

Legionella Risk Assessment



E1 Inventories

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Property inspected by A. Clerk

Address

123 Preview Street
Sample City
London
AB1 2CD



Carried Out

January
29th 2025
16:30

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GENERAL GUIDANCE NOTES for TENANT

Guide to Definitions

Brand new;

Good condition: no defects to note and in good working order;

Good used condition: minor defects as noted, no impediment to function;

Fair condition: multiple defects as noted, functional, but may require cosmetic maintenance;

Poor condition: significant defects and not functioning correctly - not fit for purpose.

Guidance notes:

1. An independent inventory clerk will conduct the **Check-Out** at the end of the tenancy. The property must be ready to be handed over along with the keys at the appointed time. If you are not ready to leave it will not be possible to conduct the check-out and a charge for cancellation will be incurred.

2. It is expected that the property will have been restored to its original condition with any professional cleaning and repairs completed. All personal items should be removed prior to the inspection.

All items should be returned to the position indicated on the Inventory report. Any items packed away for the duration of the tenancy should be unpacked, cleaned and returned to their original position - failure to do so could result in an item being marked as 'Not seen' and a replacement liability added, which could be deducted from the Security Deposit. The landlord or managing agent must be informed of any items removed from, or added to, the property, and any maintenance issues during the tenancy should be clearly catalogued in writing. The clerk will not be aware of these agreements unless specifically advised.

3. All crockery, glass, cookware and kitchen utensils should be clean and accessible. Beds should not be made up as the mattresses need to be inspected. Bedding and linen should be cleaned and placed neatly in the appropriate room. Unlaundered linen will not be checked and may incur a cleaning liability. Failure to comply with the above may incur a charge for repositioning or reconnecting items or equipment.

4. The Inventory and Check-in/Schedule of Condition report will be used for comparison and any variances and discrepancies (see notes below on most common **discrepancies**) in the general condition of the property and its contents will be noted.

5. Normal "fair wear and tear" is assessed generally on the length of the tenancy and the type of occupancy.

6. **Discrepancies:**

Below is a list of the most common areas and it would be in the best interests of the tenant to pay particular attention to these:

- Carpets and flooring: Spotting, staining, soiling, heavy shading, burn marks, heavy scratches/scrape marks;
- Furniture damage: Soiling, staining, breakage, ring and scratch marks, water or liquid marks, dents and chip marks, potential claw scratches;
- Curtains: Discoloured due to smoke, torn or not freshly cleaned;
- Fireplace: Unauthorised use, chimneys not swept, damage to mantel;
- Mattresses: Staining, rips;
- Linen: Soiling, staining, not freshly cleaned, tears;
- Garden: unless otherwise informed it is the responsibility of the tenant to maintain gardens and outside areas. This includes the cutting of the lawns, weeding the beds according to the season.

7. **Cleaning:**

Apart from the day-to-day cleaning which tenants are expected to undertake, listed below are the most common areas missed at the end of tenancy and which will be noted in the **check-out** report:

- All paintwork, skirting boards, picture rails;
- Ceramic tiles in kitchens and bathrooms;
- Lime-scaling to taps, shower-heads and surrounding areas (note: heavy limescale causes a Legionella Risk and may result in shower-head replacement, you are advised to clean regularly);
- Carpets and flooring, including underneath heavy furniture, please arrange steam cleaning with your cleaning company where appropriate;
- Kitchen units, cupboards and drawers – inside and out;
- All kitchen appliances inside and out, including shelving and all rubber seals;
- Defrosting freezer and freezer compartment (usually tenant responsibility prior to cleaning company arrival, check with cleaning contractor);
- Soap dispensers and filters of washing machine and dishwasher;

- Extractor fans and cooker hoods including filters;
- Air vent filters (Vent Axia, NuAire for example) should be cleaned every 6 months and replaced annually;
- Ceiling / wall light fittings, shades and bulbs;
- Windows: cleaned to interior, and exterior where accessible (and not a Building Maintenance responsibility, ie, in a high rise building);
- Note that cleaning of balconies is usually at an additional cost and should be arranged with your cleaning company.

8. Utilities

It is the responsibility of the tenant to ensure they have informed Utility companies of the end of contract – note that you are responsible for payment of bills until the end of tenancy date even if you vacate the property prior to that. Please contact your managing agent for assistance if needed.

Disclaimers

This Inventory and the following report is intended as an informative guide to help both the Landlord and the Tenant. All concerned parties have 7 days from receipt of the inventory (other than in exceptional pre-advised circumstances) to revert with any comments and/or their agreement. Non receipt of any comments will be taken as full agreement with the findings and the report will be automatically closed after 30 days; this may affect any disputes at the time of check out which E1 Inventories cannot be held responsible for.

1. All electrical appliances and machinery have only been tested, where practicable, for power. Any defects in normal running should be reported as soon as possible after move in.
2. Where easily accessible or advised prior to the appointment we will take meter readings. However, E1 Inventories are not responsible for the absence of these readings if the access is obstructed or location unclear. Where applicable application will be made by the clerk and E1 Inventories to concierge to gain those meter readings accessible by building maintenance only.
3. This Inventory only extends to readily accessible places: overcrowded drawers or cupboards and items left in cellars, attics and locked rooms / cupboards will not be included, nor will heavy furniture be moved. Large amounts of miscellaneous crockery and cutlery will not be listed individually, unless prior arrangements have been agreed. Standard practice is to list complete dinner services only.
4. Contractual terms listed in the Tenancy Agreement overrule the opinion of the Inventory Clerk.
5. Safety Disclaimer: this Inventory relates only to the furniture, furnishings and all Landlord's equipment and contents in the property. It is no guarantee of, or report on, the adequacy or safety of any such equipment or contents, merely a record that such items exist in the property as at the date of the Inventory and the superficial condition of same.
6. The Fire and Safety Regulations regarding Furnishings, Gas, Electrical and similar services, the provision of safety certificates and tested smoke alarms are ultimately the responsibility of the Instructing Principal. The clerk will test smoke alarms at the time of inspection. Tenants should test them regularly during the tenancy and replace batteries accordingly.
7. This Inventory provides a fair and accurate record of the contents, and condition of the contents of the property as well as the property's internal condition. The clerk preparing the Inventory is not an expert in fabrics, woods, materials, antiques etc, nor a qualified surveyor. The Inventory should not be used as an accurate description of furniture and equipment, nor as a structural survey report. Descriptions are for identification purposes only for comparison at check-out.
8. Where no liability is assigned at check-out any additional remarks made by the clerk regarding conditions are considered to be fair wear and tear (FWT), unless otherwise stated.

1. GENERAL ASSESSMENT

Ref	Name	Answer	Comments	Additional Comments
1.1	Does the property have an instantaneous water heating system?	Yes	Gas combi boiler fitted	
1.2	If no, has the water system been in-operational for over 2 weeks with ambient temperatures above 20 °c?	N/A		
1.3	If above answer is Yes, run hot and cold water taps at each outlet for 5 minutes to flush system.	N/A		
1.4	Are all shower heads in a good and clean condition with no evidence of limescale?	Yes	Very slight limescale deposits to showerhead	
1.5	Does the property have a whirlpool bath or spa pool?	No		
1.6	If yes, has the tenant been given instructions on how to safely maintain them?	N/A		
1.7	Has the tenant been given the Legionnaires' Disease Guide?		To be confirmed by agent/Landlord	



Ref # 1.1




Ref # 1.4

2. SINCE THE ORIGINAL ASSESSMENT WAS CARRIED OUT....

Ref	Name	Answer	Comments	Additional Comments
2.1	Has there been a change to the water supply or the way it is used by the occupants?	No	To be assumed as NO unless stated otherwise by Agent or Landlord	
2.2	Has there been a change in the use of the building where the system is installed?	No		
2.3	Has new information been made available about risks or control measures?	No		


2. SINCE THE ORIGINAL ASSESSMENT WAS CARRIED OUT.... (CONT.)

Ref	Name	Answer	Comments	Additional Comments
2.4	Has hot water flowed from any outlets at a temperature of below 50°C when testing the temperature of the water in the system using a digital thermometer?	Yes	Boiler hot water temperature turned to medium and TMVs fitted to mixer taps; temperature is only slightly below 50° and not of concern. Boiler temperature could be increased.	
2.5	Has cold water flowed from any outlets at a temperature of above 20°C when testing the temperature of the water in the system using a digital thermometer?	No		
2.6	Are the currents tenants or visitors more susceptible to Legionnaires' Disease due to age, health, lifestyle?	No	To be assumed as NO unless stated otherwise by Agent or Landlord	
2.7	Has there been a case of Legionnaires' Disease associated with the system?	No	To be assumed as NO unless stated otherwise by Agent or Landlord	



29 Jan 2025 16:45

Ref # 2.4




29 Jan 2025 16:45

Ref # 2.4


3. TEMPERATURE TEST

Ref	Name	Description	Condition	Additional Comments
3.1	Cold Water °c	Kitchen	11.2 °c	
3.2	Hot Water °c	Kitchen	49.4 °c	
3.3	Cold Water °c	Bathroom	12.5 °c	
3.4	Hot Water °c	Bathroom	48.2 °c	




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Ref # 3.1




29 Jan 2025 16:39

Ref # 3.2



29 Jan 2025 16:41

Ref # 3.3

3. TEMPERATURE TEST (CONT.)				
Ref	Name	Description	Condition	Additional Comments
<div><div><div>29 Jan 2025 16:43</div></div><div>Ref # 3.4</div></div>				

Declaration

I/We the below named, affirm that if I/we do not comment on the Inventory in writing within seven days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property regardless of signing.