

## **INTRODUCTION**

The owner of a Houses in Multiple Occupation, should ensure that there is a regular programme of management and maintenance of the property.

He/she has a statutory duty to ensure that the house is properly managed and maintained, so that the accommodation provided is fit for human habitation and safe to live in.

For this reason, the owner should ensure that a regular routine of checks is established. In the event of an accident, fire or other emergency, it may be important for the owner to be able to show that all reasonable measures were taken, to prevent such an incident occurring.

Clearly, the tenants in a house have a responsibility to treat the house with respect and to ensure their own safety. To assist the owner in impressing these responsibilities on the tenants, the Council has produced a leaflet for tenants, setting out their general responsibilities and a notice to be displayed on the inside of doors to each letting, which explains the tenants responsibilities for fire safety.

## **MANAGEMENT ROUTINE**

Attached to this note is a table, which lays down suggested actions for your management routine. If you have any queries about your responsibilities, contact the Private Housing Development Team of Gravesham Borough Council on 01474 337331.

GUIDANCE NOTES FOR OWNERS OF HOUSES IN MULTIPLE OCCUPATION  
BEST PRACTICE NOTES

	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
<p><b>DAILY</b></p> <p>A responsible person should walk through the common parts of the house every day and have a quick look to ensure that nothing is obviously wrong. It is not necessary or desirable to enter all lettings each day.</p>	<p><b>ALARM</b> Check alarm control panel for faults and false alarms. Check all visible detectors, call points, sounders and wiring for any damage. Record any incidents in the logbook.</p>	<p>Check for any urgent damage to shared amenities.</p>	<p>Ensure that property is clean, check stair coverings for wear and trip hazards.</p>
	<p><b>EMERGENCY LIGHTING</b> Check fittings and visible wiring for damage. Check that indicator lights are active. Record any incidents in the logbook.</p>		
	<p><b>EXTINGUISHERS</b> Check that these are where they should be. Check for obvious signs of damage or recent discharge.</p>		

<p><b>GUIDANCE NOTES FOR OWNERS OF HOUSES IN MULTIPLE OCCUPATION</b>  <b>BEST PRACTICE NOTES</b></p>
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	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
Daily continued...	<b>FIRE BLANKETS</b> Check that fire blankets are in place.		
	<b>STRUCTURAL ELEMENTS</b> Check for any obvious damage to fire doors, partitions etc		

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	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
<p><b>WEEKLY</b> Carry out all previous checks as necessary.</p> <p>You or a responsible person must have a more thorough look around the house and should undertake more detailed checks of the amenities and fire safety installations.</p>	<p><b>ALARM</b> Test the alarm. This test should be achieved by activating a call point or detector. A different call point or detector should be chosen each week. Record any incidents in the logbook.</p>	<p>Ensure that shared cookers, sinks, fridges etc are working properly. Check shared baths, showers, wash hand basins and WC's are functioning properly. Check that hot and cold water supply to all appliances is constant and adequate. Check plugs and cables on electrical appliances for wear and damage. Check sockets switches and light fittings for wear and damage.</p>	<p>Ensure that the common parts to the house are cleaned. (You may have an arrangement with the tenants to undertake cleaning or you may employ a contract cleaner.).</p>
	<p><b>EMERGENCY LIGHTING</b> Test the system by removing the lighting fuse or turning off the power to the normal lighting. When power is restored, ensure that the indicator lights on each luminaire are functioning.</p>		

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	<b>FIRE SAFETY</b>	<b>AMENTIES</b>	<b>GENERAL</b>
Weekly continued...	<p><b>EXTINGUISHERS</b> Check that the hooks supporting the extinguishers are fixed securely. Check the pressure gauge on each extinguisher to ensure that the needle is in the green.</p>		
	<p><b>FIRE BLANKET</b> Confirm that the fire blankets are in their containers and that the containers are fitted securely to the wall.</p>		
	<p><b>STRUCTURAL SEPARTION</b> Check that all fire doors in the common parts close effectively under the action of their self-closers. Also that they are easy to open. Check the seals around the door. Remove any wedges or other props, which are likely to be used to hold fire doors open.</p>		

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	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
<p><b>MONTHLY</b> Carry out all previous checks as necessary.</p> <p>The emergency lighting should be checked every month in accordance with a systematic schedule. A model schedule is attached to this note.</p>	<p><b>EMERGENCY LIGHTING</b> Carry out a systematic check of all elements of the system, in accordance with the appropriate British Standard.</p>		

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	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
<p><b>QUARTERLY</b> Carry out all previous checks as necessary.</p> <p>The British Standards require that the Fire Alarm system is inspected and tested by a <b>competent person</b> at quarterly intervals. The Health and Safety Executive define a competent person as follows: <i>A person trained and experienced so as to be able to properly examine, test and undertake any appropriate remedial action and to present the information in a report.</i></p> <p>It is likely that the person testing the alarm system will need access to each letting.</p>	<p><b>ALARM</b> Ensure that the alarm system is inspected and tested by a competent person, in accordance with the relevant British Standard.</p> <hr/> <p><b>STRUCTURAL SEPARATION</b> Check the condition of <b>all</b> fire doors; ensure that the self-closers are working properly. Check the seals for wear and damage.</p>		

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	<b>FIRE SAFETY</b>	<b>AMENTIES</b>	<b>GENERAL</b>
<p><b>SIX MONTHLY</b> Carry out all previous checks as necessary.</p> <p>A more thorough test of the Emergency Lighting should be undertaken.</p>	<p><b>EMERGENCY LIGHTING</b> Run each luminaire for 1 hour on battery power. Check indicator lamp on restoration of power.</p>		

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	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
<p><b>END OF TENANCIES</b> Carry out all previous checks as necessary.</p> <p>Check the lettings over; ensure that they are clean, safe and fit for human habitation.</p>	<p><b>ALARM</b> Clean detectors inside lettings and check for wear and damage.</p>	<p>Check that all kitchen and sanitary fittings are functioning properly. Check that hot and cold water supplies are constant and adequate. Check all electrical and gas appliances for safety. (NB see annual checks) Check electrical sockets, light fittings and visible wiring for wear and damage.</p>	<p>Clean the letting. Check furniture and fittings for wear and damage and check that furniture complies with the Furniture Regulations. Check that windows and doors open and close properly and that glazing is not damaged. Check decorations, carpets etc, redecorate, renew as necessary.</p>
	<p><b>EMERGENCY LIGHTING</b> Check any fittings in the letting for damage Test the lighting. Clean out the fitting.</p>		
	<p><b>FIRE EXTINGUISHERS</b> Ensure that these are not damaged and have not been discharged; check that the pressure indicator is in the green. Check service date and service as necessary. Check fittings.</p>		
	<p><b>FIRE BLANKETS</b> Check position, fixing and condition.</p>		

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	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
	<p><b>STRUCTURAL SEPARATION</b></p> <p>Check all fire doors within the letting to ensure that they are in good condition, close positively under the action of their automatic closer and open easily. Smoke and intumescent seals should be checked for damage.</p>		

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	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
<p><b>ANNUALLY</b> Carry out all previous checks as necessary.</p> <p>The Fire Alarm system, Extinguishers and Fire Blankets are to be checked by a competent person. All gas appliances, supplied with the lettings will need to be serviced and remedial works undertaken as necessary. You should check that all electrical and other appliances are safe.</p>	<p><b>ALARM</b> Ensure that the alarm system is inspected and tested by a competent person, in accordance with the relevant British Standard. Send testing record to Private Housing Section.</p> <hr/> <p><b>EMERGENCY LIGHTING</b> Ensure that the alarm system is inspected and tested by a competent person, in accordance with the relevant British Standard. Send testing record to Private Housing Section. (NB if the system is more than 3 years old, the three yearly test must be carried out every year – see below).</p>	<p>Employ a CORGI registered contractor to undertake a Landlord’s Gas Safety Check and carry out any necessary remedial works. Send a copy of the Certificate to the Private Housing Section. Check all electrical installations and equipment for damage and wear.</p>	<p>Check decorations, carpets, fitting and fixtures for wear and tear.</p>

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	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
Annually continued...	<p><b>EXTINGUISHERS</b>            Ensure that the extinguishers are inspected and serviced by a competent person, in accordance with the relevant British Standard. Replace extinguishers as necessary. Send testing record to Private Housing Section.</p>		
	<p><b>FIRE BLANKETS</b>            Ensure that fire blankets are removed from their containers, unfolded and checked for damage and wear. Replace as necessary. Send testing record to Private Housing Section.</p>		

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	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
<p><b>EVERY THREE YEARS</b> Carry out all previous checks as necessary.</p> <p>The Emergency Lighting system will need to be tested. The Private Housing Section of Gravesham Borough Council will require evidence of this test.</p>	<p><b>EMERGENCY LIGHTING</b> Undertake the testing required by the British standard. Test each fitting for its full duration on battery power. Restore normal power at the end of the test and ensure that the indicator lamp is functioning. Ensure that the competent person issues a Periodic Inspection and Test Certificate for the system.</p>		

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	<b>FIRE SAFETY</b>	<b>AMENITIES</b>	<b>GENERAL</b>
<p><b>FIVE YEARLY</b> Carry out all previous checks as necessary.</p> <p>The house will need to be re-registered with the Gravesham Borough Council. The wiring, including that to Fire Alarm and Emergency Lighting systems should be tested to the current IEE Regulations. At this time the Borough Council may ask you to undertake alterations to the fire safety systems and amenities and you should consider any external decorations, upgrading, refurbishment etc.</p>	<p><b>ALARM</b> Check wiring to current IEE wiring regulations standard. Undertake alterations as necessary to Council requirements. The engineer should issue a periodic test certificate.</p> <hr/> <p><b>EMERGENCY LIGHTING</b> Check wiring to current IEE wiring regulations standard. Undertake alterations as necessary to Council requirements. The engineer should issue a periodic test certificate.</p>	<p>Alter/renew amenities as necessary. Check wiring in accordance with IEE Regulations.</p>	<p>Re-register property with Gravesham Borough Council as necessary. External decorations as necessary.</p>

**MODEL SERVICING SCHEDULE FOR EMERGENCY LIGHTING**

Schedule of monthly servicing to be carried out by or on behalf of the owner of the property known as:

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In addition to the instructions given below, the manufacturer’s instructions should be observed.

1. Have all defects that are recorded in the logbook been corrected?
  
2. Clean out the exterior of the luminaire
  
3. Do all the luminaires operate correctly?
  
4. Record all data in the log book

**COMPLIANCE WITH MANUFACTURER’S INSTRUCTIONS**

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BRITISH STANDARDS RELATING TO FIRE SAFETY SYSTEMS

<b><u>BRITISH STANDARD</u></b>	<b><u>AREA COVERED</u></b>
BS 5839 PARTS 1 & 6	Design and maintenance of Fire Detection and Alarm systems
BS 5266: PART 1: 1988	Design and maintenance of Emergency Lighting systems
BS 6575: 1985	Fire blankets
BS 5306: PART 3 : 1985	Installation and maintenance of fire extinguishers
BS 476: PART 22: 1987	Fire resisting door sets
BS 476: PART 31.1: 1983	Smoke seals
BS 476: PART 22: 1988	Intumescent seals