SAMSON
Property Maintenance

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HMO compliance calendar

What falls due and when. Write your own dates beside each line.

Every month

- ☐ Walk the communal areas and escape routes
- ☐ Test smoke and heat alarms
- ☐ Check for leaks, mould and failed sealant
- ☐ Check bins, yard and garden
- ☐ Clear tenant-reported repairs

Every year

- ☐ Gas safety check by a Gas Safe engineer. Due: _____
- ☐ Boiler service. Due: _____
- ☐ PAT test of supplied appliances (commonly yearly). Due: _____
- ☐ Review the fire risk assessment. Due: _____
- ☐ Fire alarm and emergency lighting service, if fitted. Due: _____
- ☐ Gutters cleared before winter

Every five years or sooner

- ☐ Electrical installation condition report (EICR). Due: _____
- ☐ HMO licence renewal. Expires: _____

Every ten years

- ☐ Energy performance certificate (EPC). Expires: _____

At every change of tenant

- ☐ Test smoke and carbon monoxide alarms on day one
- ☐ Turnaround inspection and make-good
- ☐ Give the tenant the current gas safety record
- ☐ Photograph the room for the inventory

Who does what

- ☐ General maintenance, PAT testing, decorating: Samson Property Maintenance
- ☐ Gas safety and boilers: a Gas Safe registered engineer
- ☐ EICR and certified electrical work: a registered electrician
- ☐ Fire risk assessment: a competent fire risk assessor

Property: _____ Date: _____ Checked by: _____

A practical aid from Samson Property Maintenance, Derby. Not legal advice.