

Minimum Management Standards for Houses in Multiple Occupation in Swindon

Items/Installations	Expected Standard
<p><u>Automatic Fire Detection, Emergency Lighting, Fire Fighting Equipment (fire blankets and extinguishers)</u></p>	<ul style="list-style-type: none"> • Completed log- book showing at least monthly test sounding and visual inspection of system and equipment, including identified faults and remedies produced at time of inspection. • Landlord to demonstrate testing of the automatic fire detection system to inspecting officer at time of inspection. • Original service (within last 12mths) records produced at time of inspection. • Automatic fire detection system to be fully operational at time of inspection.
<p><u>Fire Doors and Protected Means of Escape</u></p>	<ul style="list-style-type: none"> • All fire doors MUST close under their own power when released from any point in their arc, and latch past any mechanism fitted at time of inspection. • Intumescent strips and smoke seals fitted around entirety of both sides and the head of each door. Smoke seals to touch the frames around the whole circumference when closed at time of inspection. • All walls forming the protected means of escape to be in good order at time of inspection. • Any escapable windows to be operable and clear of obstruction at time of inspection. • Escape route must be free from stored items and obstructions at time of inspection.

<p><u>Common Bathrooms</u></p>	<ul style="list-style-type: none">• Hot and cold running water available at all wash hand basins, baths and showers at time of inspection.• All appliances to be in good repair and clean at time of inspection.• All wash hand basins and baths/shower trays to have a silicone seal installed which is intact and impervious to water ingress along its entire length at time of inspection.• Any extractor fans fitted to be working, toilet seat fitted and in repair at time of inspection.• All bathrooms are to be free of mould to wall and ceiling surfaces at time of inspection.
<p><u>Common Kitchens</u></p>	<ul style="list-style-type: none">• Hot and cold running water available at all sinks at time of inspection.• All sinks and worktops to have a silicone seal installed which is intact and impervious to water ingress along its entire length/circumference at time of inspection.• All landlord-supplied appliances to have an electrical safety test report (PAT test) within the last 12 months, produced at time of inspection.• All gas cookers and hobs, boilers and heaters etc to have a Gas Safety Certificate issued within the last 12 months produced at time of inspection.• All landlord supplied appliances (microwaves, fridges, cookers etc.) to be clean and fit for purpose at time of inspection.• All kitchens are to be free of mould to wall and ceiling surfaces at time of inspection.

<u>Primary Lighting</u>	<ul style="list-style-type: none"> • All areas of common parts and circulation spaces to be able to be lit at any hour. All fittings to be operable and have working bulbs at time of inspection.
<u>Common Parts (shared living rooms, hallways, stairs etc)</u>	<ul style="list-style-type: none"> • All common parts to be in fair decorative order at time of inspection. • All common parts to be clean at time of inspection. • All floor coverings to be in good repair and properly fixed at time of inspection.
<u>Yards/Gardens</u>	<ul style="list-style-type: none"> • All lawns and vegetation to be suitably trimmed so as to not provide harbourage to pests at time of inspection. • All yards and gardens to be free of litter, and any stored refuse to be contained in bins with close fitting lids at time of inspection.
<u>Drainage</u>	<ul style="list-style-type: none"> • All appliances, sinks and drains at the property to be running freely and free of leaks at time of inspection.
<u>Pests and Vermin</u>	<ul style="list-style-type: none"> • Property to be free of pest or vermin infestation (such as rats, mice, cockroaches or bed bugs) at time of inspection.

Under the Management of Houses in Multiple Occupation (England) Regulations 2006 (HMO Management Regs.) all of the above are required to be in place **at all times** and it is the duty of the HMO manager to ensure that this is the case.

The only way to achieve this is through regular inspection, at least monthly in frequency, in all HMO's. Council officers will expect to see all of the above, as a minimum, **in full compliance at the time of their inspection** of the property. Any shortcomings **may** be investigated as an offence under the above regulations.

The Management Regulations no longer contain a provision for the service of a Notice requiring shortcomings to be remedied over a set time period. Management of HMO's is not something to be considered solely in response to an Enforcement officer's inspection. Good and effective management is a **minimum expectation at all times** and this is part of being a professional landlord.

The Council aims to work with landlords / managers to achieve this in all cases and it is hoped that this guidance will be helpful in this regard.

Where **significant or continuing deficiencies in management** are found the following courses of action are available to the Council;

Prosecution in the Magistrates Court. On conviction, the court may levy a fine which has an unlimited maximum, per breach of the Management Regulations.

Civil Penalty: A financial Penalty can be imposed for each offence witnessed. Each separate breach can result in a financial penalty of up to £30,000. Any unpaid penalties are pursued as a civil debt and can result in an attachment of earnings and/or the enforced sale of your property(s).

Banning Orders can be made where a Landlord, Agent or Corporate body has been convicted of a relevant offence and/or where two or more civil Penalties have been imposed. A Banning Order prevents the Landlord or Agent from letting any properties within England for a minimum of 12 months.

The Management of Houses in Multiple Occupation (England) Regulations 2006 can be viewed in full online at:

www.opsi.gov.uk/si/si2006/uksi_20060372_en.pdf