



# 'KEEP GOOD RECORDS' CHECKLIST

Throughout the term of your lease, the landlord can inspect your premises and can now often demand that he sees evidence of compliance with the lease terms in respect of repairs and maintenance and statutory obligations. In particular he is most likely to go through this exercise at the end of the lease term and base a claim for monetary compensation upon it, if you can't prove it.

Accordingly here is a typical checklist of documents you should keep carefully filed and ideally all in one place:-

## ALTERATIONS

- 1 Licences for alteration
- 2 Side letters
- 3 Specifications and drawings
- 4 Associated warranties
- 5 Planning permissions, building regulation approvals and Party Wall awards

## MAINTENANCE

### 1 Maintenance contracts for :-

- Lifts and hoists
- Heating and air conditioning installations
- Installed electrical installations
- Fire detection and alarm systems
- Fire extinguishing equipment or systems
- Emergency Lighting
- Installed gas installations
- Plumbing installations

### 2 Maintenance records

- For each of the above – the service engineers reports
- Records of the repairs and maintenance undertaken to the above installations
- Records of when decorations were undertaken ( including their specification and landlord's approval to colours if relevant)

## STATUTORY REQUIREMENTS

- Test Certificates - cyclical fixed electrical installations
- Test Certificates - cyclical gas installations
- Test Certificates - water hygiene
- Test certificates – lifts and hoists
- Inspection reports for the presence of asbestos
- Risk assessments for escape in case of fire
- Notices in respect of waivers from strict compliance that might be obtained