

## Inside your home

You Us

### General

Repairing thin cracks in plaster.	✓
Internal decoration including repairing woodwork.	✓
Dealing with damage to contents from burst pipes or leaks.	✓
Dealing with mould caused by condensation.	✓
Sweeping or cleaning the chimney.	✓
Repairing staircase and handrail.	✓
Repairing structural cracks in plaster.	✓

### Kitchen

Repairing or replacing kitchen units.	✓
Repairing or replacing flooring.	✓

## Outside your home

You Us

### Roof

Repair roof, soffit and fascias (materials covering edge of the roof).	✓
Repair structural damage to chimney.	✓

### Garden and boundaries

Maintaining sheds and garages, fencing and boundaries.	✓
Repairing or replacing gates, including side gates and doors.	✓
Maintaining fencing and boundaries.	✓
Cleaning of leaves and mess (silt) from gutter.	✓
Keeping garden / bay tidy.	✓

### General

TV connections.	✓
Pest control – mice.	✓
Pet control – rats, bats, bees.	✓
Maintaining drains and gullies in garden. (unless malicious or reckless damage).	✓
Maintaining structural brickwork.	✓
Maintaining main drains from the boundary to the home. (Outside the boundary, please call Irish Water).	✓
Maintaining foundations.	✓
Outside paint work.	✓

# Maintenance checklist for our tenants in Traveller Accommodation



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County Hall, Marine Road,  
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## Your guide to knowing what your responsibilities are as our tenant inside and outside your home.

The tenancy agreement you have signed with the Council includes a complete list of your responsibilities as our tenant. This includes carrying out some repairs to the home (house, bay, day house, mobile home or welfare unit) we have provided to you.

### The following checklist will help you keep your home in good condition. It shows you:

- what you have to do to keep your home in good repair, and
- what we will do to help.

Not every point on the checklist will apply to your home. Please read this checklist carefully and keep it safe in case you need to use it again. You can call staff in the Traveller Accommodation Unit on 01 204 7091 to ask us any questions if you are not sure about the information.

### Please also know:

**1. Permission needed before changes made:** To make changes to your home, you must get our permission. The changes we mean include changes such as new flooring, kitchens and bathrooms.

**2. You must use, and tell us, about qualified contractors used:** When you are getting something repaired that you are responsible for (for example, electrical, plumbing or drainage repairs), you must use a qualified and competent contractor. You must also send us their name and contact details.

**3. You are responsible if damage was done on purpose or because of reckless behaviour:** You are responsible for repairing this kind of damage to your home. But, in the interests of safety, we may do the repairs and charge you for the work.

## Inside your home

You Us

### Heating systems

Paying for the supply of gas by bill or prepay meter.	✓	
Paying for supply of gas cylinders and connections.	✓	
Moving from bill pay to prepay meter if you want to.	✓	
Bleeding radiators or airlocks.	✓	
Central heating you installed.	✓	
Central heating we installed.		✓
Maintaining gas boiler and gas pipe work we installed.		✓
Maintaining boiler and pipework for oil fired central heating we installed.		✓
Maintaining radiators, valves, time clocks and thermostats we installed.		✓
Maintaining electrical heating system we installed.		✓

### Plumbing

Making sure sinks have plugs and chains.	✓	
Repairing or replacing taps.	✓	
Clearing blocked sinks, drains and toilets.	✓	
Maintaining a mobile home / portacabin provided by you.	✓	
Repairing pipe work to sinks, basins and baths.		✓

## Inside your home

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### Bathroom

Fixing damaged bath, basin, toilet or cistern.	✓
Buying new toilet seat if broken.	✓
Fixing toilet rails, clothes dryers and shaver sockets.	✓

### Doors and windows

Caring for and / or replacing internal door features like glass, handles, catches, locks and bolts.	✓
Repairing and replacing doors.	✓
Raising or lowering doors for new floor coverings.	✓
Changing locks and replacing lost keys.	✓
Installing door numbers and letterboxes.	✓
Repairing broken windows.	✓
Repairing and replacing window features like handles, catches, locks, bolts and seals.	✓
Maintaining window frames and external door frames.	✓

### Electrical

Replacing fuses and lightbulbs.	✓
Repairing electrical appliances you installed.	✓
Maintaining electrical wiring, sockets and light fittings we installed.	✓
Maintaining smoke and carbon monoxide alarms we installed.	✓
Maintaining fuse box.	✓