



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

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- 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**

DON'T
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
DO
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 862722

Fax: 01302 862720

Email: leaseholder@stlegerhomes.co.uk



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