

# GUIDE TO DECORATING, REPAIRS AND MAINTENANCE

## **GUIDE TO DECORATING, REPAIRS AND MAINTENANCE**

This is purely a guide to assist tenants in cost effective implementation of their repairing, maintenance and decorating responsibilities. The guide should not be read as implying a limit to a tenant's responsibilities, the extent of which is properly prescribed and set out in each lease to which tenants should refer if in any doubt.

For office suites in multi-tenanted buildings any shared facilities or common areas (entrance lobbies, toilets, kitchens, etc) are the responsibility of the landlord to clean and maintain, the costs being recoverable through the Service Charge.

### Alterations

Most alterations require landlord's consent. In all cases please check with the Estate Office before you start. Demountable internal partitioning may be erected without landlord's approval but all leases require that it be removed and made good at the end of the lease. Extensive partitioning may require the prior approval of Maidstone Borough Council's Building Control Officer. Ensure that fire escape routes are not obstructed.

### Decorations (External)

Your lease requires renewal of the external paintwork every three years and at the end of the lease. However, if areas are in need of attention earlier this must be done. Failure to make good will lead to increased costs later.

For buildings in multi-occupation the landlord organizes the external re-decoration with costs recoverable through the Service Charge (in the majority of cases a Sinking Fund has been set up for this purpose).

The approved Estate colours for external woodwork are:

Dark Green	British Standard Code	12 B 29
Light Green	British Standard Code	12 B 25

Joinery Paint colour Dulux Dove BS22B17

Undercoat siler grey

Any variation from these colours needs written approval and is unlikely to be given. For external walls that have been painted the wall colour to be applied should first be approved by TMI.

The specification for painting will depend partly on the products being used but in all cases preparation is fundamental to a lasting and satisfactory finish. The work should include: -

1. Removal of all decayed wood and replacement with preservative treated timber or in small areas repaired with a quality resin filler.
2. Removal of all dirt, grease and loose paint. Broken edges of existing finishes should be feathered.
3. Bare timber should be primed with a quality primer of suitable specification (except where timber is to be treated with a stain finish such as sadolin or sikkens paint systems). Knots should be treated by removing excess resin and applying an approved knotting solution.
4. All metal should be rubbed down and treated with a rust inhibitor before painting. Some external paints such as hammerite can be applied without primer. Check specifications.
5. A finishing paint system should be applied in accordance with the manufacturer's instructions. No work should be carried out in very cold or damp conditions.

### Decorations (Internal)

Your lease requires renewal of the internal decorations every five years and at the end of the lease. All colours are to be approved by the Landlord. No stained 'natural' timber surfaces may be painted unless written consent is given.

As for the external paintwork, the specification will depend on the products chosen. All work should include thorough preparation and care should be taken to avoid paint splashes on fittings, joinery and carpet.

### Fire Alarms and Emergency Lighting

Fire alarms and Emergency Lighting in the common areas are the landlord's responsibility to test and maintain in accordance with statutory requirements with the costs recoverable through the service charge. Testing is carried out monthly generally on a Tuesday and the log books kept at the Estate Office.

### Fire Extinguishers

Fire extinguishers in the common areas are the landlord's responsibility to service and maintain. Tenants are responsible for their own fire extinguishers within the offices.

### Gutters

The landlord organizes the cleaning as and when required. If defects such as leaking joints are identified during cleaning then these will be attended to and/or you will be notified.

Note that although the landlord organizes the regular gutter cleaning, the responsibility for maintenance and cleaning of the gutters lies with the tenant either directly or as part of a service charge recovery.

Metal gutters should be painted internally with two coats of bitumastic or similar approved material as part of the external painting contract.

### Heating/Cooling Systems

Tenants are responsible for maintaining their oil fired or gas fired boiler and any air conditioning equipment that serve the office exclusively. The heating/cooling systems should be maintained in accordance with manufacturers instructions and should be serviced not less than annually. Copies of the Engineer's Report after each service should be forwarded to the Estate Office.

Boilers/air conditioning systems that serve more than one office suite are the responsibility of the landlord to maintain with the cost recovered through the Service Charge.

Heating/Hot water programmers are the responsibility of the tenant (if serving the tenant exclusively) as are thermostatic radiator valves (TRVs) if, for example, they can't be opened or closed.

### Lighting and Electrics

Lighting within the offices is the tenant's responsibility. This includes re-lamping as necessary.

Emergency lighting should also be maintained in accordance with manufacturers' instructions.

Extractor fans are the tenant's responsibility to clean and maintain unless serving toilets or kitchens in shared areas.

Electrical circuits within offices should be tested 5 yearly by an appropriately qualified electrician providing an IEE Certificate with a copy for the Estate Office. 5 yearly IEE Certificates for the common areas electrical circuits are the landlord's responsibility to organise with the cost recovered through the Service Charge

All electric equipment (kettles, fridges, computers, etc) should be PAT tested at least annually once the appliance is more than twelve months old.

### Locks

Locks can be changed but please advise the Estate Office.

All keys should be returned to the Estate Office at the end of the lease.

Door locks and door entry systems to common entrance areas are the landlord's responsibility. Any problems or malfunctions should be reported to the Estate Office.

### Plumbing

Internal plumbing problems (e.g. blocked toilets, dripping taps needing new washers, minor internal leaks, etc) are the responsibility of the tenant if they are not shared facilities. Blocked drains external to the office suite are the landlord's responsibility, the cost of which is included in the Estate Charge.

### ROOFS

Normally restricted to replacement of slipped, missing or damaged roof slates or tiles. For sheet metal roofs and bituminous roofs ensure that they are complete and fixings are sound. Felt roofs normally require renewing every 15 years although they are often satisfactory for longer periods. A Bailey's roof system is expected to last 40 years.

For buildings in multi-occupation the landlord is responsible for the roof and any repairs will be re-charged through the Service Charge.

### Windows

Loose and broken putties/beading should be replaced during re-decoration unless causing dampness when they should be replaced without delay.

Regular cleaning is a lease requirement as well as improving the amenity of your suite. In multi-let buildings generally the landlord organizes the window cleaning which is re-charged through the Service Charge. Windows should be cleaned internally and externally bi-monthly.

Window blinds are the tenant's responsibility both to install and maintain. Generally it is acceptable to leave the blinds at the end of the lease but check with the landlord.

All windows should always be eased and adjusted and lock keys left accessible.

Broken glass should be replaced immediately with the appropriate specification glass.

## **GENERALLY**

All contractors must be insured for public liability and carry out work in accordance with current Health and Safety legislation. Decorators must first be approved by the landlord. Contractors should provide the Estate Office with work method statements.

Where scaffolding and/or skips are necessary the Estate Office must be notified. The position for the skip must be agreed with the landlord (see conditions for use of skips generally)

No wiring, including BT wiring, external to the building is permitted without prior approval.

An Asbestos Survey (Type 2) of the estate is held at the Estate Office for contractors to inspect as necessary.

Water stopcocks should not be turned off without first advising the landlord as the feed may well serve other adjoining/nearby suites.

There are signs in most offices identifying the location of the hot and cold water isolation valves. These should not be removed or painted over. Tenants should refer to the location of the valves in their Health and Safety plan.

Turkey Mill Investments

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