test certificate dated within the last 12 months for the property?			
There is logbook available for the inspection and testing of the emergency lighting system?			
Has a Fire Risk Assessment been carried out for the common parts?			
If yes, has all remedial works stated within the Assessment been carried out?			
There are documents or labels to show all furniture meets the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)?			
Where fitted, has the water suppression system been maintained and testing within the last year? and a record of testing kept?			

Fire Alarm Testing Guidance

Grade A fire alarms systems

These are complex systems comprising detectors in all rooms, call-points and a fire alarm panel.

Weekly tests – At least one detector or call point in each zone should be tested weekly. This push-button testing could be done routinely by a competent tenant, maintenance person, cleaner etc.

Six-monthly maintenance – Grade A alarm systems should be serviced every six months by a suitably qualified and competent professional (i.e. a specialist alarm engineer under a maintenance contract). An Inspection and Servicing Certificate should be issued in accordance with BS 5839-1.

You should **record these checks** and any remedial action taken in a logbook.

Grade D fire alarm systems

These are simpler systems of mains-powered, interlinked alarms, usually comprising smoke alarms in corridors and selected risk rooms, and a heat detector in the kitchen:

Routine tests – BS5839:6 recommends weekly testing as best practice, but we appreciate that this is not always possible to achieve. We recommend that you:

- Always test during routine inspections, maintenance or cleaning visits (press the button on a different detector each time ideally).
- Advise tenants to test their detectors weekly.

The minimum testing frequency will depend on the size and type of HMO:

- More often for higher risk properties e.g. 'bedsit' type (separately let bedrooms) and larger two and three storey HMOs – fortnightly or monthly
- Less often for lower risk properties e.g. small two-storey properties let on a single tenancy – at least quarterly

Annual maintenance – All detectors must be maintained in accordance with manufacturers' instructions. For Grade D systems this usually requires periodic cleaning/vacuuming of all detectors and changing batteries as necessary.

You should **record these checks** and any remedial action taken in a logbook.

Example - Fire / Emergency Lighting Logbook

Date	Call point location	Satisfactory Y/N	Fault and action taken	Signed

Emergency Lighting Testing Guidance

All emergency lights must be maintained in accordance with manufacturers' instructions and BS 5266-8: current edition, which describes daily, monthly and annual tests.

The following maintenance and testing frequencies are recommended and should be followed unless a fire risk assessment identifies a higher or lower test frequency is required.

The following checks are required:

Visual 'regular' checks – Every time you visit the property check power LEDs are on. This check could be done routinely by cleaning or maintenance staff, or a competent tenant.

Short 'monthly' check – Press 'test' button to confirm all lights are working. Perform this test during monthly maintenance inspections.

Full annual test – Full test of lights (i.e. 3-hour full run down) and service undertaken by a competent professional. This test should be done when the property is unoccupied, or alternative lighting must be provided until units have re-charged.

You should **record these checks** and any remedial action taken in a logbook.

APPENDIX B- Summary of HMO Management Regulations

Water supply and drainage

These must be maintained in proper working order, kept in good repair and clean condition. Storage tanks must be effectively covered to prevent contamination of water and pipes should be protected from frost damage.

Supply of gas and electricity

The gas and electricity supplies should not be "unreasonably" interrupted. The manager must arrange for the fixed electrical installation to be inspected and tested at least once every five years by a qualified engineer and gas safety certificate annually. It is also strongly advisable to service your boiler regularly.

Common parts of the house, fixtures, fittings and appliances

These must be kept in good repair, safe and clean. Parts in common use such as staircases, corridors, passageways, halls, lobbies and balconies must be kept free from obstruction because these may be a fire hazard or block a means of escape. Fixtures and fittings such as power supplies, lighting, baths, wash hand basins, fridges and cookers should be kept in good working order, safe and clean.

Living accommodation

Each room should be in a clean condition at the start of occupation and kept in good repair and clean working order. Windows and other means of ventilation, including extraction fans, must be kept in good repair.

Means of escape from fire

All means of escape from fire in the house and all equipment, systems, etc, must be kept in good working order and free from obstruction.

Outbuildings in common use

Yards, outbuildings, fences, etc, which are part of the HMO should be maintained in good repair and kept clean.

Disposal of refuse and litter

No litter should be allowed to accumulate and there should be sufficient bins provided that are adequate for each householder's requirements. Any rubbish allowed to accumulate is the responsibility of the landlord to remove.

General safety of residents

Adequate precautions must be taken so the premises are safe by design and construction. Fire safety equipment and alarms should be maintained in good working order. All means of escape from fire kept free from obstruction.

Duty to display notices

There must be a notice always displayed in a suitable position in the house readily visible to all tenants indicating the name, address and phone number of the manager of the house.

Duties of residents

Residents have a duty to co-operate with the manager of the property, abide by the regulations and allow the manager to enter any room at all reasonable times. In particular, they must comply with regulations in respect of means of escape and storage and disposal of litter, and to take reasonable care to avoid damaging anything. Damage caused by tenants can be regarded as untenant-like behaviour and may be grounds for eviction.