

Residents Responsibility

Area	Residents Responsibilities
Outside	To erect up new clothes lines or rotary driers, but not in a shared area.
	Look after any sheds garden, paths, fences or other garden items such as, decking that you have installed.
	Remove leaves and rubbish in drainage gully grids - use drain un-blocker
	Replace keys and locks to shed doors, if necessary.
	Treatment of pests and vermin.
	Paths which are means of access to the property.
Inside	Decorate the inside of your home, including filling small cracks and holes (up to 15cm diameter) in walls and ceilings.
	Coving (all types).
	Keep your home ventilated and let in fresh air to prevent condensation.
	Tighten up loose handles on kitchen units.
	Get new plugs and chains for baths and sinks, if required.
	Install wastes and pipework for dishwashers and vents for tumble driers, if they're not already there.
	Look after any floor covering you've put down.
	Clear your washing machine or dishwasher if it's blocked.
	Treatment of pests and vermin.
	Put up curtain rails, tracks and blinds if required.
	Replace batteries in smoke alarms
	Look after plugs for appliances
	Make sure you disconnect cookers and white goods
Walls, Windows and Doors	Get new keys or install new locks when keys are lost or broken, or when you get locked out (doors and windows).
	Replace broken glass.
	Door bells (unless part of a door entry system).
	Door stops.
	Any repairs to internal doors, ironmongery and threshold strips.
	Keep fan vents and window vents clear.

Continued overleaf



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Plumbing and Pipes Toilets Seats, Plugs and Chains	Clean and get rid of scale from your shower head.
	Clear blockages or repair leaks from washing machines or dishwashers.
	Repairs/replacements of shower heads and hoses.
	Repair/renew toilet seats and covers.
	Try to clear blocked sinks, baths, toilets and shower trays.
Heating and Electrics	Look after your fixtures or appliances, like your heating and lighting.
	Put in new light bulbs and fluorescent tubes.
	Put trip switches back on.
	Put up TV aerials (unless it's a shared aerial).
	Test and replace batteries and clean any smoke or carbon monoxide detectors.
	Maintenance of your own appliances (such as heaters and cookers). Ensure these are serviced/repaired by trained engineers.
	Keep your home properly heated to stop pipes from freezing or bursting in cold weather.
	Try to make sure pipes don't freeze or burst in bad weather by keeping your heating on low.
	Solid fuel chimney sweeping (when additional cleans are required between the annual service).
Garden	Removing weeds