

HMO Management Checklist

This guide has been put together to help you identify common hazards found in HMO.

Within this guide you will find the following checklists to take with you on your inspections:

- A checklist for your quarterly HMO inspections
- Additional checks to consider for your annual HMO inspections

There is also a checklist that can be completed at home as well as the Fire Alarm Testing Guidance and the Emergency Lighting Testing Guidance.

During the Council's routine inspections, the Environmental Health Officers will be making the same checks contained in these lists.

N.B. The checklists are not exhaustive and further remedial works may be requested during the routine HMO inspection by the Council.

For further information and advice please contact us on 01225 396444 / housing@bathnes.gov.uk

QUARTERLY INSPECTION CHECKS	
Fire Safety	Yes, No or N/A
Means of escape Are the hallways and landings free from obstruction, trip hazards, sources of ignition or items that aid the spread of fire? Common items to be moved from the means of escape are; shoe racks, shelving units, clothes, internet cables, fridges or freezers.	
Consumer unit, electric meters and gas meters Does the door to the encasement around these meters still close tightly without any gaps? (Required in properties over 2 stories, where metres are located on the means of escape).	
Fire Blanket Is the fire blanket still wall mounted in the kitchen? Ideally at 1.5m, away from the cooker next to the exit door.	
Doors <ul style="list-style-type: none"> • Are smoke seals in place? • Do any doors need adjusting to ensure there are no gaps bigger than 3mm between the closed door and frame? • Do self-closers still self-close and self-latch the doors into the frame? • Are all doors free from over-the-door hangers? • Are door props being used? (Remove door props and advise tenants not to prop doors open). 	
Fire Alarm System / Carbon Monoxide Alarm Test all alarms at the property. If you have a Fire Alarm Panel, check this is free of faults.	
Fire Extinguishers Where fire extinguishers are supplied; <ul style="list-style-type: none"> • Check the service date; fire extinguishers must be serviced annually. • All Fire Extinguishers must be wall mounted. • Ensure any new tenants have been shown how to use them. 	
Heating	
Check the boiler is working correctly.	
Check all dials, thermostats and switches are in good condition.	
Ask the tenants if they have had problems with the heating or using the controls.	
Are there any signs of damp or mould growth? (Tenant advise for managing condensation can be found on our website).	
Garden	
Is the garden becoming over-grown? Are the tenants managing to use the waste and recycling bins ok, check all are in place.	

ADDITIONAL CHECKS TO BE CARRIED OUT ANNUALLY

This is designed to be used alongside the quarterly checklist each year

	Yes, No or N/A
Notices	
Is the HMO Licence available at property? Read the licence and ensure it matches the property layout, and the conditions are being met.	
Is the Management Notice displayed at the property with the correct name, telephone number & address of the Manager and is the waste collection day still correct?	
Internal checks	
Is the decoration inside the property in good condition? Does any mould require treating?	
Where furniture is provided, check that it is good, clean condition.	
Are all white goods in good condition and plugged into its own dedicated socket?	
Windows Are all windows in good condition, and can be opened and closed freely? (Windows with windowsills under 800mm need to be suitably guarded or the windows prevented from opening wider than 100mm - check this is in place.	
Check that the heating is in working condition, and supplied to all rooms including bathrooms?	
Where mechanical ventilation is required to the kitchen or bathrooms, is it in working condition and free from dust?	
Are all light bulbs working?	
Landing and stairs bannister rails – ensure that all rails are in place and there are no gaps bigger than 100mm.	
Check all handrails to steps and stairs are secure and not loose. All flights of stairs and external steps must be provided with a secure handrail.	
Locks – ensure that locks to the inside of the bedroom and exit doors do not have a key to open them.	
Garden checks	
Is the garden free from weeds, vegetation, maintained; 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?	
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 the property free from structural cracks?	

Checks at home <i>Please make note of when you need to review or update these documents</i>	Yes, No or N/A
Have all tenants signed the Undertaking of Good Practice document?	
Have all tenants signed a tenancy agreement for property? Is the deposit protected under one of the Government Schemes?	
Is there is an EPC dated within the last 10 years for the property? And is this rating E or above?	
Is there is a satisfactory Gas Safety Certificate dated within the last 12 months for the property?	
Is there is a satisfactory Electrical Installation Condition Report dated within the last 5 years for the property with no C1 or C2 faults?	
Have the electrical appliances provided to the tenants been checked and are safe to use, e.g. PAT testing or visual test which is documented?	
Has the Fire Detection and Alarm system been maintained and tested to BS 5839-6, including a test certificate dated within the last 6 months for the property? (N.B Applicable to Grade A fire alarm systems only) .	
Do you have a logbook available for the inspection and testing of the fire detection and alarm system? Is it up to date?	
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, including 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

[illegible]

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.

Further Reading and Guidance

- West Of England Rent with Confidence Standards - <http://www.westofenglandrentalstandard.co.uk/standard/>
- LACoRS Fire Safety Guidance – http://www.bathnes.gov.uk/sites/default/files/siteimages/Housing/Landlordsandtenants/lacors_housing_fire_safety_guidance2.pdf
- Template for Fire Risk Assessment - http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Housing/Landlords-and-tenants/fire_risk_assessment.pdf
- Avon Fire & Rescue Webpage - <https://avonfire.gov.uk/business-safety/fire-safety-for-landlords>
- HHSRS Guidance for landlords - <https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>
- Bath & North East Somerset Council's Fire Safety webpage - <http://www.bathnes.gov.uk/services/housing/houses-multiple-occupation/fire-safety>
- 'How to rent' Government Guidance - <https://www.gov.uk/government/publications/how-to-rent>