



REPAIR AND MAINTENANCE LIABILITY GUIDE

Internal Repairing Tenants

2017 EDITION

		Tenants Responsibility	Landlords Responsibility	Included in Service Charge
A	Air Conditioning			
	Installation & major repair		X	
	Testing Servicing & Minor Maintenance	X		X
	Amenity Signs			
	Internal	X		
	External		X	
	Audio Equipment			
	(incl. amplifier, microphones, cables & speakers etc.)	X		
	Awnings			
	Installation		X	
	Servicing & Maintenance	X		
B	Bar Counters			
	Bar counters & flaps, back bar, wash up, bar shelving ,foot rails, arm rails, over bar canopies		X	
	Beams		X	
	Blinds – Internal	X		
	Boilers (also refer to Hot Water & Central Heating)			
	Installation		X	
	Testing, Servicing & Maintenance	X		X
	Bric-A-Brac	X		
	Burglar Alarm System (including wiring)	X		
	Built-In Cupboards & Wardrobes			
	New or in existing houses inc. shelves and rails	X		
C	Car Parks			
	New extension		X	
	New fences, kerbs, drainage		X	
	Resurfacing & renewal gravel surface	X		
	Pot holes – fill & level		X	
	Catering Equipment	X		X
	CCTV			
	Arising from a Licensing condition		X	
	Installation request from Tenant	X		
	Ceilings			
	Renewal & Major Replacement / Roof Leak		X	
	Maintenance	X		
	Cellar Ceilings			
	Insulation of & underdrawing		X	
	Cellar Access			
	Provision of safety barriers in Trade/Servery areas	X		
	Cellar Cooling Equipment			
	Installation		X	
	Inspection			X

		Tenants Responsibility	Landlords Responsibility	Included in Service Charge
C	Maintenance	X		
	All electrical Installations to cellar cooler		X	
	Cellar Flaps		X	
	Cellar Floor			
	Installation		X	
	Maintenance	X		X
	Cellar Stillages			
	Installation		X	
	Maintenance	X		X
	Cellar Walls			
	Structural Works		X	
	Chimneys			
	Chimney Fans		X	
	Chimney Sweep (if applicable)			X
	Metal Cowls		X	
	Maintenance	X		
	CO² Cylinders			
	Storage/Securement	X		
	Cesspool/Septic Tank/Soakaways			
	Installation Maintenance		X	
	(Emptying)	X		
	Cooled Shelves & Cabinets	X		
	Curtains (including rails etc.)	X		
D	Damp Proofing		X	
	Dance Floor	X		
	Decorations			
	External		X	
	Internal	X		
	Accommodation	X		
	Cellar	X		
	Dishwashers			
	Supply & Installation	X		
	Maintenance	X		
	Ditches & Dykes			
	Clearing & maintenance of	X		
	Display Cabinets	X		
	Door Bells			
	(Including bells, bell pushes & wiring from mains, If installed.)	X		
	Doors			
	External		X	
	Internal	X		
	Locks & Door furniture	X		
	Drains			
	Connection of drains to sewer		X	

		Tenants Responsibility	Landlords Responsibility	Included in Service Charge
D	New/renewing/repairing (below ground)		X	
	Unblocking/cleaning/jetting	X		
	New/renewal/repairing (above ground)	X		
	Duct Cleaning	X		
E	Electric Fires			
	Portable	X		
	Built-in	X		
	Electric Fittings			
	Emergency fittings – Installation		X	
	Emergency fittings – Maintenance	X		
	Installation of Sockets & Switches		X	
	Minor electrical repairs	X		
	Electrical Wiring			
	New electrical wiring		X	
	Complete & part rewire		X	
	External Repairs Including Stuctural		X	
F	Fans Including Kitchen Extraction			
	All free standing & fixed ventilation fans	X		
	Replacement kitchen extract fan		X	
	Installation of new kitchen extract including ducting		X	
	Minor ducting & enclosures to equipment	X		
	Fire Alarm System			
	Installation		X	X
	Day to day maintenance & replacement of parts	X		
	Fire Extinguishers/Fire Fighting Equipment	X		X
	Fire Escape Stairs		X	
	Fireplaces			
	Minor repairs & sweeping (to be swept twice yearly)	X		
	Fixed Décor Features	X		
	Fixed Shelving			
	(including shelving in Wine & Spirits Stores including all metal shelving excluding Bar Counters)	X		
	Floodlighting – Light Fitting			
	Installation		X	
	Maintenance	X		
	Floor Boards			
	Installation		X	
	Maintenance	X		
	Food Premises			
	Registration of premises with L.A.	X		
	Floor Coverings			
	Replacements of all coverings except quarry tiles & wood block flooring	X		

		Tenants Responsibility	Landlords Responsibility	Included in Service Charge
F	Minor repairs	X		
	Floor Screeding			
	New/Major work		X	
	Repairs/Minor work	X		
	Foundations		X	
	Furniture	X		
	(all loose goods including fixed seating)			
G	Gas Fires			
	Portable (not part of built-in surround)	X		
	Built-in	X		
	Installation		X	
	Maintenance	X		X
	Gas Supply (Internal pipe work)		X	
	Gates, Walls & Fences			
	Major repairs to all boundary walls, gates & fences		X	
	Internal walls, gates & fences	X		
	Minor repairs to all walls, gates & fences	X		
	Glass Racks			
	Wood or Metal	X		
	Glass Washers			
	Including plumbing & waste	X		
	Grease Traps			
	Installation & connection	X		
	Service & maintenance	X		
	Gutters & Downpipes			
	Installation		X	
	Minor repairing & cleaning	X		
H	Hand Dryers	X		
	Hedges/Trees			
	Removal of		X	
	Trimming & lopping of	X		
	Heaters (including off peak electric storage heaters)			
	Installation		X	
	Maintenance	X		
	Hoists			
	Installation		X	
	Maintenance	X		
	Hot Water & Central Heating Installation			
	Flue linings		X	
	Installation & new system		X	
	Independent water heaters	X		
	Immersion heaters	X		
	Insulating jackets header tank covers	X		

		Tenants Responsibility	Landlords Responsibility	Included in Service Charge
H	Log burning appliances			
	Installation		X	
	Maintenance	X		
	Moveable heaters			
	Gas boiler & hot water heater replacement		X	
	Servicing maintenance	X		X
I	Ice Making Cabinets & Units	X		
	Inspection Chambers			
	Installations		X	
	Lifting, inspection, cleaning & de-greasing	X		
	Internal Repairs			
	Minor repairs to floor screeds, floor boards & skirtings	X		
	Minor repairs to ceilings, wall plaster & tiling	X		
	Repairs to doors, architraves, window boards & door furniture	X		
	Intercom System	X		
	Internal Telephone			
	(including instruments/wiring)	X		
	Internal Finishes & F & F			
	Wall Tiling – renewal		X	
	- maintenance	X		
J	Joinery			
	Installation		X	
	Maintenance	X		
K	Kitchen Units			
	Cupboards, worktops etc.	X		
L	Land Drains			
	Installation		X	
	Maintenance	X		
	Landscaping			
	Planting/Turfing	X		
	Maintain in safe condition	X		
	Cut & Trim	X		
	Lifts, Hoists			
	Installations, including renewals & replacement		X	
	Maintenance	X		X
	Locks			
	Locks & door furniture	X		
M	Menu Frames	X		
	Mirrors	X		

		Tenants Responsibility	Landlords Responsibility	Included in Service Charge
O	Oil Fires			
	Portable	X		
	Optics	X		
P	Panic Bolt			
	(or similar equipment)	X		
	Paving (External)			
	Installation		X	
	Repairs & maintenance	X		
	Pelmets			
	(with curtains)			
	Wood/Fabric	X		
	Pest Control	X		
	Play Equipment			
	Supply & installation	X		
	Maintaining & servicing	X		
	Plumbing Excluding Drainage But Including			
	Heating System			
	Installation of new system		X	
	Maintenance	X		
	Public Address Systems	X		
	Pumps			
	Sewer pump – installation		X	
	- maintenance	X		X
	Cellar sump pump supply & maintenance	X		X
	Cellar sump pump cleaning	X		X
R	Refrigerators			
	Including Display Cabinet	X		
	Wine Cabinets	X		
	Repointing		X	
	Retaining Walls		X	
	Re-Upholstering	X		
	Roofs			
	New & Repair		X	
S	Safes	X		
	Sanitary Fittings			
	Installation		X	
	Maintenance (including renewal of damaged items & replacement of toilet seats)	X		
	Seating			
	Fixed & loose	X		
	Services			
	Mains supply (gas, water, electricity up to entry point to house)		X	

		Tenants Responsibility	Landlords Responsibility	Included in Service Charge
	Cold water storage tanks - installation		X	
	- maintenance	X		X
	Header tanks to hot water/ central heating system - installation		X	
	- maintenance	X		X
	Shelving			
	Fixed	X		
	Moveable	X		
	Showers	X		
	Signage			
	Internal & portable	X		
	External signs (excluding "A" boards)		X	
	Replacement of bulbs, tubes & starters & cleaning	X		
	Smoking Shelters			
	Installations & maintenance of		X	
	Maintenance of heating & lighting	X		
T	Tanking & Injection Treatment To Basement Cellar & Walls		X	
	T.V. Sets	X		
V	Ventilation Filters			
	Installation	X		
	Replacements	X		
	Video Systems	X		
W	Walls			
	Structural – Install & Maintenance		X	
	Non Structural – Install & Maintenance	X		
	Wardrobes – Built –In			
	See built-in cupboards	X		
	Washing Machine			
	Supply & Installation	X		
	Waste Disposal Units			
	(Free standing & fixed to sinks)	X		
	Water control Devices	X		
	Water Softeners			
	New & maintenance	X		
	Window/Skylights/Roof Light			
	New Windows		X	
	* Unless misused or damaged by the Tenant			
	Pane replacement	X		
	Ease & adjustment/repairs/renewals to stays/ fasteners/sash weights/locks/bolts/sash cords	X		
	Wireguards To Window, Lantern Lights Etc.			