

Minimum Lettable Standard for Void Industrial Units

VOID LETTABLE STANDARD SPECIFICATION – CORE (Includes internals and externals)		
01 st August 2023		
01: Health & Safety and Utilities		
1.1	<p>Ensure that an Electrical Installation Condition Report (EICR) is completed to current National Standards for electrical safety of the 'Wiring Regulations', British Standard 7671).</p> <p>On completion of the works a satisfactory Electrical Installation Condition Report (EICR) electrical safety certificate will be issued.</p>	ELECTRICAL
1.2	<p>Adequate emergency lighting will be provided in accordance with current regulations.</p> <p>Emergency Lighting will be installed where applicable within the curtilage of the building (and possibly the site).</p> <p>Emergency lighting to cover the following areas:-</p> <ul style="list-style-type: none"> • Each exit door • Escape routes • Intersections of corridors • Outside each final exit and on external escape routes • Emergency escape signs • Stairways so that each flight receives adequate light • Changes in floor level • Windowless rooms and toilet accommodation exceeding 8m² • Firefighting equipment • Fire alarm call points • Equipment that would need to be shut down in an emergency • Lifts • Areas in premises greater than 60m² <p>It is not necessary to provide individual lights (luminaires) for each item above, but there should be a sufficient overall level of light to allow them to be visible and usable.</p>	
1.3	<p>Electrical sockets, lighting fittings and switches to be thoroughly cleaned. Light pulls to be replaced where necessary.</p> <p>Minimum number of electrical sockets to be provided throughout the unit:-</p> <p>2 No. double sockets (i.e. 4 No. plug points) within the unit</p> <p>1 No. double socket (i.e. 2 No. plug points) within the kitchenette area.</p>	

1.4	<p>If the unit has either mains natural gas or propane gas appliances installed. All gas appliances will be removed, and all gas pipework will be removed back to source / meter unless specifically instructed to retain.</p> <p>If it is agreed to leave any gas appliance, boilers or gas pipework within a premises all gas safety tests and gas tightness tests to current gas regulatory standards / legislation standards will be paid for in full by the outgoing tenant to ensure that they are safe and fully operational. A new gas safety certificate (dated within 1-month) will be issued by the outgoing tenant to the landlord.</p> <p>If the incoming tenant(s) wishes to retain any part of the gas installation, then all tenants must sign & date a disclaimer form relating <i>specifically</i> to the gas installation agreeing to accept, safety check, service, and maintain all elements of the gas installation (including its full removal (and making good) on termination of the tenancy agreement).</p> <p>The disclaimer form must be signed 14-days prior to the tenancy agreement and handover of the unit's keys to the new incoming tenant, otherwise the Maintenance Team will proceed with the removal of the gas installation and all gas appliances.</p> <p>Please Note: that if a gas meter is present and requires removing or an incoming gas supply needs to be terminated, then this responsibility falls solely to the Estates Department / Team. With all costs being fully recharged back to the outgoing tenant and recovered by the Estates Department / Team.</p>	GAS
1.5	Refer to the N&SDC Legionella Check List.	WATER
1.6	Landlord / Corporate Property Repairs & Maintenance Team to undertake a basic schematic drawing of the unit's water system.	
1.7	<p>Legionella; the N&SDC Corporate Property Department is to undertake a legionella assessment of the unit / property.</p> <p>Where necessary a legionella chlorination will be undertaken (including the installation / alternation of all pipework necessary for the completion of the chlorination).</p> <p>While the property is void the N&SDC Estates Department / Team is to flush, check and inspect the water system weekly and records must be kept ready for handover to the new incoming tenant. Refer to the legionella void check list.</p>	
1.8	All 'dead legs' within the water systems will be removed prior to the new lease being assigned.	
1.09	All cold water outlets must be under 20° at the time of the lease being assigned.	
1.10	All hot water outlets must be a minimum of 50° and above within 1-minute at the time of the lease being assigned.	
1.11	The entire unit must be mains feed by a cold water incoming water main i.e. all cold water storage tanks are to be removed by the outgoing tenant(s).	
1.12	All Thermostatic Mixing Valves within the building must be fully serviced and a failsafe test must be undertaken. All costs to be	

	assigned to the outgoing tenant.	
1.13	All hot and cold water pipework to be fully insulated.	
1.14	Remove all flexible hoses and to be replaced in rigid copper pipework.	
1.15	No flexible hoses / flexible connections are to be allowed to the water system anywhere within the building(s). All water connections must be in solid copper pipe. WRAS approved flexible hoses would only be allowed following approval in writing from the Landlord.	
1.16	The incoming stop-tap should be free and in a usable / operational condition, otherwise it should be either overhauled or replaced. The water / plumbing systems should be inspected to ensure that it is leak-free and suitable for purpose, with all necessary repairs undertaken. All costs being fully recharged back to the outgoing tenant and recovered by the Estates Department / Team.	
1.17	During periods of frost or cold winter weather, the water system should be isolated to increase the protection against frost damage and frozen pipes etc.	
1.18	The Corporate Property Maintenance Team is to check the N&SDC Asbestos Management records which are held on file for the property. All asbestos containing materials are to be inspected. And any asbestos containing materials which are damaged or in a poor condition are to be either removed or encapsulated.	
1.19	All roller shutter / up-and-over doors should be inspected and fully serviced by a suitably skilled, experienced and trained contractor. Regulation 5 of the Workplace (Health, Safety and Welfare) Regulations 1992 – This applies to all types of roller shutter doors whether manual or electrical operation. "The equipment devices and systems to which this regulation applies shall be subject to a suitable schedule of maintenance ", Regulation 5 of the Provision and Use of Work Equipment Regulations 1998 (PUWER). With all costs being fully recharged back to the outgoing tenant and recovered by the Estates Department / Team.	
1.20	Inspect the condition of all windows and external doors (including any roller shutter doors) and arrange all necessary repairs prior to re-letting to ensure ease of operation, security and safety. All fractured or failed glazed units should be replaced. There should be at least one window offering ease of use for opening / closing and inspected to ensure correct operation. . Where lockable windows are installed, at least one window key should be provided and inspected to ensure correct operation. Windows not of the above standard should be <i>considered</i> for replacement either during the void period or at a later date.	OTHER
1.21	Roof should be where possible watertight with any damaged or missing tiles, slates or cement fibre sheets either repaired or replaced if possible. Include for any ridges or soffits.	
1.22	All guttering, downpipes and rainwater goods should be watertight and functional with no sign of leaks. (Checks to be completed weather permitting).	
1.23	Inspect all external footpaths, ramps, steps, handrails and entrances etc. to all areas within the curtilage of the property to ensure that they are safe and free from trip hazards.	

1.24	Door locks are to be replaced with a Eurolock cylinder barrel and 2 No. sets of keys are to be provided to the new ingoing tenant. i.e. ensure that there are two sets of keys provided to all locks / doors.	
1.25	All existing intruder alarms systems and / or CCTV equipment is to be carefully removed (and where necessary all areas are to be made good by the outgoing tenant).	
1.26	Any redundant external key safes are to be carefully removed and made good.	
02: Internal		
2.1	Ensure that there is some form of hot water to the kitchen sink and the toilet wash hand basin and that this source of hot is in good working order.	GENERAL ITEMS
2.2	Ensure that there is clean ceramicware within the toilet facilities and that all items are in good working order.	
2.3	All kitchen sinks and wash hand basins should have a minimum of two rows of 150mm x 150mm ceramic tile splashback. i.e. a minimum of a 300mm high ceramic tile splash back.	
2.4	Silicone sealant or sound grouting should be in place at the joint between all sanitary items, work tops and wall tiles/junctions etc. If the sealant or grout is discoloured or dirty it should be removed and re-applied.	
2.5	All water related ceramicware / units / installations are to be installed with inline isolation valves and non-return valves.	
2.6	All mains incoming water stop tap(s) should be in full working order and in a fully serviceable / usable condition.	
2.7	All water meters should be in full working order, readable and in a fully serviceable / usable condition.	
2.8	Ensure that all brassware and sanitary fittings are clean, limescale free, leak-free and in good working order.	
2.9	Ensure that there is a minimum of 1000mm kitchen base units. Include to check that all kitchen units, worktops and kitchen sinks etc. are clean and in a good serviceable condition.	
2.10	Ensure that all kitchen / toilet areas are free from rubbish and mould growth.	
2.11	All doors (internal and external), door frames, including architraves and side casings windows, window frames, window cills, skirting boards, radiators and pipe works should be washed down and wiped cleaned.	
2.12	Ensure that <i>all</i> internal decorated areas have received redecoration within 3-months of the previous tenant termination. All woodwork, architraves, skirting boards, picture rails & dado rails etc. are to be complete and free from damage. All holes, gaps or damage etc. to be filled and sanded down to form a smooth paintable surface. All graffiti / signage etc. should be removed in accordance with the lease.	
2.13	All modular offices and mezzanine floors etc. which cannot be evidenced as being fully statutory compliant will be carefully removed and made good. Check and ensure that all internal glazing is either safety glass or Pyro fireproof glass (as appropriate) and upgrade / replace as necessary.	

2.14	All / any existing fire detection (system) / C.C.T.V. etc. will be carefully removed and made good.	
2.15	Remove all chattels in accordance with the lease.	
2.16	If the property shows any signs of vermin or insect infestation, then fumigation or other appropriate treatment will be undertaken.	
2.17	Inspect internal doors for damage, ensure door furniture is correctly fitted and is serviceable.	DOORS & FLOORS
2.18	All damaged solid floors to be made good.	
2.19	All carpets, carpet tiles, vinyl sheets, laminate flooring and floor coverings etc. to be totally removed and floors made good by the outgoing tenant unless requested to be left in place by the N&SDC Estates Team. If requested to remove by the Estates Team allow to carefully remove all floor covering, including all carpet tacks, gripper rods and flooring adhesive etc.	
2.20	All vents should be unobstructed allowing for the free flow of air.	
2.21	Inspect and ensure that all existing handrails are secure, safe and suitable to use.	
2.22	All toilet seats should be clean and in good order. If not, then the toilet seat should be replaced with a new seat (with lid) which meets British Standards.	
2.23	All toilets should have some form of ventilation by means of an operational openable window(s) or mechanical extractor fans.	
2.24	All kitchen sinks, wash hand basins (and baths etc.) should have a plug.	
03: External Fabric of the Building		
3.1	Ensure that the property is safe and secure, wind, water and weather tight.	
3.2	Allow to issue a minimum of 2 No. full set of keys for the unit to the Estates Department / Team.	EXTERNALS
3.3	Ensure that the external decoration within the property is in a reasonable condition. Include to ensure that the externals of the property are free of all graffiti and vandalism.	
3.4	Where possible the guttering and rainwater goods are to be leak free.	
3.5	Rainwater gullies direct connected to the unit are to be free from debris and leaf mould etc. and be in a good operational condition.	
3.6	All external areas associated with the building to be left clean and safe to use.	
3.7	Pathways associated with the building(s) are to be left swept and safe to use.	
3.8	All boundary fences and gates associated with the building are to be left safe to use.	
3.9	Inspect and ensure that there are no obvious trip hazards.	
3.10	All outbuildings, sheds and external storage etc. left on site should be removed.	
3.11	Ensure that all areas are free from rubbish.	

Appendix 6

	On completion the site is to be left secure and in a safe condition.	

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