



## Repairs and Maintenance Responsibilities

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Item.	OIC.	Tenant.	Exceptions.
Ash pans.	Yes.		Where replacement exceeds two in two years tenant to be warned of possible recharge.
Back boiler.	Yes.		
Balconies.	Yes.		
Banister (internal).	Yes.		
Baths and wash basins.	Yes.		Plugs and chains.
Bin shelters.	Yes.		
Brick/blockwork, etc.	Yes.		
Car ports.	Yes.		Tenant constructions.
Ceilings.	Yes.		
Chimney stacks / pots / cowls, etc.	Yes.		Caused by chimney fire (where likely cause is lack of sweeping).
Chimney sweeping.		Yes.	Blocked flues causing fire hazard.
Clothes lines.		Yes.	
Clothes poles.	Yes.		
Coal bunkers.	Yes.		
Communal areas to flats (decoration and maintenance).	Yes.		
Cleaning (household).		Yes.	
Communal TV systems.	Yes.		Those not provided by Local Authority, for example, cable.
Cupboards.	Yes.		
Damp proof courses.	Yes.		

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Decoration – external.	Yes.		Tenants installations – sheds, etc.
Decoration – internal including tenant supplied decorative tiles.		Yes.	Communal areas, sheltered accommodation.
Door handles internal.	Yes.		If not wear and tear.
Door locks external.	Yes.		When tenant lost/broken key.
Door number plates.	Yes.		Where fitted by tenant.
Doorbell.		Yes.	Where part of communal security system.
Doors internal.	Yes.		
Doors to common areas.	Yes.		
Doors/door fittings external.	Yes.		
Down pipes, rain and soil.	Yes.		
Drainage – internal waste pipe blockage.	Yes.		Tenant responsible for the appropriate use of drain clearing product.
Drainage on mains sewer drain including blockage.	Yes.		Where adopted by Scottish Water.
Driveways.	Yes.		When provided by tenant.
Drying areas – communal.	Yes.		
Electric heaters.	Yes.		When supplied by tenant, e.g. removable electrical fires and alternative source of heating is available.
Electric plugs.		Yes.	
Electric wiring / sockets and switches.	Yes.		Electrical adaptations by tenant.
Entry systems (communal security system).	Yes.		
Estate footpaths / walls / fences.	Yes.		Where adopted by OIC Roads Section.
Extractor fans communal and individual.	Yes.		Where provided by tenant.
Fire baskets.	Yes.		Where replacement exceeds two in two years tenant should be warned of possible recharge.

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Fire bars and deepening bars for coal central heating boiler.	Yes.		Where replacement exceeds two in two years tenant should be warned of possible recharge.
Fire front door glass replacement.	Yes.		Where replacement exceeds two in two years tenant should be warned of possible recharge.
Fire throat plates on coal fired heating boilers.	Yes.		Where replacement exceeds two in two years tenant should be warned of possible recharge.
Floorboards.	Yes.		
Forced entry when keys lost.		Yes.	
Foundations.	Yes.		
Fuse boxes etc.	Yes.		
Fuse to plugs.		Yes.	
Garden sheds.	Yes.		Where not provided by Local Authority.
Gates.	Yes.		Where not provided by Local Authority.
Glass external window and door including double glazing.	Yes.		Where caused by vandalism which should be reported to the Police (where possible).
Glass internal (provide this does not compromise the property's wind and watertight status).		Yes.	Communal areas are the Council's responsibility.
Greenhouses.		Yes.	
Guttering.	Yes.		
Handrails internal / external.	Yes.		Where not provided by Local Authority.
Hatch to loft communal / individual.	Yes.		
Immersion heaters.	Yes.		
Keys (replacement).		Yes.	
Kitchen fittings / worktops.	Yes.		
Light bulbs (including fluorescent tube and starter and		Yes.	Communal areas and sheltered housing.

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external light switched from within property).			
Lighting pendants / roses.	Yes.		
Outbuildings.	Yes.		Where not provided by Local Authority.
Overflow pipes.	Yes.		
Painting external.	Yes.		
Painting internal.		Yes.	Communal areas.
Parking area.	Yes.		Where not provided by Housing Division.
Path main access to house.	Yes.		
Path to garden.	Yes.		Where not provided by Local Authority.
Paths – communal.	Yes.		Where adopted by Local Authority Roads Section.
Plasterwork (internal).	Yes.		Minor movement cracks.
Retaining wall (garden).	Yes.		
Roof / roof tiles / slates / roof lights.	Yes.		
Rotary clothes driers.	Yes.		Where provided by tenant.
Roughcast.	Yes.		
Satellite dish and cabling.		Yes.	Except where communal.
Shower curtains.		Yes.	
Shower units fittings.	Yes.		Where not supplied by Local Authority.
Sink base unit.	Yes.		
Sink bowl drainer.	Yes.		
Skirting boards.	Yes.		
Smoke detector.	Yes.		Where not supplied by Local Authority.
Sockets – electrical.	Yes.		
Solid fuel central heating.	Yes.		Note relevant individual parts.
Stair lighting communal.	Yes.		
Stairs communal / individual.	Yes.		

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Steps.	Yes.		Where not supplied by Local Authority.
Switches – electrical.	Yes.		Where not supplied by Local Authority.
Taps.	Yes.		
TV aerial.		Yes.	Where communal system provided by Local Authority.
Ventilators.	Yes.		Unauthorised installation.
Water heating.	Yes.		Unauthorised installation.
Water supply storage tanks / pipes.	Yes.		
WC seat.		Yes.	The Council provides the WC seat at the start of the tenancy but does not provide replacements thereafter.
WC bowl and cistern.	Yes.		
Window frames / sills / fittings.	Yes.		

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