

# Maintenance checklist for our tenants



## Your guide to knowing what your responsibilities are as our tenant inside and outside your home.

Follow this checklist to keep your home in good condition. It outlines:

- 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 to refer to. Ask us any questions if you are not sure about the information.

<b>Responsibilities inside your home</b>	<b>You</b>	<b>Us</b>
<b>Heating systems</b>		
Paying for the supply of gas by bill or prepay meter	✓	
Moving from bill pay to prepay meter <b>if</b> your choice	✓	
Bleeding radiators or airlocks	✓	
Central heating you installed	✓	
Central heating <b>you / we</b> installed <b>if</b> you are paying us a boiler maintenance charge on your rent account		✓
Maintaining gas boiler, gas pipe work, radiators, valves, time clocks and thermostats we installed		✓
<b>Bathroom</b>		
Fixing damaged bath, basin, toilet or cistern, toilet rails, clothes dryers and shaver sockets	✓	
Buying new toilet seat if broken	✓	
<b>Plumbing</b>		
Making sure sinks have plugs and chains	✓	
Repairing or replacing taps	✓	
Solving blocked sinks, drains and toilets	✓	
Repairing pipe work to sink, basins and baths		✓
<b>Kitchen</b>		
Repairing kitchen units	✓	
Repairing or replacing flooring	✓	

<b>Responsibilities inside your home</b>	<b>You</b>	<b>Us</b>
<b>Doors and windows</b>		
Repairing and replacing doors	✓	
Caring for and or replacing internal door features like glass, handles, catches, locks and bolts	✓	
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 doors in communal areas and window frames (Apartment block)		✓
Replacing glass and windows in communal areas (Apartment block)		✓
<b>Electrical</b>		
Replacing fuses and light bulbs	✓	
Repairing electrical appliances you installed	✓	
Maintaining electrical wiring, sockets, light fittings, smoke and carbon monoxide alarms we installed		✓
Maintaining fuse box		✓
<b>General</b>		
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		✓

<b>Responsibilities outside your home</b>	<b>You</b>	<b>Us</b>
<b>Roof</b>		
Repairing roof, soffit and fascias (materials covering edge of the roof)		✓
Repairing structural damage to chimney		✓
<b>Garden and boundaries</b>		
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 tidy	✓	
Repairing sheds and or outhouses if they form part of structure of the house		✓
<b>General</b>		
Pest control – mice	✓	
TV connections	✓	
Maintaining drains and gullies in garden		✓
Maintaining structural brickwork		✓
Maintaining main drains from the boundary to the home (Outside the boundary, please call Irish Water)		✓
Maintaining foundations		✓
External painting		✓
Pest control – rats, bats, bees		✓