

Maintenance responsibilities checklist

Maintenance Issue	Landlord	Tenant	Comments
Replacing taps	✓		
Replacing tap washers	✓		
Replacing light bulbs		✓	Including those in appliances and outside lighting
Replacing consumables		✓	Filters, batteries etc.
Tightening screws		✓	Curtain poles, door handles, kitchen cupboards etc.
Mowing lawn, weeding, clearing leaves and general gardening		✓	
Light pruning		✓	Do not cut down or undertake severe pruning of mature plants, shrubs etc. without the landlord's permission
Cleaning of patio/paving		✓	To avoid slip hazards
Removal of moss & leaves from gutters	✓		It is your responsibility to notify the landlord if the gutters need cleaning, clearing or repairing
Bleeding radiators		✓	
Radiator leaks	✓		If caused by erosion or wear, however it is your responsibility if you have caused the damage*
Re-igniting pilot light/boiler (initial troubleshooting)		✓	As long as you have been provided with a manual/instructions, you should undertake initial troubleshooting before reporting it to the landlord
Boiler maintenance and servicing	✓		
Replacing fuses		✓	
Appliance repairs	✓		Unless the damage is caused by you*
Appliance upkeep		✓	Includes filter and general cleaning, checking pipes, adding chemicals as required etc.
House alarm servicing	✓		If the system is used by you, any security company charge should be paid by you
Electrical repairs/checks	✓		Unless the damage is caused by you*
Unblocking drains	✓	✓	Please refer to your tenancy agreement for full details
Replacing shower heads, clasps, hoses	✓		Unless the damage is caused by you*
Tightening clasp fittings, towel rails etc.		✓	
Cleaning and de-scaling of showers and showerheads		✓	
Shower plumbing/electrical repairs	✓		Unless the damage is caused by you*
Repairs to bath and shower seals	✓		
Preserving bath and shower seals		✓	
Damp – external	✓		Unless this is caused by you (e.g. poor installation of satellite cabling)*
Damp – internal	✓	✓	If the damp is a result of your lifestyle, it is your responsibility
Locks	✓	✓	Depending on the cause of the problem*
Chimneys	✓	✓	The landlord is responsible for having the chimneys swept prior to your tenancy; it is your responsibility to arrange this during and at the end of the tenancy*

*Work to be undertaken by a suitably qualified contractor