

The City of Edinburgh Council Housing Service Lettable Standard 2024

AIM

The aim of the Lettable Standard (the standard) is to ensure that properties

- are of a clean and habitable standard,
- compliant with all relevant health and safety regulations
- compliant with all other relevant legislative requirements
- meet the needs of incoming tenants.

The standard:

- will help us apply a consistent approach when preparing empty properties for let.
- is openly available to tenants and colleagues alike and on the council website
- can be shared with anyone who requests a copy
- applies to all City of Edinburgh Council social rented properties
- applies as a *minimum* standard for mid-market rent homes

Health and Safety Checks

Gas

A full gas safety check will be carried out and any work needed will be completed.

We will check there is a valid landlord gas safety record (LGSR) for all any Gas appliance the Council supplies as part of the tenancy. If the LGSR has expired or is due to expire within 6 weeks of the letting date, we will service the appliance(s) and provide a new LGSR.

We need gas and electricity supplies to be switched on to do this, so we may need to wait until the tenancy start date before we can provide the LGSR.

Any existing gas cookers will be disconnected and removed. Any gas bayonet fitting (for cookers) will be removed, and the supply capped off.

A copy of the Landlord Gas Safety Record will be sent by post with an electronic copy held on Council IT systems.

Where a room contains a working gas appliance, that room must also have also have a carbon monoxide (CO) detector fitted between 1 and 3 meters from the appliance. CO detectors check for the presence of harmful gases which are odourless and invisible.

CO detectors are not part of the fire detection system and do not need to be Interlinked. They have non replaceable batteries and have an expiry date. CO detectors are checked annually and replaced when required as part of the annual gas safety checks. CO detectors will be tested at the start of the tenancy and should be tested periodically by the tenant using push button.

Electrical

All Council housing stock must have a full check of the electrical circuits (EICR) at least once every 5 years or at change of tenancy. We will carry out any repairs need to electrical fixtures and fittings and will upgrade any part of the electrical installation which does not meet current standards.

Properties must have power during the EICR to enable full testing.

All non-standard wiring and appliances (faulty or otherwise) will be disconnected and removed.

Copies of all Electrical Installation Condition Reports (EICR) will be held by the Housing Service.

Any electrical equipment supplied by the Housing Service as part of the tenancy (such as electric fires, electric showers, electrically operated ventilation systems etc) will be hardwired to the electrical supply via an appropriate fused spur or similar.
Any portable electrical appliances which may be supplied on a temporary basis (such as temporary heaters, dehumidifiers etc) are subject to annual portable appliance testing by the housing service.

Asbestos

Before instructing out any intrusive work colleagues must check the NEC (housing management) database for presence of known asbestos. If no information exists, an asbestos survey request must be submitted to the Housing Asbestos team mailbox using form AP4. No intrusive work should be instructed until the results are known.

Water safety

The plumber will test and then shut off the water supply when the property is empty. As part of the new tenancy start the plumber will carry out a turn on and test water, ensuring all water systems are thoroughly flushed through. Sure Stop valve(s) to be installed

Fire detection

All Council homes must have a working fire (smoke and heat) detection system which meets the LD2 Grade D Category as a minimum. This means fire detectors are connected to a 230V mains supply and are interlinked. If one detector sounds, all detectors will sound. All detectors must be ceiling mounted. Smoke and heat detectors have a back-up battery which lasts 10 years and is non replaceable. All detectors have an expiry date and detectors must be replaced before that date.

Standard LD2 Installation

- 1 Smoke Detector in Hall
- 1 Smoke Detector in Upstairs Hall if on 2 levels
- 1 Smoke Detector in Living Room
- 1 Heat Detector in Kitchen

Standard LD1 Installation (Sheltered Housing Only)

- 1 Smoke Detector in Hall
- 1 Smoke Detector in Upstairs Hall if on 2 levels
- 1 Smoke Detector in Living Room
- 1 Smoke Detector in Bedroom
- 1 Heat Detector in Kitchen

Fire detection systems will be tested as part of the empty homes process. Tenants are responsible for regular ongoing testing thereafter using push button on detector.

Meter Readings

Quality Control Officers (QCOs) will provide accurate current meter readings to Housing Officers as part of the empty homes inspection process

Solid Fuel Appliances

Any solid fuel appliances will be removed. All fireplaces will be blocked up and a suitable vent fitted.

Air Vents

All air vents must be free from obstruction and allow a free passage of air.

Fixtures and Fittings

The QCO will highlight to Team Leaders any fixtures and fittings that could be left in the property which may benefit the incoming tenant. Team Leaders will decide if these should be removed or retained.

Name of QCO _____

Date of Inspection _____

Address _____ Property No _____

TRADE	ITEM	DESCRIPTION	COMMENTS
19 QCO / 04 Slaters	Roof/Chimneys	Roof and chimneys to be weather tight, i.e., no obvious signs of leaks.	These are visual inspections only from ground level / internally. If any signs of damage / water ingress etc and shared by more than one property, QCO will refer back to the local housing officer .
19 QCO / 04 Slaters	Roof/Chimneys	No missing slipped tiles or slates.	As above
19 QCO / 04 Slaters	Roof/Chimneys	All flashings to be in good condition and secure.	As above
19 QCO / 03 Plumbers	Roof/Chimneys	Gutters to be cleaned if vegetation is visible.	If these are shared by more than one property, refer to local housing officer.
19 QCO / 01 Mason	External Walls	External walls to be in good condition.	Any signs of visible damage from ground level will be referred by the QCO to the locality housing team.
19 QCO	Structure Internal	To be structurally stable with no obvious signs of water penetration or severe cracking.	Any issues identified would be referred by the QCO to Housing Surveying team.
19 QCO / 17 Preservation Survey	Structure	Damp Proof Course should be operating effectively. There should be no obvious signs of mould or dampness.	No visual signs of dampness present at time of inspection. Any issues with mould damp etc should be referred to damp team. If immediate cause can be identified also instruct appropriate trade to repair. Issues of damp caused by communal roofs / walls / gutters etc should be referred to locality housing teams.
20 Labourer	Rubbish- Int/Ext.	The property and any landing/stair leading to the property should be clear of rubbish, furniture etc, this should include attics and pram stores.	All items identified as belonging to the previous tenant will be removed. Check should be made with locality housing team prior to clearing any communal store or cupboards etc.

TRADE	ITEM	DESCRIPTION	COMMENTS
20 Labourer	Rubbish- Int/Ext	Balcony areas to be cleared of pigeon excrement the garden should be clear of rubbish, greenhouses, sheds (unless in very good condition) and any grassed areas and hedges will be in a tidy condition. Pigeon huts in any individual gardens areas will be removed in all cases.	The Housing Service is responsible for clearing garden of rubbish and removing any sheds or greenhouses etc belonging to the previous tenant that are in poor condition. The local Housing Officer will arrange a one-off grass cut. Any other garden requests made by new tenant should be made to local housing officer.
01 Mason	External	Make good/repair uneven slabs.	If path is a shared path, refer to locality housing team.
22 Joiner	Doors External	Must be fully secure, and able to be closed and locked if locks are fitted. All external door locks must have a minimum of 3 keys provided.	
22 Joiner	Doors	Provide keys for controlled entries i.e. door entry systems as well as keys for stair cupboards and drying area.	Door Entry Fobs will be provided by Locality Housing Staff All other keys to be provided by The Housing Service.
22 Joiner	Doors Internal	Free from major defects. Securely hung and able to open and close freely.	
22 Joiner	Doors Internal and external	All door furniture to be in good working order.	
22 Joiner	Floors	Floorboards must be level and secure with no sign of active woodworm or rot.	
22 Joiner	Floors	Floor coverings will be removed unless instructed to leave by the Locality Housing Office.	
22 Joiner	Internal Staircase	Treads and risers to be in good condition.	
22 Joiner	Internal Staircase	Handrail, newel posts and balustrades to be secure with no balustrades missing.	
22 Joiner	Through out	Skirtings, facings, door frames, curtain plates, door stoppers and door closers (if fire doors) to be in place and in good order.	
22 Joiner	Kitchen	All worktops to be in good condition; clean and with no major scoring or damage.	
22 Joiner	Kitchen	All kitchen units to be clean and in good condition.	
22 Joiner	Kitchen	Adequate space provided for cooker, fridge freezer and washing machine.	Minimum 610mm width for white goods. Kitchen storage must as a minimum meet SHQS requirements.
23 Plumber	Rainwater goods/ gutters	No obvious signs of leakage for gutters / downpipes / flashings etc.	If leaking rainwater goods are communal refer back to locality housing team
23 Plumber	Hot Water Tank Insulation	Defective or missing insulation to the hot water tank will be replaced.	

TRADE	ITEM	DESCRIPTION	COMMENTS
23 Plumber	Bathroom / WC	To have minimum of bath or shower with wall boards / panels / tiles. Wash hand basin fitted adjacent to WC All items must be securely fitted and sealed.	
23 Plumber	Bathroom / WC	WC seat to be replaced and flush to be in good working order. All drains in kitchen and bathrooms must be free from leaks and free draining	
23 Plumber	Bathroom / WC	Bath and wash hand basin to be clean and in good condition free of cracks or damage. Taps to be in good working order. Plugs and chains to be present.	
23 Plumber	Bathroom / WC	Electric shower to be installed / shower over bath if not already in place	
23 Plumber	Water Services	All stopcocks to be checked and eased, adjusted or renewed as required.	
23 Plumber	Water Services	Sure stop valve(s) to be installed	
23 Plumber	Water Services	Adequate means to heat domestic hot water. Requirement will be met if gas combi-boiler is present and working.	
23 Plumber	Water Services	All pipework to be free from leaks and defects.	
23 Plumber	Kitchen	Taps to be in good working order.	
23 Plumber	Kitchen	Sink Unit must be securely fitted and sealed at wall or work top.	
23 Plumber	Kitchen	All drains in kitchen and bathrooms must be free from leaks and free draining.	
23 Plumber	Kitchen	Plumbing supplied for washing machine.	
25 Plasterer	Internal Walls	All Internal walls and ceilings to be an acceptable standard.	If walls are stripped, they should be free from obvious defects or holes. Patched walls should provide a smooth, even surface
25 Plasterer	Kitchen	One row of 150mm minimum tiles to be fitted above sink unit & worktops if no upstand (small vertical panel) fitted.	New K & B size tile is larger, should replace tile on a like for like basis.
25 Plasterer	Bathroom	Minimum two rows of at least 150mm tiles around bath and wash hand basin.	As above, like for like basis
26 Glazier	Windows	Glazing must not be cracked.	
26 Glazier	Windows	Double glazing that is not wind and watertight will be replaced.	
28 Painter	Internal Redecoration	Where evidence of graffiti exists, wallpaper will be stripped or painted over to remove the graffiti.	All graffiti

TRADE	ITEM	DESCRIPTION	COMMENTS
28 Painter	Internal Redecoration	Where decoration is in poor condition this should be stripped, and ceiling paint should be applied as a minimum – approval for additional decoration to be sought on individual properties from locality Housing Manager.	Any variation to minimum decoration needs to be approved by locality Housing Manager.
28 Painter	Internal Redecoration	Any dangerous ceiling and wall finishes will be removed and made good.	Asbestos awareness required when doing so. Check asbestos register and request survey if required.
90 Electrician	Kitchen	Kitchen must be well ventilated; existing electric extractor fans must work correctly. If there is evidence of significant condensation and no extractor fan exists, one should be installed. All ventilation systems must comply with current building regulations.	All kitchens should have a working extractor fan installed. The fan must comply with the latest Council approved specifications. The fan vent should where possible be cored through an external wall. If this is not possible then a window fan is acceptable but must not prevent the windows from opening. The kitchen light fitting must be fully enclosed to IP65 rating, and the lighting unit should be an LED.
90 Electrician	Kitchen	Assess and install electrical point for washing machine; provision for gas or electric cooking (gas point to be capped off); gas outlet to be increased to recommended height if necessary; position of electrical points should meet relevant Health and Safety requirements.	All electrical accessories should be installed approximately 15cm above worktop level and level with other existing fittings. A minimum of 3 twin socket outlets should be installed. In addition single sockets must be installed below worktop level for appliances as necessary for the size of property . There must separate isolator switches for these above worktop level. A cooker control unit should also be situated above worktop level and a cooker control outlet behind the cooker for final connection. If there is a water heater switch or E7 timer in the kitchen it should also be situated on the datum line above worktop level. Any main gas or water supply pipes in the kitchen should have a 10mm ² earth wire from the Main Earthing Terminal (MET) of Circuit Board directly to them and bonded to them both with a suitable earth clamp. Cable should if possible be a continuous length.
90 Electrician	Bathroom	Bathroom must be well ventilated. Existing electric extractor fans must work correctly. If there is evidence of significant condensation and no extractor fan exists, one should be installed. All ventilation systems must comply with current building regulations.	All bathrooms must be fitted with a Safety Extra-Low Voltage (SELV) Mechanical extract fan. The fan must comply with the latest Council approved specification. Ideally the fan vent pipe should be cored through an external wall to the outside air. If a core is not possible then a window fan would be accepted, only if it doesn't impede the windows from opening. The isolating spur for the fan and the transformer should be fitted externally to the bathroom either in a

TRADE	ITEM	DESCRIPTION	COMMENTS
			cupboard or hall wall as close to bathroom as possible. The bathroom light fitting should be fully enclosed to IP65 rating, and the light should be a LED Bathroom shower unit switch should be outside bathroom. A pullcord switch in bathroom would be accepted as an alternative.
90 Electrician	Heating	To have adequate means of heating throughout the property.	If heating is electric, Storage heating should be Dimplex Quantum Heaters, 3 sizes 1.5KW, 1KW and 500W. These should be fitted in living room and hall; more could be required depending on house type. Additional to Storage Heaters, panel heaters with timers will be fitted in bedrooms and downflow heaters will be fitted in the kitchen and bathroom. All heaters will be controlled from adjacent isolating switches to the heater.
90 Electrician	Electric	Electrical Installation Condition Reports (EICR) must take place for all council housing stock at least once every 5 years and at change of tenancy. Remedial repairs will be carried out where necessary and any part of the installation that does not meet current standards will be upgraded during the inspection to ensure full compliance.	Properties must have power during the EICR inspection to enable full testing to take place. Any non-standard wiring and appliances (faulty or otherwise) will be disconnected and removed. Copies of EICR reports/certificates and or minor works certificates will be recorded and filed within Housing Operations.
90 Electrician	Fire Detection	All Council housing stock must have a working LD2 fire detection system which meets should adhere to a grade D category as a minimum. Detectors should be ceiling mounted, interlinked, and hard wired. All detectors have an expiry date and these should be checked. Any approaching expiry should be reported with a view to replacement.	<p><u>Standard LD2 Install</u></p> <ul style="list-style-type: none"> • 1 Smoke Detector in Hall • 1 Smoke Detector in Upstairs Hall if on 2 levels • 1 Smoke Detector in Living Room • 1 Heat Detector in Kitchen <p><u>Standard LD1 Install (Sheltered Housing Only)</u></p> <ul style="list-style-type: none"> • 1 Smoke Detector in Hall • 1 Smoke Detector in Upstairs Hall if on 2 levels • 1 Smoke Detector in Living Room • 1 Smoke Detector in Bedroom • 1 Heat Detector in Kitchen
71 Windows	Windows	Any new or replacement glazing shall be to appropriate British and Energy Efficiency Standards for Social Housing in place at the time.	
71 Windows	Windows	All windows shall be capable of being fully closed and latched.	

TRADE	ITEM	DESCRIPTION	COMMENTS
		Locking stays or restrictors must work fully.	
71 Windows	Windows	Window keys must be supplied.	3 keys per property. As long as same unit.
92 Door Entry	Entry Phone	If a door entry phone system is fitted the internal handset must work.	
96 Gas Services	Gas Services	Gas safety checks to be carried out and all remedial work completed as required.	
96 Gas Services	Gas Services	Carbon monoxide detector must be checked using push button, and replaced if due expire in less than 12 months.	
N/A	External Areas/ Fencing	For properties with individual gardens only – paths and aprons (borders) should be free from trip hazards.	If QCO identifies any issues raise with local housing officer.
N/A	External Areas/ Fencing	All external stairs to properties will be in a safe condition.	As above
N/A	External Areas/ Fencing	Fencing that forms a border with pavements/highways/railway lines etc will be safe and secure/gated.	As Above
N/A	Non Standard Fittings	Any non-standard fittings will be removed, unless in very good condition & subject to agreement with the Locality Housing Team Leader. Incoming tenant to be made aware that replacement will be on basis of standard items only.	Exceptional quality items will be left in agreement with the incoming tenant. This may need to be removed if electrical checks fail due to DIY.
N/A	Cleaning	Floors, paintwork, work surfaces, sanitary ware etc will be to a good standard of cleanliness.	Property will be cleaned in accordance with the procured cleaning specification.