

Management Plan

**8 Cheriton Place, Folkestone
CT20 2AZ**

The following will be kept in a log book.

Document /Record HMO Management Log Book

- Tenancy agreements (with personal details)
- Furniture safety documentation
- Tenants declarations in respect to fire precautions, refuse arrangements and anti social behaviour
- Gas safety certificate (if appropriate)
- Electrical Installation Safety Certificate (minor works certificates, periodic reports and new installations certificates)
- Documentation relating to the safety of electrical appliances provided by the licence holder (e.g. PAT testing)
- Fire alarm service records
- Fire alarm testing records - as specified in British Standards 5839 Part 1:2002
- Fire extinguisher service records
- Emergency lighting test certificates
- Role, responsibilities and competencies of any manager
- Energy Performance Certificate
- Tenants responsibilities for reporting repairs and contact details

Tenancy agreements

The licensee will have clear and concise tenancy agreements that all tenants must sign.

All tenants will be vetted by the property manager with reference checks.

The licensee will have an Emergency Plan. The Emergency Plan will be explained to each tenant individually. The plan will cover general principles to remember during a fire drill, how to contact emergency services, location of shut-off valves for gas, electrical, and water, what tenants should do on hearing the property alarm and how to safely evacuate the premises.

This information will also be displayed on a notice board in all tenants rooms in the premises.

1. Tenants will be made aware of:
 - a) What the fire alarm sounds like.
 - b) Where the fire alarm points are.
 - c) Where extinguisher and fire blankets are located.
 - d) What the CO alarm sounds like.
 - e) Where CO detectors are.
 - f) How to recognise the fire alarm test circuits are active on the fire detection control panel.
 - g) Where the recognised assembly point for the property is.
2. Tenants (in case of fire) will be advised to:
 - a) Leave the building as quickly as possible.
 - b) Touch doors before opening them and don't open if they feel hot.
 - c) Stay low or crawl to avoid inhalation.
 - d) On hearing alarm, alert others.
 - e) Do not stop to collect possessions and do not re-enter the building.
 - f) Inform Folkestone fire station of the number of occupants of the property and whether or not they are accounted for.
3. Tenants will be advised how to contact emergency services (particularly for foreign tenants).
4. How to contact the landlord or their agent.
5. Tenants will be given instructions on the safe use of all gas appliances.
6. Tenants will be advised of their obligation not to tamper with fire doors, self closing devices and fire detection systems.
7. The emergency telephone numbers for the public utilities (gas, electric, water) and where all shut-off valves are located will be displayed.
8. An Emergency Plan will be kept in the HMO Tenancy Management Log Book folder located in the property. This will also contain all current certificates (gas, electric, licence and licence conditions) together with the Fire Proforma Logs.

A copy of a Fire Risk Assessment carried out as required by the Regulatory Reform (Fire Safety) Order will be produced. This will include information on the following

- Smoke Alarms & Carbon Monoxide Poisoning Information
- Furniture Regulations, Flammability Regulations

The following will be on display in the premises:

- The HMO Licence
- The HMO Licensing Conditions
- Building Insurance
- Property Owners Liability Insurance

General property information will also be included. For example:

- stopcock locations for gas and water
- the location of the electrical fuse box and mains switch

- the current suppliers for gas and electric along with contact details
- refuse collection days and arrangements
- arrangements for cleaning and maintenance of common areas.

The licensee will be responsible for ensuring all licensing conditions are complied with. This responsibility may be passed in varying degree to the manager but ultimately remains with the Licensee. The responsibility for ensuring that weekly testing and recording of the fire alarm and detection system is carried out, lies with the Licensee.

The Licensee may delegate the responsibility of these weekly testing and recordings to the manager who will personally carry out at least a monthly test, recording this in the Log and he may delegate weekly testing to a tenant and verifying that the tenants have been carrying out weekly testing and recording. The emergency lighting, where applicable, will be checked monthly by the Licensee or manager.

Where the tenants are required to carry out functions on behalf of the Licensee, this will be added to the tenancy agreement so this forms part of the contract between the tenants and the Licensee e.g. weekly fire alarm tests and hard wired Carbon Monoxide detectors should also be monitored in accordance with manufacturers' instructions to ensure they are working effectively.

Tenants will be instructed to co-operate in meeting all the household safety measures, regularly recording all the appropriate safety check results within the HMO Tenancy Management Log Book. Also, tenants will be warned to never interfere with any equipment, services or any household fire precaution devices.

The licensee will ensure the tenants are aware of others living near the property and not allow their behaviour to impact on other people. This extends to people visiting the property as well as in and around its environs.

Communal areas

Tenants will be told that stairs, hallways and gardens are required to be kept in a neat and tidy condition regardless of it being for sole use of the property or part of a common area. Tenants may be required to carry out these tasks under terms of the lease.

The communal areas will be regularly cleaned by an employed cleaner.

The Licensee will ensure the tenants are aware of their responsibilities in respect of presentation of waste. They will be informed where the waste must be presented and on which day. The bins must be returned to the bin store, where applicable, as soon as possible after being emptied. Bags of waste will be forbidden to be left outside the door of the property or on stair wells or landings as this could present a potential fire hazard.