

## **SCHEDULE 3**

### **Maintenance works (clause 4.16)**

The range of minor works and maintenance that the Association may undertake is given below: Minor repairs and maintenance are the responsibility of the Association.

#### Minor repairs

Repairs to standpipes, toilets or water services above ground

Repairs to roads (e.g. potholes) or pathways (excluding those for which plot holders are responsible)

Repairs to buildings (e.g. doors, windows, brickwork, rendering, timber panels)

Redecoration of buildings

Minor fencing works, gate repairs

Roofing (only by recognised contractors)

Grounds Maintenance as agreed by the Council

Repairs and maintenance associated with the Association's health and safety obligations

#### Maintenance

Rubbish removal

Servicing of cess pits

Servicing of portaloos

Treatments for rat infestation or wasps' nests

#### Exclusions

Structural works

Electrical services work

Gas services works

Underground leaks or bursts, sewerage blockages

Working at heights – tenants should not work at heights (i.e. using ladders or staging) when carrying out repairs to the Council's property

#### Emergencies

Any event that occurs without warning (e.g. escape of water, backing up of sewerage system, collapse or structural defect in building) should be reported to the Council.

The Association should take any measures it can to respond to the problem or to make the surrounding area safe.

### Major works

These will generally be works outside the financial scope or skill of the Association to complete. Typically, these will include road resurfacing, fencing, reroofing and remedial works to buildings. Associations may request the Council via the BDAC for such works to be carried out (subject to funding). Alternatively, Associations may obtain external funding for such works but should advise the Council at the outset of their intentions.

### Insurance

It is recommended that any tenants carrying out works should assess any potential risk and obtain suitable personal accident cover. Any damage caused in the execution of the work carried out by tenants must be rectified at the tenant's expense.

### Contractors

Where contractors are to be appointed, they must belong to a recognised trade federation (e.g. FENSA etc) or be recommended by the Council. Associations will be responsible for appointing contractors, checking for Public Liability insurance, monitoring work quality, ensuring appropriate health and safety measures are followed, rectifying faults, settling invoices, and rectifying any damage caused by the works (or compensation to third parties).