



# Fact Sheet

## Gas servicing for leaseholders

St. Leger Homes are pleased to announce that the gas servicing programme is now available to all leasehold properties at a competitive price. This fact sheet sets out what your responsibilities are as a leaseholder.

**Please note that if you currently sub-let your flat you are required by law under the Gas Safety (Installation and Use) Regulations 1998, that you as a landlord must arrange for an annual gas safety check to be carried out every 12 months by a Gas Safety Registered installer. You must keep a record of the safety check for 2 years and issue a copy to each existing tenant within 28 days of the check being completed. New tenants must be given a copy before they move in.**

### Your safety

Faulty gas appliances cause around 40 deaths a year – deaths that could be avoided. As a leaseholder it is your own responsibility to have an annual gas safety check on all your gas appliances.

- As a leaseholder it is your own responsibility to ensure that your gas appliances are safe and regularly serviced
- It is advised that you get your appliances gas serviced every 12 months, which must be undertaken by a Gas Safe Registered Installer, you must also produce the maintenance certificate to St. Leger Homes
- If you have any doubts about the safety of gas equipment, it should be turned off immediately

### Getting your gas appliances checked regularly will

- Help to keep you, anyone else who lives with you and your neighbours safe
- Reduce the risk of your appliances breaking down
- Make sure your appliances work safely and efficiently
- Help to reduce the running costs of appliances
- Give you peace of mind

### What you can do to make sure your gas appliance is safe to use

- Never use a gas appliance that you suspect may not be working properly

- Under no circumstances try to alter or repair a gas appliance yourself
- Never block any vents as this will shut out the fresh air that your appliance needs to burn safely
- Check that nothing is obstructing outside grills, flues or airbricks. This may include shrubs and trees etc
- Only use gas appliances for what they were designed for. For example, do not use a cooker to heat a room
- Take care when buying second-hand appliances, make sure that the dealer gives you a written guarantee and always ask for a copy of the user manual
- If you are carrying out a modification to your home which may include fitting a gas appliance, you should notify us beforehand to seek permission so we can offer advice and guidance on the alterations or modification work
- A Gas Safe Registered Installer must carry out all work and any maintenance certificate must be provided to St. Leger Homes
- If for any reason you have to move from your existing bedroom to a living room fitted with a gas fire, then to avoid the risk of carbon monoxide poisoning do not use the gas fire, please contact us for further advice

## Gas leaks

If you suspect you have a gas leak in your home, however slight, you should:

Contact **TRANSCO** emergency on free phone on **0800 111 999**

<b>DON'T</b>
smoke or strike any matches
turn electrical switches on or off as they cause sparks
use any phone at your home to report the gas leak
<b>DO</b>
put out any naked flames
open any doors and windows
keep people away from the area affected
turn off the meter at the control valve

## The service visit

The gas service will take around **40 minutes per appliance** and this includes:

- The checking of smoke detectors (if applicable)
- Isolating the gas, electric and water supplies if necessary
- Ensuring specific manufacturer's service and maintenance instructions are fully complied with

- Removing any dust or deposits from within the appliance casing as necessary
- Checking the case, sight glass and any other seal and replacing if necessary
- Checking the flue for any obstructions and ventilation
- Reconnecting the appliance to the gas and electrical supplies, testing for soundness using leak detection fluid
- Checking the correct working pressure
- Checking the operation of any safety controls including thermostats
- Ensuring the appliance is set to burn properly
- Completing all documentation and advising you of any further work required
- Issuing of a CP12 Gas Safety Certificate

NOTE: Ceiling fans – these fans, if fitted in a room with an open flue appliance can affect the flue performance. This could lead to an unsafe situation. If we find such a problem whilst carrying out gas maintenance, the appliance will have to be disconnected from the gas supply until the fan is disconnected.

### For further information contact:

Write to: St. Leger Homes of Doncaster Ltd  
St. Leger Court  
White Rose Way  
Doncaster  
DN4 5ND

Telephone: Gas Section 01709 858659  
Leasehold Advice Team 01302 736381

Fax: 01302 736365

Email: [leaseholder@stlegerhomes.co.uk](mailto:leaseholder@stlegerhomes.co.uk)



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