

Move-in/out Standard Checklist

1. General



Working with



	Move-in Standard	Move-out Standard	Checked
1. General			
1.1	<p>Welcome Pack</p> <p>The Welcome Pack shall remain in the Home at all times and shall, as a minimum, contain:</p> <ul style="list-style-type: none"> - SFA Factsheet setting out the requirements of living in SFA accommodation (detailing: running a business from home, keeping pets, encroachments, furniture services, insurance liability and drinking water) - How to access the on-line 'Guide to Living in SFA' (how to report faults) - Instruction manuals relating to components within the Home (for example boiler instructions) - DIO RD Accommodation customer service charter - Safety in the Home - Asbestos Information - Damp and mould advice - Statutory Compliance documentation (such as; Landlords Gas Safety Record and NICEIC Electrical checks) - 14 day Observation Form - Occupancy Form <p>Agreement on the full content shall be agreed during Mobilisation.</p>	<p>The Welcome Pack shall remain in the house upon Move-out of SFA, it will include all the manuals that were handed over at Move-in and any additional guides received during Occupancy. At Move-out, all belongings (possessions and pets) and rubbish must be removed from the Home before the Move-out Appointment.</p>	
1.2	<p>Cleanliness</p> <p>Flooring Carpets - Shall be vacuumed, stain and animal odour free and free from infestation throughout the Home All other flooring - Shall be clean and free of any dirt, stains or animal odour. Interior Features Walls and ceilings - Shall be clean and free from stains, dust, finger marks dents or holes, ceilings to be cleared of cobwebs Woodwork - Tops of doors, door frames, skirting boards, picture rails, cupboard shelves shall be washed. Windows - All glass, frames and sills shall be cleaned, free from smears, finger marks and mildew/mould. All visible parts of the frame shall be visibly clean when the window is open. Curtains - Rails shall be cleaned and hung curtains that are lined, neutral coloured and without excessive creasing. Heating - Storage heaters, boilers, fires, radiators are to be clean and dust free. Fire places are to be swept with all ash removed and chimney recently swept (if used) Lighting - Cobwebs and dust around fittings shall be removed. Bulbs and florescent tubing left in fitting, shades free from dust and hung. Light diffusers and bowls to be clean inside and out and refitted Vents and extractor fans - Shall be free from dust</p>		



Working with



	Move-in Standard	Move-out Standard	Checked
Cleanliness (continued)	Bathroom and WC Taps - Shall be clean and free from limescale Plug holes - Shall be clean and free from limescale, debris and hair Tiles, aqua boards, bath panels - Shall be clean and free from marks, water splashes and limescales. Gaps between tiles and silicon joinery shall be free from mildew and mould Baths - Shall be clean and free from limescale and marks Shower screen- Shall be clean, without staining and marks and free from limescale Sinks - Clean and free from limescale inside and include the underside of the sink and plinths Shower cubical - Shall be clean, without marks, mildew/mould and limescale. Shower cadies in and outside of the cubical are to be removed Toilets - Shall be cleaned, free from limescale inside and outside of the bowl Toilet seats - Shall be clean and secure without excessive dis-colouration Extractor fans - Clean and free from dust		
	Kitchen and Utility Areas Cooker - Shall be free from grease and carbon deposits on the hob, inside the over and the surrounds of the cooker Cooker hood - Free from grease around the whole unit and a new filter installed Work surfaces - Free from grease, marks and dirt to all exposed areas (edges and accessible undersides) Wall surfaces - Shall be free from grease, marks, mildew/mould and splash marks Sinks and taps - Shall be free from grease and limescale inside and out. No debris left in the plug holes Cupboards and draws - Shall be clean and free from dust, food and grease inside and out		
	Outside External doors, porches and garage doors - Shall be clean and free from dirt and marks, brass fittings polished Windows (External) - All glass, frames and sills including garage windows shall be cleaned Paths and driveways - Shall be tidy, weed and moss free and swept Shed and outbuildings - Shall be free from cobwebs and swept Bins - Shall be empty and cleaned inside and out (excluding communal bins)		

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2. Flooring



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2. Flooring			
2.1	Under floor surfaces Floors shall be structurally sound and level as appropriate for the age of the Home and type of construction. Floorboards are not to be split or have any protruding nails. Floor surfaces are to be swept/vacuumed prior to laying carpet or vinyl flooring. Floors shall have minimal squeaks as appropriate for the Home age and condition. Underlay specifications can be found in this Schedule, Part 7 Voids - Annex B.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
2.2	Carpet Carpet is to be stretched to fit grippers. Minor ripples and frayed edges shall be repaired to pose no trip hazard. Carpets shall be fitted to prevent draughts from entering living areas. The carpet specifications can be found in this Schedule, Part 7 Voids - Annex B. Carpets with significant rips are to be repaired before Move-in and defined as follows: ground floor, stairs and landings- one rip greater than 150mm within each room or area; all other areas - one rip greater than 250mm within each room or area. Rips less than stipulated shall be repaired. Carpets are to be replaced due to significant wear and tear before Move-in and defined as follows: ground floor, stairs and landing - wear and tear greater than 0.3m ² within one room or area; all other areas - wear and tear greater than 0.5m ² within one room or area. If the area is always to be covered by furniture, this may be relaxed.	If the carpet on the ground floor, stairs and landings has one rip greater than 150mm within each room or area; all other areas: one rip greater than 250mm within each room or area, the cost for replacing the carpet shall be borne by the Family.	
2.3	Vinyl Vinyl flooring is to be used in all bathrooms, WC, kitchens and utility rooms if floor tiles are not already installed and to Move-in Standard set below. Vinyl flooring is to be sealed at the perimeter with silicone sealant including around sanitary fittings. The vinyl specifications can be found in this Schedule, Part 7 Voids - Annex B. Patch repairs are to be made on rips sized 150mm or less using matching material and colour to the existing flooring. Floor surfaces are to be replaced if more than 150mm in size or there is more than one rip of any size within the same surface area. Worn areas over 0.3m ² shall be replaced.	Cost associated with rips caused during occupancy that are greater than 150mm and requires replacement, shall be borne by the Family.	
2.4	Tiling Tiling shall be grouted and sealed at all edges and around sanitary fittings. Tiles shall not be cracked or loose. If there are no sharp edges, small chips less than 10mm across are acceptable. Where a replacement tile is required, it shall match existing colour, size, style as close as possible using commercially available materials or replaced entirely with vinyl.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
2.5	Wooden and laminate flooring Wood and/or laminate flooring shall be flat without cracks and nails protruding though. Where areas need to be replaced, it shall match existing flooring.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
2.6	Naploc fittings Appropriate 'Naploc' aluminium strips to be fitted to flooring at all internal doors. Flooring must be secured down with the Naploc so as not to pose a trip hazard.	Costs associated with damage caused during occupancy, shall be borne by the Family.	

Move-in/out Standard Checklist

3. Interior Features



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3. Interior features			
3.1	Ceilings Plasterboard wall and ceiling joints shall be secure and joining tape to be intact. Ceiling finishes (other than those with a textured coating) are to be smooth, level and without any cracking. Ceiling surfaces can have minor blemishes, bumps, dents and marks or evidence of previous repairs appropriate to the age and condition of the Home. Polystyrene tiles and coving are to be removed and replaced with plasterboards or plastered to create a smooth and level surface without cracks.	Damages to ceilings made during occupancy, must be filled, smoothed down and painted white. If damage is caused during occupancy and not repaired by Move-out or repairs can be viewed in daylight, the cost of repair shall be borne by the Family.	
3.2	Wall surfaces Wall surfaces must be appropriate to the area that it is located in the house (kitchens and bathrooms). Surfaces may have minor blemishes, bumps, dents and marks and evidence of previous repairs appropriate to the age and construction of the Home. All un-bonded or water damaged plaster or plaster displaying evidence of physical movement shall be repaired and redecorated. All nails, screws and picture hooks are to be removed and filled before decoration.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
3.3	Staircase Staircases shall be secure, structurally sound with handrails at least on one side of the staircase for the full length of the staircase.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
3.4	External doors Doors shall be draught proof and watertight under normal weather conditions. Doors shall lock securely. Replacement doors shall conform with current Building Regulations and British Standards. Where only a cylinder lock is fitted this shall have a deadlock facility. Hinges, latches, stays, restrictors and locks shall be functional, fit-for-purpose and complete. Letter plates shall be draught proof and watertight. Individual fitting replacement is acceptable and shall match existing colours and style as closely as possible using widely available commercially available materials. Locks shall have at least 2 keys and front doors shall be fitted with a security chain / restraint. Fobs for communal flats shall be supplied if necessary, for ingress. Cat flaps shall be removed. and the door panel made good; if appropriate the door panel or door shall be replaced.	All keys received at Move-in shall be returned at Move-out. If damage is caused during Occupancy, the cost of repair shall be borne by the Family. If a cat flap is installed during occupancy, it shall be removed before Move-out with the door panel made good unless there has been written approval for it to remain. If cat flap is left in the door at Move-out and there has not been written approval to leave, all costs associated with repair shall be borne by the Family.	



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3.5	Internal doors	All doors shall be sound (not de-laminated), free opening and not foul on the door frame, or carpet/floor finishes to cause damage to paint or surface finish. Non-essential screws and nails shall be removed and any holes, dents, and scrapes in doors are to be filled before decorating. Doors shall latch fully and remain closed. Where required to meet current Building Regulations and Fire Risk Assessment recommendations, Fire doors shall meet current Building Regulations and British Standards. Where installed over and above current Regulations, existing fire doors are not required to be replaced if they meet the contracted condition standard. Locks, latches, catches, bolts, handles, knobs etc. are to function correctly, and where appropriate are to have internal springs to return the handle but not necessarily to an exact horizontal position. It is not necessary to provide missing keys providing the door is unlocked. Bathroom and toilet doors shall be lockable. Doorstops shall be fitted where there is a possibility of damage being caused by door handles, coat hooks etc. Glass inlays and wall features below 1500mm shall be kitemarked or laminated with safety films. Doors that require replacement, are to be replaced as per Building Regulations.	Damages to walls (including picture hooks) made during occupancy must be filled, smoothed down. If damage is caused during occupancy and not repaired by Move-out or repairs can be viewed in daylight from a distance of 2 meters, the cost of repair shall be borne by the previous Family.	
3.6	Water pipes	There shall be no visible leaks from water pipes, taps, stopcocks or waste fittings. Wastes are to be clear from debris and drain freely. All pipework should be adequately fitted. Exposed visible metal pipe work shall be painted, except in airing cupboards, storage areas etc. Horizontal surfaces shall be dust free.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
3.5	Misc.	All existing skirting, architraves, facings, radiators etc. shall be complete and properly fixed.	If damage is caused during occupancy and not repaired by Move-out or repairs can be viewed in daylight from a distance of 2 meters, the cost of repair shall be borne by the Family.	

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4. Decoration



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4. Decoration			
4.1	Ceilings Ceilings are to be painted white and free from bubbling, cracking, staining, mould and mark when viewed in daylight.	Damages to ceilings made during occupancy, must be filled, smoothed down and painted white. If damage is caused during occupancy and not repaired by Move-out or repairs can be viewed in daylight, the cost of repair shall be borne by the previous Family.	
4.2	Painted surfaces Walls are to be painted silk magnolia and free of bubbles, cracks, stains, drips, mould and marks when viewed in daylight from a distance of 2 meters. Wood surfaces where decorated are to be painted (gloss white), stained or varnished as appropriate. Only walls that have been previously decorated with painted plaster, ceramic tiling, wallpaper or painted wood chip paper are to be maintained and decorated. Feature brickwork does not require to be decorated. Radiator rollers are to be used to paint the walls behind radiators, it is not required for the radiators to be removed or loosened.	Damages to walls (including picture hooks) made during occupancy must be filled, smoothed down and painted with silk magnolia paint. If damage is caused during occupancy and not repaired by Move-out or repairs can be viewed in daylight from a distance of 2 meters, the cost of repair shall be borne by the previous Family.	
4.3	Wallpaper surfaces Rips and tears in wallpaper covering a single wall, are to be repaired if less than 150mm ² . If damage is more than 150mm ² , the wall covering shall be replaced and match the remaining walls. Depending on the age of a Home and the condition of the wall surfaces, the use of painted wood chip wallpaper is acceptable. Where there is not an entitlement to wallpaper and where replacement is required, consideration shall be given to replacing with painted plaster to take note of the frequency of change of Family.	If damage is caused during occupancy and not repaired by Move-out or repairs can be viewed in daylight from a distance of 2 meters, the cost of repair shall be borne by the Family.	
4.4	Internal doors Where painted, doors shall be white gloss, same door finishes throughout the Home are desirable. Unpainted doors if required, shall be treated with the appropriate products.	If damage is caused during occupancy and not repaired by Move-out or repairs can be viewed in daylight from a distance of 2 meters, the cost of repair shall be borne by the Family.	
4.5	Tiled surfaces Wall tiles must be appropriate for use. Tiling shall be grouted and sealed at all work surfaces. Tiles shall not be cracked or loose, but small chips less than 10mm across are acceptable, if there are no sharp edges. Where replacement is required tiles shall match existing colour, size, style as closely as possible using commercially available materials. Where more than 25% of tiles are to be replaced, all tiles shall be changed. Where complete re-tiling is required, tiles shall be white and square with white grouting. Any joint that is excessively discoloured or incomplete or likely to leak, is to be replaced.	If damage is caused during occupancy and not repaired by Move-out or repairs can be viewed in daylight from a distance of 2 meters, the cost of repair shall be borne by the Family.	
4.6	Misc. All existing skirting, architraves, facings, radiators etc. shall be painted gloss white.	If damage is caused during occupancy and not repaired by Move-out or repairs can be viewed in daylight from a distance of 2 meters, the cost of repair shall be borne by the Family.	

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5. Bathrooms, WC and Cloakrooms



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5. Bathrooms, WC and Cloakrooms				
5.1	Toilets	Toilets shall be fully functioning with no cracks or chips that are likely to have a detrimental effect on the structural integrity of the fitting. Contact surfaces shall have a smooth surface and be free from dents and chips.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
5.2	Toilet seats	Toilet seats shall be secure with properly operating hinges and a lid. Lid shall be free from stains; cracks and chips, sit secure and level on the WC pan. Wooden toilet seats are to be accepted provided they are in good condition.	Refer to Cleanliness	
5.3	Bathroom suite	Individual bathroom fittings may be replaced without replacing the complete bathroom suite. Any replacement features shall meet the specification laid out in RAMS Schedule 28, Part 10 Archetype Works - Annex B. Taps shall be functional, secure, have indicators denoting which is hot and cold, and not drip. Hand basins and baths shall have plugs and chains (unless fitted with a pop-up plug and lever mechanism). All are to be in good working operation. Wall tiles and aqua boards must be appropriate for use (e.g., where a shower is fitted). All toilets shall have a toilet roll holder in close proximity.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
5.4	Baths	Minor chips and blemishes are acceptable in baths with enamelled surfaces where the chips are less than 10mm across, provided they do not leave sharp edges and are not in a contact area. It is acceptable for repairs to be carried out to chips in enamelled baths as long as a reasonable attempt has been made to match colours. Any replacement baths shall meet the specification laid out in RAMS Schedule 28, Part 10 Archetype Works - Annex B. Baths must have bath panels fitted where appropriate. The bath shall have a plug and chain (unless fitted with a pop-up plug).	Costs associated with damage caused during occupancy, shall be borne by the Family.	
5.5	Shower	Replacement showers shall be fitted appropriately to the space available. Any replacement baths shall meet the specification laid out in RAMS Schedule 28, Part 10 Archetype Works - Annex B.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
5.6	Shower curtain	Shower curtain rails must be positioned so that the curtain hangs inside the bath when in use. A new shower curtain shall be provided on each change of Occupancy.	Refer to Cleanliness for shower screen.	
5.7	Towel rails	Where fitted, towel rails, radiators and extractor fans to be in working order.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
5.8	Joinery	The junction of a sanitary fitting and wall or floor surface is to have a suitable plastic fitting or silicone sealant joint. Joints shall be free from mould and limescale. Any joint that is excessively discoloured or incomplete or likely to leak is to be replaced. Any repairs or replacements shall match existing colour as closely as possible using widely commercially available materials, with sealant finished in a similar profile.	Refer to Cleanliness	

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7. Kitchens



Working with



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6. Kitchens			
6.1	Cupboard doors Wall cabinets and floor units must be securely fixed to the wall. Cabinet doors and drawers shall be securely fitted to the carcass and should allow unrestricted use. Where adjustable, doors shall align with each other and with carcasses (adjust and reposition hinges / door to a maximum misalignment of 8mm). Individual door replacement is acceptable and shall match existing colour, size, style as closely as possible using commercially available materials. All doors shall open, close and have an appropriate means of operating. Hinges shall be functional and have all fixings.	Refer to Cleanliness Costs associated with damage caused during occupancy, shall be borne by the Family.	
6.2	Work surfaces Work surfaces must be fit for preparing food and easily cleaned. Surfaces shall be free from chips, burns and cracks. If a suitable repair cannot be completed, individual worktop replacement is acceptable and shall match existing colour, size, style as closely as possible using commercially available materials. Moisture contamination (blown) worktops and carcasses where a suitable repair cannot be completed shall be replaced.	Refer to Cleanliness Costs associated with damage caused during occupancy, shall be borne by the Family.	
6.3	Extractor fan Fans, vents and grills where fitted, shall be in working order. New filters for extractor hoods are to be fitted.	Refer to Cleanliness Costs associated with damage caused during occupancy, shall be borne by the Family.	
6.4	Cookers A cooker (gas or electric) is to be provided, be in full working order and be complete with grill pan, handles, oven shelves, knobs and pan supports. Cooker restraints shall be fitted to all freestanding gas cookers. Any replacement cookers and/or hobs shall meet the specification laid out in RAMS Schedule 28, Part 10 Archetype Works - Annex A.	Refer to Cleanliness Costs associated with damage caused during occupancy, shall be borne by the Family.	
6.5	Sinks Sinks and draining boards are to be fit for purpose and without significant dents or scratches. Sink units are to be sealed at work surfaces and all edges. Taps shall be functional, secure, have indicators showing which is hot and cold and not drip. Sinks shall have plugs and chains attached (unless fitted with a pop-up plug and lever mechanism).	Refer to Cleanliness Costs associated with damage caused during occupancy, shall be borne by the Family.	

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7. Windows



Working with



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7. Windows				
7.1	Window seals	All windows that open shall be fully operational. Windows shall be draught free and watertight under normal weather conditions. Window frames shall be sealed to prevent water ingress. Hinges, latches, stays, restrictors, and locks shall be functional, fit-for-purpose and complete. Double glazed windows are to be free from moisture between the glazing. Where practical, window keys shall be replaced. If the window lock has to be replaced in order to provide missing keys, providing the window is unlocked it is not necessary to replace the lock. Trickle vents, where fitted, shall work effectively and be draft free when closed.	Refer to Cleanliness Key for windows received at Move-in shall be returned at Move-out Costs associated with damage caused during occupancy, shall be borne by the Family.	
7.2	Window restrictors	Opening windows apart from those on the ground floor shall be fitted with restrictors.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
7.3	Curtain track, curtain blinds and fittings	All windows shall have curtain rails and rings/hooks, unless it is a bathroom, WC, kitchen or utility window that has been fitted with a blind. Where curtain tracks are provided, they shall be securely fixed and have sufficient curtain rings or hooks. Curtains that have been provided are to be clean, ironed and hung appropriately. Curtains must be lined to block out light. Curtains should be of neutral colour to match room carpet colours etc.	Curtains that have been provided shall be left in the Home hung. If curtains have been stored during occupancy, the curtains are to be pressed before being hung and without excessive creases. Costs associated with damage caused during occupancy, shall be borne by the Family.	

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8. Gas and Electrical Installation and Applications



Working with



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8. Gas and Electrical Installation and Applications			
8.1	Utility meters Card or token utility meters are to be replaced with a non-card or token utility meter.	None	
8.2	Electrical installation The electrical installation is to be in working order. Consumer units and fuse panels are to be labelled. Installed earth bonding is to be secure.	None	
8.3	Electrical fittings All switches, sockets etc. shall be securely fixed. All switches, sockets etc. with visible signs of overheating, cracking, or damage shall be replaced. Bare cables or exposed insulation is to be rectified. Metal switches shall be earthed or replaced.	None	
8.4	Kitchen switches Cooker and other kitchen switches shall be labelled, unless their purpose is unambiguous.	None	
8.5	Light fittings Light fittings are to be in working order with a bulb or tube fitted. Light fittings within a room shall match. Ceiling roses, pendants and cord shall not expose any wiring or terminations. Pull cords replaced where not functioning.	Bulbs and tube fittings to remain in the Home and be working. Costs associated with damage caused during occupancy, shall be borne by the Family.	
8.6	Light diffusers Where glass shades are fitted, the ceiling and wall lights shall match like for like. Fluorescent light fittings are to have a suitable diffuser fitted.	None	
8.7	Smoke alarm A smoke alarm in working order shall be fitted on each floor, with additional alarms where layout or size of Home dictates.	None	
8.8	CO detector A CO detector in working order shall be fitted in each Home with an open flu gas or oil appliance, with additional detectors where layout or size of Home or installed gas appliances dictates.	None	
8.9	Electrical cables Any electrical cabling including telephone and intruder alarm cabling shall be functional and securely clipped to walls.	None	

Move-in/out Standard Checklist

9. Heating



Working with



	Move-in Standard	Move-out Standard	Checked
9. Heating			
9.1	System The heating system is to be in working order, with the appropriate test certificates. Boilers, header tanks, radiators, hot water storage cylinders, heating pumps, isolation valves, radiator valves and electric heaters shall be securely fixed, show no external sign of significant corrosion and wet systems shall have no visible leaks or discharges from overflow pipes. Hot water cylinders shall be insulated.	None	
9.2	Boiler Boiler enclosure is to be intact. Replacement boilers shall be compliant with all statutory and mandatory regulations. Any replacement boilers shall meet the specification laid out in RAMS Schedule 28, Part 10 Archetype Works - Annex C.	None	
9.3	Radiators Any thermostatic radiator valves (TRVs) are to be functional and free from dirt and dust. A suitable dust cap is to be fitted to the lock shield valve. Radiator drain valves are to be in working order and the radiators balanced and bled.	None	
9.5	Feature fire Where provided, the focal feature fire (gas or electric) is to be in a safe, clean and working order. Where replacement of gas fires is required, consideration shall be given replacing with alternative requiring less maintenance and testing (including electrical fires).	Costs associated with damage caused during occupancy, shall be borne by the Family.	
9.6	Open fireplaces and chimneys Open fires shall be safe, clean and in working order. Chimneys shall be swept and in working order.	Refer to Cleanliness	

Move-in/out Standard Checklist

10. External Areas



Working with



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10. External Areas			
10.1	Visual roof inspection The roof shall undergo a visual inspection of the roof to ensuring it is sound and water does not penetrate. The guttering, gullies and downpipes are to be serviceable and free from debris and weeds.	None	
10.2	TV aerial Where fitted, TV aerials and cabling shall be functional, in working order and securely clipped to walls.	None	
10.3	External decorated surface The condition of the external decoration surfaces and any additional necessary works shall be recorded in the Housing Specific Task Schedule (HSTS).	None	
10.4	External walls External Home walls are to be structurally sound. Unless structurally significant, or shall cause weather damage to the Home, cracks greater than 10mm in brick or block work are to be repaired. Non-urgent structural repairs shall be recorded in the HSTS.	None	
10.5	Hard surfaces Hard surfaces (paths, car parking areas, patios, etc) within the Home boundary shall be swept, weed and moss free. Hard surfaces shall be free of significant standing water and be free of trip hazards. Steps with an adjacent fall of greater than 600mm shall have handrails.	Refer to Cleanliness Costs associated with damage caused during occupancy, shall be borne by the Family.	
10.6	Hand rails Handrails shall be securely fixed and be of sufficient strength to provide restraint.	None	
10.7	Fences and gates Fences shall be secure and fit for purpose to prevent egress by minors and canines. Gaps larger than 150mm are to be filled. Gates shall to be fitted with operational bolts and latches and be able to close securely.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
10.8	Trees All self-set trees (up to 75mm diameter) shall be removed. All trees inappropriate for their location or those adjacent to footpaths, highways and structures (e.g. buildings, lighting columns, signs and fences) shall be removed. Trees overhanging or encroaching security fence lines, boundary walls, fences, utility services, street furniture are to be pruned back to a minimum of 1m clearance and maintained as such. Formative pruning shall remove epicormic growths and root suckers.	None	
10.9	Climbing plants All ivy and climbing plants shall be removed (severed and poisoned, stripped and dug out at base).	None	
10.10	Hedges and shrubs Borders and flowerbeds are to be tidy, weeded and cultivated. Hedges and shrubs are to be maintained to a manageable 1.8m height and 1m width. All dead, controlled and dangerous species are to be removed.	Hedges and shrubs below 1.8m in height and 1m in width at Move-in, shall be maintained by the Family. If hedges and shrubs exceed 1.8m on Move-out, the cost of ground maintenance shall be borne by the Family.	



Working with



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10.11	Ground clearance	Gardens are to be free of all litter, excrement and garden waste. Fallen leaves, debris and windfall fruit shall be removed 2 days prior to the Move-in, with new leaves, debris and windfall fruit occurring during the two days allowed to remain.	During occupancy, gardens shall be maintaining to a tidy condition including cutting the grass, maintaining the hedges flowerbeds and existing shrubs, collection of leaves and fallen fruit, and the disposal of garden refuse.	
10.12	Green space	The garden shall be in the majority, an even surface. All individual areas of wear greater than 5% of the grassed area are to be reinstated by seeding with seed comparable to the current grass type. Unless wet or frost conditions prevent cutting, the grass shall be between 25mm to 40mm. Grassed areas that abut hard surfaces are to be trimmed using a strimmer. Scalping of lawn edges shall be completed. All arisings from grass cutting to be removed. Awnings, sandpits, swings, and other temporary structures shall be removed. Communal areas are to be clean, serviceable and free from rubbish.	Refer to Cleanliness	
10.13	Out-buildings	All outbuildings including sheds, stores, etc shall be sound and fit for purpose. Where a lock is provided, 2 keys shall be provided.	Refer to Cleanliness	
10.14	Misc.	A clothes line or rotary dryer shall be provided. Where replacement is necessary, ten linear metres minimum of drying space over 1.5m high shall be provided where practical. All necessary refuse and recycling bins shall be present, serviceable, empty and clean.	Refer to Cleanliness	
10.15	Utility covers	All Manhole / Utility covers and drain grates that fall within the boundary of the SFA (internal/external) will be inspected to ensure they meet the standard and are not cracked, broken, or missing. If missing or damaged they will be replaced to minimise the potential of slip trips and falls.	All Manhole / Utility covers and drain grates that fall within the boundary of the SFA will be inspected to ensure they are not cracked, broken, or missing. If missing or damaged they will be replaced to minimise the potential of slip trips and falls.	

Move-in/out Standard Checklist

11. Garage



Working with



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11. Garage				
11.1	Structural integrity	Garage roofs shall be sound and prevent the ingress of water under normal weather conditions. Walls shall be sound and fit for purpose.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
11.2	Doors	Doors shall be secure, open and close with ease and shall be capable of being locked. Where a lock is provided, 2 garage keys shall be provided.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
11.3	Drainage	Under normal weather conditions there shall be no standing water within the garage.	Costs associated with damage caused during occupancy, shall be borne by the Family.	
11.4	Electrical	Lighting and power where provided shall be safe and operational.	Costs associated with damage caused during occupancy, shall be borne by the Family.	

Move-in/out Standard Checklist

15. Defence Accommodation Stores (DAS)



Working with



	Move-in Standard	Move-out Standard	Checked
15. Defence Accommodation Stores (DAS) - Responsibility by the NAMS supplier			
15.1	Furniture All furniture is to be serviceable, fit for purpose and erected in the room it is intended for.	Costs associated with damage caused during occupancy, shall be borne by the Family.	