



ADPL 3

Property Standards and Specifications Guidance

Keep this for your records this will give you an indication of minimum sizes of rooms, however this document is for guidance only.

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Specification for Self Contained House / Flat

The property specification detailed in the following pages is the minimum required by Ashantidutch Property Letting Ltd. It is envisaged that the majority of properties provided will exceed this minimum standard however please contact us as flexibility is key.

1 bed properties require a minimum	1 Living Room	Minimum 10m ²
	1 Bedroom	
	1 Kitchen	
	1 bathroom	

2 bed properties require a minimum	1 Living Room	Minimum 13m ²
	2 Bedrooms	
	1 Kitchen	
	1 bathroom	

General Property Specification

External

Access

- To be safe, well-lit and easily accessible with no obstructions.
- Any access stairways to be secure and not unreasonably steep and have a fixed hand rail to the full length.
- On flats, any door entry system to be fully functional
- Access to flats above commercial premises should be independent of the commercial premises.

Communal/Common areas (if any)

- To be clean, tidy, well-lit and well maintained.
- A responsible landlord or managing agent / representative for common areas must be identified.

Garden/yards/paths

- Clear of any rubbish with no overgrown vegetation, shrubs or trees.
- Fences to be in good order and secure.
- Gate/s to operate and gate posts/pillars to be secure
- Sheds or ancillary buildings to be in good safe repair, otherwise to be removed.
- Rotary clothes dryer or a washing line fixed between two posts with a suitable line prop.

Rubbish

- Vermin proof rubbish bins to be provided for external use.

Internal**General items****Doors**

- All external doors to be changed to a 'Scheme master lock system, just the entrance door to the flat or bedsit Nacor will supply the lock but the fitting will be at the landlord's expense.
- All doors to open and close freely and be wind and weather tight.
- Any doors with large glass panes or low level glazing must be fitted with safety glass or safety film.

Staircases

- Gaps between spindles and gaps between balusters to be no more than 100mm and any gaps between treads and risers to be filled in.
- Two way light switch to be provided in the stairwell
- Staircases must be free from obstruction and not be unreasonably steep.
- Staircases must have a suitable handrail which covers the complete flight of the staircase.

Walls and ceilings*Damp*

- Property to be free from any damp, mould, condensation, peeling wall or ceiling paper etc.

Condensation

- Condensation will occur, at some time, in all homes. Condensation problems due to structural features should not be so pervasive as to constitute a health hazard or be a statutory nuisance.

If a property has been accepted onto the scheme, and is subsequently found to suffer from significant condensation problems, Ashantdutch Property

Lettings Ltd reserves the right to require the landlord to provide adequate heating, ventilation and insulation etc.

Plaster

- To be sound, unbroken and not to show movement when examined.

Decoration

- Surfaces to be painted / or papered
- Paint to be clean and free from obvious marking, dirt etc.
- Wallpaper to be in good condition and free from any defects.
- Wood to be free from rot and painted to a reasonable standard with suitable paint designed for a wood surface.

Advice on redecoration

The standards below apply to any landlord preparing the property for the scheme:

- *All walls to be painted in vinyl emulsion (magnolia or similar light colour)*
- *Ceilings to be painted in emulsion (white)*
- *Woodwork to be painted in gloss (white)*
- *Walls in kitchen and bathrooms to be eggshell (magnolia or similar), or of a good standard. If not, we cannot guarantee it will be returned to usual standard.*

Windows / glazing

Louvre types of window and centre hung “swing” windows are not acceptable. Any windows above ground level, which open wider than 100mm and could present a danger to a child, should be fitted with a restrictor mechanism. This mechanism should limit the window’s opening to no more than 100 mm. (Please contact a window fitter for advice).

Windows in bathrooms and toilets must be glazed with obscure glass or be treated with plastic film to provide some level of privacy.

All glazing which is under 800mm/2.8 feet from the floor (and greater than 25cm in any direction) to be re-glazed with toughened glass or have safety film properly applied to prevent shattering if it breaks.

All windows are to be wind and weather tight and free from draughts.

Ventilation

The general requirement for ventilation is that all main habitable rooms (living rooms and bedrooms) should have a window with an openable part which is at least one twentieth of the room floor area.

In addition, all kitchens, bathrooms and any internal WC compartment should have mechanical extract ventilation. It should be capable of three air changes per hour. A light switch should activate it and a fan should have a twenty minutes overrun when the light is switched off.

Insulation

All accessible loft spaces should have a minimum of 270mm Rock Wool insulation, (or equivalent) properly laid.

All hot water cylinders should be foam lagged or have a good quality cylinder jacket, which has been properly fitted.

All water pipes considered to be liable to damage by frost should be adequately protected with lagging.

Heating

Fixed heating must be provided and should be either

- Full gas central heating (**preferred**) or
- Full electric Economy Seven (night storage) heating (less than 15 years old).
- Warm air systems.
- Modern energy efficient central heating systems using other fuel types (see Decent Homes criteria).

The heating must be sufficient to maintain an internal temperature of 21 degrees Centigrade in the living room and 18 degrees Centigrade in all the bedrooms, bathrooms, kitchen and hallway when the outside temperature is minus 1 degree Centigrade.

- Boilers to be less than 10 years old and heating system to have a timer/thermostat or insurance..
- Details for location of off - switch to have been noted

- For older heating systems/boilers, the government funded 'Green Deal' may be able to give landlords advice and financial help with improving the energy efficiency of their property. For more information go to <https://www.gov.uk/green-deal-energy-saving-measures/?&gclid=CMib3LygtLYCFcHHtAodu3QA OA>

(Properties with boilers fitted in bedrooms will not be accepted).

Gas

- Cooker service point to be provided in the kitchen (assuming gas is provided to the dwelling).
- All surface mounted pipe work to be securely fixed.
- Gas meters to be housed in cupboard.

Electrical

- All electrical wiring to be covered.
- All surface mounted wiring to be enclosed in suitable plastic conduit or trunking, or embedded in the wall.
- Consumer unit to be housed in a cupboard, with childproof latch on the door to prevent unauthorised access and ensure cables under meters and consumer units are covered.

RCD, (residual current safety device) fitted to the electrical installation.

- If the property has a meter, it should be a card or key prepayment type supplied directly by the utility company.
No sub or landlord meters are allowed.
- Meters to be located within an area that is accessible by the tenant at all times.

Minimum Number of Sockets Required

- Living room: a minimum of 3 double sockets.
- Kitchen: 4 sockets (2 double sockets at worktop height, 1 for fridge and 1 for washing machine).
- Boiler to be on fused spur.
- Landing: 1 socket.
- Double bedrooms: 2 double sockets.
- Single bedroom: 1 double socket.
- Cooker service point: to be provided in the kitchen.

Fire & Gas safety

Front doors to self-contained flats

Internal doors leading off communal hallway **MUST** be half hour fire doors to meet Building Standard 476 Part 22

Kitchens

If the kitchen adjoins a fire escape route (stairs opening into the kitchen), a half hour fire door complying with Building Standard 476 Part 22 will be required along with a mains electricity powered rate of rise heat alarm in the kitchen, interlinked to a smoke alarm on the first floor) in accordance with BS 5839 Part 6 Grade D category LD3.

Glazed doors should have clear toughened glass

We recommend that a fire blanket be provided – if necessary we will provide this at a minimal cost.

Smoke alarms

Hardwired electrically operated interlinked smoke alarm installed to each floor complying with Building Standard 5839 Part 6 conforming to Grade D category LD3.

Flats in converted houses or above commercial premises must have electrically operated interlinked smoke alarms **(to comply with BS5839 + manufactures instructions in all cases)**

(Please note that battery operated smoke alarms are not acceptable).

Carbon Monoxide Detectors

To be fitted to all habitable rooms with gas burning appliances + following the manufactures recommended sighting point.

HMO (Bedsit Type) Accommodation

1.00 Category A HMOs (Bedsit Type)

Suitable for single persons or couples subject to the standards laid out below.

1.01 Definition

Houses occupied as individual rooms where there is some exclusive occupation (usually bedroom/living room) and some sharing amenities (bathrooms and / or toilets). Cooking and food preparation facilities are usually provided within the individual units of accommodation but some occupants may share a communal kitchen. There is usually no communal living room and each occupant lives otherwise independently of all others.

1.02 Room Sizes and Permitted Occupation

The following are the minimum floor areas required:-

(a) One person units of Accommodation

(i) One Room Units

- A single room including kitchen facilities 13 m²
- A bed /sitting room with a separate kitchen 10 m²

(ii) Two or more roomed units

- Each combined living room / kitchen 11 m²
- Each living room (without kitchen facilities) 9 m²
- Each bedroom 6.5 m²
- Each separate kitchen 3.5 m²

(b) Two or more persons units of Accommodation

(i) One room units

- A bed sitting room including kitchen facilities for two persons 20 m²
- A bed sitting room for two persons with separate kitchen facilities. 15 m²

(ii) Two or more Roomed Units

• Each combined living room / kitchen	15 m ²
• Each living room	12 m ²
• Each bed /sitting room	15 m ²
• Each single bedroom	6.5 m ²
• Each double bedroom	10 m ²
• Each separate kitchen for exclusive use of up to three occupants, living as one household	4.5 m ²

NB. A unit of bedsit type of accommodation is unlikely to be occupied by more than three persons. In cases where more than three persons are or are likely to be accommodation within any particular unit of accommodation then the advice and agreement of the City Council must be sought.

1.03 General Principles of Occupation

- Children below the age of 10 years now count as a whole person
- In no case shall any room be occupied by more than two persons
- Persons of the opposite sex over the age of 10 shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.
- The sharing of a room for sleeping purposes by persons who are neither related or living as a married couple or partners shall be permitted only when both persons give their consent.
- No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal / migrant workers who occupy a property in connection with their employment).
- Only rooms designated as living rooms, bedrooms or bed/sitting rooms may be used for living or sleeping purposes.
- Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms, or cellars, roof spaces etc shall be deemed unsuitable for use as sleeping / living accommodation.
- Irrespective of overall floor area, consideration will be given to the shape and useable living space within the room when determining its suitability for occupation No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft)

- A single bed/sitting room containing cooking facilities is not suitable for accommodating a child below the age of 5 years.

1.04 Kitchen Facilities for Bedsits

Each unit of accommodation must be provided with adequate facilities for the storage, preparation and cooking of food and the disposal of waste water. Such facilities should be for exclusive use and be located within the unit of accommodation. Where this is not practicable, the kitchen must be located not more than one floor distant from the accommodation. In exceptional circumstances whereby the provision of kitchen facilities for exclusive use is not practicable or appropriate, shared facilities may be provided on the basis that no more than three units of single person occupation have use of each set of facilities in any one kitchen. The shared kitchen is to be not more than one floor distant from any individual letting having use of it.

The kitchen facilities appropriate for any of the circumstances mentioned above are: -

(a) Bedsitting Room with Combined Kitchen (this is the most usual situation)

The facilities shall comprise as a minimum: -

- A metal or ceramic kitchen sink and drainer with a constant supply of hot and cold water
- Sufficient fixed work surface to enable each user to prepare food safely and hygienically. A minimum of 500 mm clear run of work surface will be required for a single person bedsit and 1000 mm for a double room.
- Sufficient storage cupboard space for dry and canned food goods plus cooking utensils, crockery and cutlery.
- Electric power sockets: two twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities.

Additional requirements specific to kitchen areas within bedsitting rooms:-

- The kitchen area must be provided with an easily cleansable non-slip floor covering to an adequate extent

and separated from any adjoining carpeted floor area by suitable dividing strips securely fixed in position.

(b) Separate Kitchen Directly Off the Bedsitting Room

The kitchen must be of sufficient size and layout to enable food to be prepared safely and hygienically. A minimum floor area of 3.5 m² for a single person letting and 4.5 m² for a two person letting is normally required for this purpose. The facilities to be provided are as those for kitchens within the bedsitting room.

(c) Separate Kitchen For Exclusive Use But Accessed From Outside The Unit Of Accommodation

The facilities are as those for separate kitchens off a bedsitting room. The kitchen is to be not more than one floor distant from the unit of accommodation.

(d) Communal Kitchen Shared With Other Units Of Accommodation

- The kitchen is to be not more than one floor distant from any unit of accommodation having use of it.

1.05 Personal Washing and Bathing Facilities For Bedsits

(a) Baths and Showers

Each occupancy shall be provided where practicable with a bath or shower in a separate room. Otherwise a readily accessible bathroom containing a bath or shower shall be provided not more than one floor distant from any user on a ratio of one bath or shower to every 5 persons sharing.

Bathrooms intended to be shared by two or more households are to be accessible from a common area. A shower facility installed over a bath will not count as an additional shower

(b) Wash Hand Basins

Each separate occupancy shall be provided with a wash-hand basin together with constant supplies of hot and cold water and sited within the unit of accommodation.

If a sink is provided in a single bedsit room, then a separate wash hand basin will not be required. All bathrooms or separate compartments containing a WC must be provided with a wash-hand basin.

1.06 Toilet Facilities for Bedsits

Toilet facilities shall be provided on a ratio of at least:-

- One WC per five persons sharing where the WC is separate from the bathroom (and is accessible from a communal area without going through the bathroom)
- One WC per four persons sharing where the WC is located within the bathroom

Wherever possible, WCs should be located not more than one floor distant from any bedroom

Explanatory note

{The term “full suite” shall mean a bathroom containing a bath or shower, a wash hand basin plus a WC.

The term “bath only” shall mean a bathroom containing a bath or shower plus a wash hand basin.

The term “separate WC” shall mean a separate WC compartment with a wash hand basin.

1.07 Fire precautions in bedsits

(a) 3 or 4 storey properties

The required fire protection scheme will in most cases consist of

- A protected escape route which is created by fitting half hour fire resisting self-closing fire doors to all risk rooms adjoining the communal escape route in accordance with British Standard 476 Part 22.

- Installing a mixed automatic fire detection and warning system in accordance with British Standard 5839 Part 6: 2004 Grade A giving a Category LD2 level of coverage plus stand-alone single point smoke alarms within each unit of accommodation in accordance with British Standard 5839 Part 6: 2004 Grade D.

It is known that many bedsit type properties will have had a fire alarm system installed in the 1990s which does not comply with the latest standard in that rooms containing cooking facilities will only have a heat detector fitted and no single point smoke alarm.

In such cases it is intended that the fire alarm systems will need to be upgraded to the latest standard through the setting of licence conditions giving a reasonable period for compliance.

(b) 2 Storey Properties

- The fire alarm system differs in that both the interlinked system and the stand alone single point smoke alarms need only to comply with B.S. 5839 Part 6: 2004 Grade D (i.e. no control panel or fire resistant cables are needed).

(c) Properties Of More Than 4 Storeys Or Mixed Residential/Commercial Use

Properties of this description will require individual consideration by the City Council and West Midlands Fire Service.

In general, the standards may be similar to that for a 3 or 4 storey property but additional structural Protection or an alternative means of escape may be required.

1.08 Heating in Bedsits

All units of accommodation must be provided with an adequate fixed form of heating to all habitable rooms.

Within the main living room (which in the case of a bedsit will usually be the only room), the heating appliance must be capable of achieving a room temperature of at least 21°C within one hour of turning on when the air temperature outside is -1°C. Within any separate bedroom a room temperature of 18°C will be sufficient.

For heating to be properly used by the tenants, it must be affordable. Central heating is the preferred option but electric night storage heaters and balanced flue gas heaters are also satisfactory.

Where open-flue gas fires are provided in a room used for sleeping purposes, they must be of modern design and fitted with an automatic oxygen depletion cut-off device. All heaters, other than water filled radiators, must be suitably positioned such that there is at least two metres between the heater and any bedding and such heaters must also not be located where curtains are likely to catch fire.

Heaters which use full price electricity are not normally acceptable as the main form of heating.

Whichever form of heating is installed it must be controllable by the occupants at all times. Where heating is provided to any communal rooms or areas, the running costs must be met out of general rental charges or general energy charges rather than any type of prepayment meter.

Paraffin heaters, LPG heaters and freestanding plug in electric heaters are not acceptable.

In fully insulated and draught – proofed accommodation, full price electricity may be a viable option if it can be shown that the overall costs are affordable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturers recommendations and the Gas Safety (installation and Use) Regulations 1998 (as amended).

All bathrooms, whether for exclusive or shared use must also be provided with a fixed form of heating.

Electric fan or radiant wall heaters are acceptable in bathrooms provided they are designed to operate in moist atmospheres.

Specific Room and Facilities Specification

Kitchen

Kitchen units and any appliances that are supplied must be free from defects, clean and in a good working order.

Room Size

- *One or Two bedroom property*
Must be at least 6.5m² in area
- *Three or Four bedroom property*
Must be at least 7.5m² in area
- *Five or Six bedroom property*
Must be at least 9.5m² in area

Sockets

- Two double sockets at worktop height.
- Two low level sockets (for fridge and washing machine).

Lights

- Minimum single light point per 6.5m² or parts there of.

Cooker

- Cooker point required, gas / electric (subject to availability within the building).
- Fitted cooker
 - **Freestanding.**
 - **Slot in type.**
 - **Four rings / radiants.**
 - **Grill compartment complete with pan.**
 - **Main oven with minimum of two shelves.**
 - **Side opening oven door with optional left or right hand fitting.**
 - **With self-cleaning oven liners.**
 - **Approximate size H 1253 x W 482 x D 590 mm.**
 - **Indicator lights for oven and grill only.**
 - **Fixed to wall.**

Tiling of splash back to a minimum of 300mm, (two tiles high) around all work surfaces, apart from behind the cooker position, where full height protection, (up to the ceiling) is required.

Sink Unit

- Sink unit to have a fixed drainer and have a constant supply of hot and cold water.
- Sinks to be sealed around edges with silicone sealant.
- Cold water to be of drinking water quality and have satisfactory flow pressure.
- Waste pipes & taps to be defect free, no leaks or drips. Any holes around waste pipes must be sealed so as not to allow ingress of vermin.

Kitchen Units

*Minimum quantity of units to be provided: **One bedroom property:-***

- Single drainer sink unit fitted above a double base unit.
- One double base unit (this is in addition to the sink base unit).
- Minimum of two drawers.
- Minimum of one double wall unit.
- A minimum of 1.5 meters of work surface with a minimum of 500mm either side the cooker.
- Units to be less than 10 years old and free from defects.

*Minimum quantity of units to be provided: **Two bedroom property:-***

- Single drainer sink unit fitted above a double base unit.
- One double base unit (this is in addition to the sink base unit).
- Minimum of two drawers.
- Minimum of two double wall units.
- A minimum of 2.0 meters of work surface with a minimum of 500mm either side the cooker.
- Units to be less than 10 years old and free from defects.

*Minimum quantity of units to be provided: **Three bedroom property:-***

- Single drainer sink unit fitted above a double base unit.
- Two double base unit (this is in addition to the sink base unit).
- Minimum of two drawers.
- Minimum of two double wall units.
- A minimum of 2.5 meters of work surface with a minimum of 500mm either side the cooker.
- Units to be less than 10 years old and free from defects.

*Minimum quantity of units to be provided: **Four bedroom property:-***

- Single drainer sink unit fitted above a double base unit.
- Three double base unit (this is in addition to the sink base unit)
- Minimum of four drawers.
- Minimum of two double wall units.
- A minimum of 3.0 meters of work surface with a minimum of 500mm either side the cooker.
- Units to be less than 10 years old and free from defects.

Minimum quantity of units to be provided: *Five / six bedroom property:-*

- Single drainer sink unit fitted above a double base unit.
- Four double base unit (this is in addition to the sink base unit)
- Minimum of four drawers.
- Minimum of three double wall units.
- A minimum of 4.0 meters of work surface with a minimum of 500mm either side the cooker.
- Units to be less than 10 years old and free from defects.

Floor covering

- Floor covering to be vinyl type (or other non-porous material) and be free from any defects, edges to be sealed against skirting boards with silicon sealant.

Curtains or blinds

- A curtain rail / pole or blind, to be provided and securely fixed to all windows.
- Net curtains to be provided to all windows. Must be from a flame retardant material.
- Curtains or blinds to be provided to all windows, to be clean, free from defects, easily operable and to be manufactured from a flame retardant material.

Stopcock (Cold water supply)

- Location to be identified.

Dining room/area (As Living room / bedroom plus)
If there is a dedicated dining room or sufficient room within the kitchen for a table and chairs suitable for eating meals upon then the following furniture will be required

Dining table (size appropriate to the size of the accommodation)
Dining table chairs (number appropriate to the size of the accommodation)

Bathroom

Bathroom facilities must be free from defects and in a good working order. There must be adequate activity space adjacent to the facilities

Light Fittings

- *Light fitting to be of a sealed type, appropriate for bathrooms and*

toilets

Water closet, (Minimum off one for a one, two or three bedroom property. And two, for a four, five or six bedroom property).

- Toilets to be clean, secure, free of defects, with a secure seat. The cistern should fill at a reasonable rate.
- Toilet roll holder to be provided.
- Toilet brush and holder to be provided.
- Wash hand basin to be provided within each water closet enclosure.

Bath

- To be fitted securely against any adjacent walls.
- Tiles to a height of 300mm around bath, sealed at all joints with bath panels – to be free of defects.
- Taps to be easy to operate.
- To have hot and cold water supply sufficient for the size of the bath.

Showers (where provided)

- Showers are not essential but where provided the landlord must ensure that their use will not cause damage to the property.
- Separate shower cubicles to be tiled to a height of 1.8 M.
- Base to be adequately sealed and curtain/door to be provided.
- Showers over baths must only be provided to a bath which is designed for such use (adequate anti-slip surface).
- Tiling of a sufficient height to protect the decoration of the wall (1.8M +).
- Shower door or curtain to be supplied and should be of a sufficient standard to prevent water damage to floor.

Wash Hand Basin (within bathroom and all w/c enclosures)

- Tiling of splash backs to a minimum of 300mm (two tiles high)
- To be sealed around edges with silicone sealant.
- Waste pipes and taps to be defect free, no leaks or drips.
- Taps to be easy to operate.
- To have hot and cold water supply sufficient for the size of the bath.

Floor covering

- To be of vinyl type only (within above ground floor locations) or other non-porous material) and be free from any defects, edges to sealed against skirting boards with silicon sealant free from defects (tiles may be acceptable)

- To be sealed around the edges with silicone sealant.

Blinds

- Blinds to be securely fitted above windows.
- Net curtains to windows must be from a flame retardant material.
- Blinds to windows, to be clean and free from defects and easily operable and to be manufactured from a flame retardant material.

Living room and bedrooms

Minimum Room Sizes

Living room to be at least 10m² in area.

Double bedrooms to be at least 11m² in area –

Single bedrooms to be at least 6.5m² square feet in area –

Every property must have a minimum of one double bedroom.

The suitability of unusual room layouts or shapes should be checked with the Council.

Carpets (if supplied)

- Carpets (or other suitable flooring) to be under laid, clean, of reasonable quality and free from defects (tainting, excessive wear etc.)
- Carpets to be close fitted utilising appropriate installation methods depending upon floor type.
- Due to noise disturbance to neighbouring residents, laminate or other wooden type flooring is not acceptable in flats above the ground floor.

Curtains (if supplied)

- Curtain rails to be securely fitted above all windows
- Net curtains to all windows must be from a flame retardant material.
- Curtains to all windows, to be clean and free from defects and easily operable and to be manufactured from a flame retardant material.

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