



SERVICES FOR LANDLORDS

ABOUT PDP SERVICES



With over 20 years experience, PDP Services Ltd provides the following commercial and domestic services in the Sussex area and beyond:

- Electrical
- Heating, Plumbing and Gas
- Fire Safety
- Solar PV
- Renewable Energy

Whether you are a landlord, home owner, commercial property owner, developer or estates manager, our team of fully qualified engineers will assist with any job small or large - and everything in between.

Our experienced team provide practical advice on how we can help make your home and business more energy efficient and cost effective, helping you to make long term savings on your energy bills.

All work is guaranteed and fully insured, and our engineers are Enhanced DBS Checked. We provide a 24 hour emergency call out service - you can rely on PDP.

PDP Services is an NICEIC Approved Contractor, NICEIC Domestic Installer, Gas Safe Registered business and an MCS Certified Installer.

Call 01444 480444 or email info@pdp.servies to find out how PDP Services will help you.



LANDLORD OBLIGATIONS

Whether you are already a landlord or about to become one, there are many legal requirements that you need to abide by to protect both your tenant and your property.

It's the landlords responsibility to maintain installations for the supply of:

- Electricity
- Gas
- Water
- Sanitation
- Space heating and heating water

This includes cisterns, radiators, boilers, heating ducts, water tanks, baths, sinks and all the pipes for gas and water as well as electrical sockets and wiring throughout the property.

Landlords are also responsible for providing and maintaining smoke alarms and carbon monoxide detectors within the property.

As well established domestic and commercial electricians, gas engineers and plumbers, PDP Services is experienced in providing the following services to help you meet your Landlord obligations:

- EICR (Electrical Installation Condition Report)
- PAT testing
- Gas Safety Check
- Annual boiler service
- Smoke and carbon monoxide alarms (battery and mains installations)
- Fire risk assessments
- Fire alarm installation and maintenance



EICR (Electrical Installation Conditioning Report)

The Landlord and Tenant Act 1985 requires that the electrical installation in a property is:

- Safe when the tenancy begins.
- Maintained in a safe condition throughout the tenancy.



The Act makes it an implied term of every tenancy that the landlord will keep the electrical installations in the property in repair and proper working order. The tenant is not responsible for these repairs.

To ensure the requirements are met it is recommended that the landlord has a full electrical inspection and test (EICR) completed by an NICEIC or ELECSA electrician at least every 5 years or at each change of occupancy.

Part P of the Building Regulations

In England and Wales, Part P of the Building Regulations aims to improve electrical safety in the home and prevent the number of electric shocks, accidents and fires which are caused by faulty electrical work. Part P requires an electrical installation to be safe. This can be done by using an electrician registered with a government-approved scheme (such as NICEIC) to carry out notifiable electrical work in domestic dwellings.

After completion of any work electricians will issue their clients with a Building Regulations Compliance certificate to prove it meets the required standards of Part P. Most electrical installation work undertaken after 1st January 2005 should have appropriate certificates.



PORTABLE APPLIANCE TESTING (PAT)

Where a landlord provides an electrical appliance as part of a tenancy, the law expects the appliance to be maintained in a safe condition that will not cause harm to the tenant.



Failure to ensure electrical appliances are safe could lead to the landlord being sued for negligence.

A way to ensure the electrical appliances provided are safe is for Portable Appliance Testing (PAT Testing) to be carried out.

The person doing the testing needs to be competent to do it. When undertaking combined inspection and testing a qualified person (PAT Testing Engineer) is needed and they will need:

PDP services can carry out a PAT Test at the same as conducting an EICR.

- The right equipment to do the tests
- The ability to use this test equipment properly
- The ability to properly understand the test results



Items in a property that a landlord will need to get PAT tested are any electrical items that use a plug, these may include:

- Washing machine
- Oven
- Fridge freezer
- Tumble dryer
- Panel heaters

The frequency of PAT Testing depends upon the type of equipment and the environment it is used in. For example, a power tool used on a construction site should be examined more frequently than a lamp in a hotel bedroom.

ELECTRICAL SAFETY CHECKLIST

Here are some simple safety tips to help you and your tenants make their homes safer:

- ☒ Get a full electrical inspection and test at least every 5 years or at change of occupancy.
- ☒ Carry out a regular visual check of the electrics every 6 months.
- ☒ Use an NICEIC or ELECSA electrician to carry out electrical work.
- ☒ Check for worn or frayed wires and cables.
- ☒ Check for signs of blackness or scorching around a socket, which could indicate overloading.
- ☒ Check for broken electrical accessories, such as sockets and light switches.
- ☒ Check regularly for a smell of hot plastic or burning near a socket.
- ☒ Check for signs of sparks or smoke coming from a plug or appliance.
- ☒ Use an RCD (Residual Current Device) for added protection against electric shock.
- ☒ Test that the RCD is working every 3 months.
- ☒ Test the smoke alarms every week.
- ☐ Don't overload plug sockets.

GAS SAFETY CHECK

If you let a property with gas appliances you have three key responsibilities:

MAINTENANCE

Pipework, appliances and chimneys/flues need to be maintained safely. Gas appliances should be serviced in accordance with the frequency given in the manufacturer's instructions. If these are not available ask a Gas Safe registered engineer to service them annually.

GAS SAFETY CHECKS

An annual Gas Safety Check should be carried out on each gas appliance/flue. This ensures that gas appliances and fittings are safe to use. There is a legal requirement for all gas appliances to be safety checked by a registered engineer annually. You also need to maintain gas pipework and flues to ensure they are in a safe condition.

RECORD

A record of the annual gas safety check should be provided to your existing tenants within 28 days of completion, and to new tenants upon the start of their tenancy. If the rental period is less than 28 days at a time you may display a copy of the record in a prominent position within the property. You'll need to keep copies of the record for at least 2 years.

If a tenant has their own gas appliance that you have not provided you are only responsible for the maintenance of the gas pipework - not the appliance itself.



Your tenants should know where/how to turn the gas off and what to do in the event of a gas emergency.

Make sure anyone carrying out gas work on your property is Gas Safe Registered – this is not only the law, but the most important step to ensuring the safety of your tenants.

ANNUAL BOILER SERVICE



Boilers need to be regularly serviced to ensure all components are checked and working correctly – and most importantly that they are safe. An annual service not only helps prevent potential issues, but ensures heating and hot water efficiency.

If a boiler hasn't been regularly serviced, been installed incorrectly or poorly maintained, it can produce carbon monoxide gas. Carbon monoxide (CO) is a risk to health; it can cause death as well as other long term health problems.

The main symptoms of CO poisoning are:

- Headaches, Dizziness and Nausea
- Breathlessness
- Loss of consciousness

If you think there are any carbon monoxide / gas problems with the gas appliances in your property you / your tenant should:

- Turn off gas appliances, open doors and windows and leave the house.
- See a doctor or attend hospital (if you / your tenant is feeling unwell).
- Call the Gas Emergency Helpline (0800 111999) if you think there is an immediate danger.
- Get a Gas Safe registered engineer to inspect your gas appliances and flues.



As well as installing and maintaining gas central heating systems and gas appliances we provide the same services for LPG and oil systems.



SMOKE ALARMS & CARBON MONOXIDE DETECTORS

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 require private rented sector landlords to have:

- A smoke alarm on each storey of the premises on which there is a room used wholly or partly as living accommodation (a bathroom or lavatory is not classed as living accommodation).
- A carbon monoxide alarm in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel (eg a coal fire, wood burning stove) burning combustion appliance.



After that, the landlord must make sure the alarms are in working order at the start of each new tenancy.

The requirements will be enforced by local authorities who can impose a fine of up to £5,000 where a landlord fails to comply with a remedial notice.

The regulations require landlords to ensure alarms are installed in their properties. After that the landlord (or someone acting on behalf of the landlord) must ensure all alarms are in working order at the start of each new tenancy.

After the landlord's test on the first day of the tenancy, tenants should take responsibility for their own safety and test all alarms regularly to make sure they are in working order. Testing monthly is generally considered an appropriate frequency for smoke alarms.

If tenants find that their alarm(s) are not in working order during the tenancy, they are advised to arrange the replacement of the batteries or the alarm itself with the landlord.

If the house you are letting is an HMO (House in Multiple Occupation) then there are additional fire safety measures that need to be implemented. A Fire Risk Assessment is recommended to ensure that you are fully compliant.

Source: The Smoke and Carbon Monoxide Alarm (England) Regulations 2015



FIRE ALARM INSTALLATION & MAINTENANCE

Whilst fire prevention is always the preferred approach, if a fire does break out a swift response is crucial for saving lives and the premises. Our extensive range of the latest fire alarms will ensure early detection of a fire.

An early warning provided by a fire alarm could make the difference between life and death. There is also the added benefit of potentially reducing damage to the premises.

PDP Services design, supply, install and commission fire alarm systems to your requirements. Our fire alarms and installations comply with either BS 5839 Part 1 or Part 6 as required.

In addition to providing fire alarms we service and maintain fire alarm systems. Our extensive hardware ranges from wired to wireless systems – we will supply and install the correct fire safety solution for you.



PDP provide the following essential fire safety services:

- Fire Extinguishers
- Emergency Lighting
- Safety Signs
- Fire Safety Training
- Fire Risk Assessments

SERVICE RECORD

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Your managing agent is:

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