

# YOUR REPAIR RESPONSIBILITIES

## *Tenancy at Will*

As part of your Tenancy at Will, Punch will share the maintenance responsibility with the Tenant.  
In this appendix we set out some of those responsibilities.

This list may not cover everything that needs repairing at your pub. For further information, refer to the **Punch Business Support Team** on **01283 502 222**, or your Operations Manager.

This matrix only applies to fixtures and fittings owned by Punch Pubs & Co



# PUNCH



## YOUR REPAIR RESPONSIBILITIES -

### TAW & PTAW

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**Punch Pubs & Co**

## REPAIRS MATRIX

Punch  
Responsibility

Tenants  
Responsibility

### A Air-Conditioning

|   |                                     |  |
|---|-------------------------------------|--|
| Repair (and renewal where repair is uneconomical) | <input checked="" type="checkbox"/> |  |
| Servicing statutory testing and certification     | <input checked="" type="checkbox"/> |  |

### B Bar, Catering, Cooking & Washing Equipment

#### Catering dishwasher

|                              |                                     |  |
|------------------------------|-------------------------------------|--|
| New (Beyond Economical Life) | <input checked="" type="checkbox"/> |  |
| Repair                       | <input checked="" type="checkbox"/> |  |

#### Coffee machine

|                              |                                     |  |
|------------------------------|-------------------------------------|--|
| New (Beyond Economical Life) | <input checked="" type="checkbox"/> |  |
| Repair                       | <input checked="" type="checkbox"/> |  |

#### Floor Mounted cooking equipment

|                              |                                     |  |
|------------------------------|-------------------------------------|--|
| New (Beyond Economical Life) | <input checked="" type="checkbox"/> |  |
| Repair                       | <input checked="" type="checkbox"/> |  |

#### Glasswashers

|                              |                                     |  |
|------------------------------|-------------------------------------|--|
| New (Beyond Economical Life) | <input checked="" type="checkbox"/> |  |
| Repair                       | <input checked="" type="checkbox"/> |  |

#### Kitchen Units

|                              |  |                                     |
|------------------------------|--|-------------------------------------|
| New (Beyond Economical Life) |  | <input checked="" type="checkbox"/> |
| Repair                       |  | <input checked="" type="checkbox"/> |

#### Microwave

|                              |                                     |  |
|------------------------------|-------------------------------------|--|
| New (Beyond Economical Life) | <input checked="" type="checkbox"/> |  |
| Repair                       | <input checked="" type="checkbox"/> |  |

#### Table Top cooking equipment

|                              |                                     |  |
|------------------------------|-------------------------------------|--|
| New (Beyond Economical Life) | <input checked="" type="checkbox"/> |  |
| Repair                       | <input checked="" type="checkbox"/> |  |

#### Washing Machine (Commercial installation)

|                              |                                     |  |
|------------------------------|-------------------------------------|--|
| New (Beyond Economical Life) | <input checked="" type="checkbox"/> |  |
| Repair                       | <input checked="" type="checkbox"/> |  |



|   | Punch<br>Responsibility             | Tenants<br>Responsibility           |   | Punch<br>Responsibility             | Tenants<br>Responsibility |
|---|-------------------------------------|-------------------------------------|---|-------------------------------------|---------------------------|
| <b>C Car Parks</b>  |                                     |                                     | <b>Chimney</b>                                    |                                     |                           |
| <b>Pot holes</b>  |                                     |                                     | Repair  | <input checked="" type="checkbox"/> |                           |
| Major repair (eg - >1sq metre damaged areas etc)              | <input checked="" type="checkbox"/> |                                     | Sweeping  | <input checked="" type="checkbox"/> |                           |
| Minor repair (eg - <1sq metre damage, trip hazard etc)        | <input checked="" type="checkbox"/> |                                     | <b>Compliance</b>                                 |                                     |                           |
| <b>Resurfacing</b>  | <input checked="" type="checkbox"/> |                                     | <b>Asbestos</b>                                   |                                     |                           |
| <b>Ceilings</b>   |                                     |                                     | Asbestos Certificate & Reinspection               | <input checked="" type="checkbox"/> |                           |
| Major repair (eg substantial damage requiring specialist)     | <input checked="" type="checkbox"/> |                                     | Asbestos Certificate & Reinspection Remedial Work | <input checked="" type="checkbox"/> |                           |
| Minor repair (eg cracks, small holes etc)                     | <input checked="" type="checkbox"/> |                                     | <b>Electrical EICR (Mains)</b>                    |                                     |                           |
| <b>Cellar</b>   |                                     |                                     | Electrical EICR - Remedials                       | <input checked="" type="checkbox"/> |                           |
| <b>Cellar Cooling</b>   | <input checked="" type="checkbox"/> |                                     | Electrical EICR Testing                           | <input checked="" type="checkbox"/> |                           |
| <b>Cellar decoration</b>                                      |                                     | <input checked="" type="checkbox"/> | <b>Electrical Emergency Lighting</b>              |                                     |                           |
| <b>Drop mat - New</b>   | <input checked="" type="checkbox"/> |                                     | Electrical Emergency Lighting Testing             | <input checked="" type="checkbox"/> |                           |
| <b>Sanitisation</b>   | <input checked="" type="checkbox"/> |                                     | Emergency Lighting Testing - Remedials            | <input checked="" type="checkbox"/> |                           |
| <b>Skids &amp; flaps</b>                                      |                                     |                                     | <b>Electrical Fire Alarm</b>                      |                                     |                           |
| New (Beyond Economical Life)                                  | <input checked="" type="checkbox"/> |                                     | Electrical Fire Alarm Testing                     | <input checked="" type="checkbox"/> |                           |
| Repair  | <input checked="" type="checkbox"/> |                                     | Fire Alarm Testing - Remedials                    | <input checked="" type="checkbox"/> |                           |
| <b>Stairs</b>   |                                     |                                     | <b>Electrical PAT</b>                             |                                     |                           |
| New (Beyond Economical Life)                                  | <input checked="" type="checkbox"/> |                                     | Electrical PAT Testing                            | <input checked="" type="checkbox"/> |                           |
| Repair  | <input checked="" type="checkbox"/> |                                     | Electrical PAT Testing - Remedials                | <input checked="" type="checkbox"/> |                           |
| <b>Sump pumps</b>   |                                     |                                     | <b>Fire Risk Assessment</b>                       |                                     |                           |
| Repair / Replace  | <input checked="" type="checkbox"/> |                                     | Fire Risk Assessment                              | <input checked="" type="checkbox"/> |                           |
| Clean   |                                     | <input checked="" type="checkbox"/> | Fire Risk Assessment - Remedials                  | <input checked="" type="checkbox"/> |                           |
| <b>Central Heating</b>  |                                     |                                     | <b>Gas Certification</b>                          |                                     |                           |
| <b>Boiler</b>   |                                     |                                     | Gas Certification                                 | <input checked="" type="checkbox"/> |                           |
| New (Beyond Economical Life)                                  | <input checked="" type="checkbox"/> |                                     | Gas Certification - Remedials                     | <input checked="" type="checkbox"/> |                           |
| Repair  | <input checked="" type="checkbox"/> |                                     | <b>Legionella</b>                                 |                                     |                           |
| <b>Central heating, radiators, cylinders &amp; immersions</b> |                                     |                                     | Legionella Testing                                | <input checked="" type="checkbox"/> |                           |
| New (Beyond Economical Life)                                  | <input checked="" type="checkbox"/> |                                     | Legionella - Remedials                            |                                     |                           |
| Repair  | <input checked="" type="checkbox"/> |                                     |   |                                     |                           |
| <b>Temporary heaters</b>                                      |                                     | <input checked="" type="checkbox"/> |   |                                     |                           |



|  | Punch<br>Responsibility             | Tenants<br>Responsibility           |   | Punch<br>Responsibility             | Tenants<br>Responsibility           |
|--|-------------------------------------|-------------------------------------|---|-------------------------------------|-------------------------------------|
| <b>D Drainage</b>  |                                     |                                     | <b>F Fire Alarms &amp; Equipment</b>                    |                                     |                                     |
| <b>Drains</b>  |                                     |                                     | <b>Fire Alarms</b>                                      | <input checked="" type="checkbox"/> |                                     |
| Blocked ( eg isolated incident)                          |                                     | <input checked="" type="checkbox"/> | <b>Fire Extinguisher Equipment</b>                      | <input checked="" type="checkbox"/> |                                     |
| CCTV Survey  | <input checked="" type="checkbox"/> |                                     | <b>Fire Shutters</b>                                    | <input checked="" type="checkbox"/> |                                     |
| Structural, collapse or systemic issue                   | <input checked="" type="checkbox"/> |                                     | <b>Smoke Detectors</b>                                  | <input checked="" type="checkbox"/> |                                     |
| <b>Grease traps</b>                                      | <input checked="" type="checkbox"/> |                                     |   |                                     |                                     |
| <b>Septic Tanks</b>                                      | <input checked="" type="checkbox"/> |                                     | <b>Fires &amp; Heaters</b>                              |                                     |                                     |
|  |                                     |                                     | <b>Electrical Fire &amp; Heaters</b>                    | <input checked="" type="checkbox"/> |                                     |
| <b>E Electrical, Lighting &amp; Electrical Equipment</b> |                                     |                                     | <b>Fire Backs &amp; Surrounds</b>                       | <input checked="" type="checkbox"/> |                                     |
| <b>AV Equipment</b>                                      |                                     |                                     | <b>Gas Fire</b>   | <input checked="" type="checkbox"/> |                                     |
| New (Beyond Economical Life)                             | <input checked="" type="checkbox"/> |                                     | <b>Patio Heaters</b>                                    | <input checked="" type="checkbox"/> |                                     |
| Minor repair ( eg 1x speaker or 1 x tv not working etc ) |                                     | <input checked="" type="checkbox"/> |   |                                     |                                     |
| Major repair ( eg system down / Network issue etc)       | <input checked="" type="checkbox"/> |                                     | <b>Fixtures, Fittings &amp; Furniture</b>               |                                     |                                     |
| <b>Lamps (light bulbs)</b>                               |                                     |                                     | <b>Fixings, Door handles &amp; Brackets</b>             |                                     | <input checked="" type="checkbox"/> |
| External   |                                     | <input checked="" type="checkbox"/> | <b>Furniture (Fixed / Loose)</b>                        |                                     |                                     |
| Internal   |                                     | <input checked="" type="checkbox"/> | Minor (eg fixing a loose table leg, chair or stool etc) | <input checked="" type="checkbox"/> |                                     |
| <b>Emergency Lighting</b>                                | <input checked="" type="checkbox"/> |                                     | Major (eg re-upholster / replacement etc)               | <input checked="" type="checkbox"/> |                                     |
| <b>External Lighting</b>                                 | <input checked="" type="checkbox"/> |                                     | <b>Sanitary dispense machines</b>                       | <input checked="" type="checkbox"/> |                                     |
| <b>Fuses, Starters &amp; Sockets</b>                     |                                     |                                     | <b>Shelving</b>   | <input checked="" type="checkbox"/> |                                     |
| New (Beyond Economical Life)                             | <input checked="" type="checkbox"/> |                                     | <b>Soft Furnishings</b>                                 | <input checked="" type="checkbox"/> |                                     |
| Repair   | <input checked="" type="checkbox"/> |                                     | <b>Toilet Roll Holders &amp; Soap Dispensers</b>        | <input checked="" type="checkbox"/> |                                     |
| <b>Hand dryer</b>  | <input checked="" type="checkbox"/> |                                     |   |                                     |                                     |
| <b>Internal Light Fitting</b>                            |                                     |                                     | <b>Flooding</b>   | <input checked="" type="checkbox"/> |                                     |
| New (Beyond Economical Life)                             | <input checked="" type="checkbox"/> |                                     |   |                                     |                                     |
| Repair   | <input checked="" type="checkbox"/> |                                     | <b>Flooring</b>   |                                     |                                     |
| <b>Televisions</b>                                       | <input checked="" type="checkbox"/> |                                     | <b>Floor Boards</b>                                     |                                     |                                     |
| <b>Wiring (Mains)</b>                                    | <input checked="" type="checkbox"/> |                                     | New (Beyond Economical Life)                            | <input checked="" type="checkbox"/> |                                     |
|  |                                     |                                     | Repair  | <input checked="" type="checkbox"/> |                                     |
| <b>Extractor Fans</b>                                    |                                     |                                     | <b>Floor Covering</b>                                   |                                     |                                     |
| <b>Kitchen extractor</b>                                 | <input checked="" type="checkbox"/> |                                     | New (Beyond Economical Life)                            | <input checked="" type="checkbox"/> |                                     |
| <b>Pub &amp; Domestic extractor</b>                      | <input checked="" type="checkbox"/> |                                     | Repair  | <input checked="" type="checkbox"/> |                                     |
|  |                                     |                                     | <b>Structural</b>                                       | <input checked="" type="checkbox"/> |                                     |



|  | Punch<br>Responsibility             | Tenants<br>Responsibility           |   | Punch<br>Responsibility             | Tenants<br>Responsibility           |
|--|-------------------------------------|-------------------------------------|---|-------------------------------------|-------------------------------------|
| <b>G Garden &amp; Landscaping &amp; Play Area</b>  |                                     |                                     | <b>Walls - Building</b>                                   |                                     |                                     |
| <b>Decking, Paving, Patios &amp; Yard</b>          |                                     |                                     | Garden wall, car park, boundary wall - Major Repair       | <input checked="" type="checkbox"/> |                                     |
| Repair / Replacement                               | <input checked="" type="checkbox"/> |                                     | Garden wall, Car park & Boundary wall - Minor Repair      |                                     | <input checked="" type="checkbox"/> |
| Cleaning / Jetting                                 |                                     | <input checked="" type="checkbox"/> | Internal walls - structural                               | <input checked="" type="checkbox"/> |                                     |
| <b>Hedges &amp; Trees - removal &amp; trimming</b> |                                     |                                     | Plastering & tiling                                       | <input checked="" type="checkbox"/> |                                     |
| Removal  | <input checked="" type="checkbox"/> |                                     | <b>I Insurance (all property damage MUST be reported)</b> | <input checked="" type="checkbox"/> |                                     |
| <b>Play Equipment</b>                              | <input checked="" type="checkbox"/> |                                     | <b>L Lifts</b>  | <input checked="" type="checkbox"/> |                                     |
| <b>Gas leak</b>                                    | <input checked="" type="checkbox"/> |                                     | <b>P Pest Control</b>                                     |                                     | <input checked="" type="checkbox"/> |
| <b>General Building, Doors &amp; Cleaning</b>      |                                     |                                     | <b>Plumbing &amp; Sanitary ware</b>                       |                                     |                                     |
| <b>Commercial Cleaning</b>                         |                                     | <input checked="" type="checkbox"/> | <b>General Plumbing Leaks</b>                             | <input checked="" type="checkbox"/> |                                     |
| <b>Damp</b>  | <input checked="" type="checkbox"/> |                                     | <b>Sanitary Ware</b>                                      |                                     |                                     |
| <b>Decoration</b>                                  |                                     |                                     | New (Beyond Economical Life)                              | <input checked="" type="checkbox"/> |                                     |
| External   | <input checked="" type="checkbox"/> |                                     | Repair  | <input checked="" type="checkbox"/> |                                     |
| Internal   |                                     | <input checked="" type="checkbox"/> | <b>Toilet Seats</b>                                       | <input checked="" type="checkbox"/> |                                     |
| <b>Doors</b>                                       |                                     |                                     | <b>Showers</b>  |                                     |                                     |
| External   | <input checked="" type="checkbox"/> |                                     | New (Beyond Economical Life)                              | <input checked="" type="checkbox"/> |                                     |
| Internal   |                                     | <input checked="" type="checkbox"/> | Repair  | <input checked="" type="checkbox"/> |                                     |
| Toilet Doors                                       |                                     | <input checked="" type="checkbox"/> | <b>Taps</b>   |                                     |                                     |
| <b>External Fascia &amp; Soffits</b>               | <input checked="" type="checkbox"/> |                                     | New (Beyond Economical Life)                              |                                     | <input checked="" type="checkbox"/> |
| <b>Fences &amp; Gates</b>                          | <input checked="" type="checkbox"/> |                                     | Repair  |                                     | <input checked="" type="checkbox"/> |
| <b>Gutters &amp; Downpipes</b>                     | <input checked="" type="checkbox"/> |                                     | <b>R Refrigeration</b>                                    |                                     |                                     |
| <b>Patio &amp; Paving</b>                          | <input checked="" type="checkbox"/> |                                     | <b>Bottle Coolers &amp; Fridges</b>                       | <input checked="" type="checkbox"/> |                                     |
| <b>Roller Shutters</b>                             | <input checked="" type="checkbox"/> |                                     | <b>Catering Freezers</b>                                  | <input checked="" type="checkbox"/> |                                     |
| <b>Skip &amp; Rubbish removal</b>                  |                                     | <input checked="" type="checkbox"/> | <b>Catering Fridges</b>                                   | <input checked="" type="checkbox"/> |                                     |
| <b>Staircases</b>                                  | <input checked="" type="checkbox"/> |                                     | <b>Ice Machine</b>  | <input checked="" type="checkbox"/> |                                     |
|  |                                     |                                     | <b>Walk in Fridge &amp; Freezers</b>                      | <input checked="" type="checkbox"/> |                                     |
|  |                                     |                                     | <b>Roofing</b>  |                                     |                                     |
|  |                                     |                                     | Covering  | <input checked="" type="checkbox"/> |                                     |
|  |                                     |                                     | Structure   | <input checked="" type="checkbox"/> |                                     |



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|--|-------------------------------------|-------------------------------------|
| <b>S Safes</b>   | <input checked="" type="checkbox"/> |                                     |
| <b>Security - Alarms, Locks, CCTV, Secure building</b> |                                     |                                     |
| Burglar Alarms   |                                     | <input checked="" type="checkbox"/> |
| CCTV   | <input checked="" type="checkbox"/> |                                     |
| Locks  |                                     |                                     |
| External repairs (including lost keys)                 |                                     | <input checked="" type="checkbox"/> |
| Internal repairs (including lost keys)                 |                                     | <input checked="" type="checkbox"/> |
| Lock Change  | <input checked="" type="checkbox"/> |                                     |
| Secure & Board Up                                      | <input checked="" type="checkbox"/> |                                     |
| <b>Signage</b>   |                                     |                                     |
| External Signs   | <input checked="" type="checkbox"/> |                                     |
| Internal Signs   |                                     |                                     |
| New (Beyond Economical Life)                           | <input checked="" type="checkbox"/> |                                     |
| Repair   | <input checked="" type="checkbox"/> |                                     |
| <b>W Window Frames</b>                                 |                                     |                                     |
| <b>Fittings &amp; Sash cords</b>                       |                                     |                                     |
| New (Beyond Economical Life)                           | <input checked="" type="checkbox"/> |                                     |
| Major repair (eg sash cords renewal etc)               | <input checked="" type="checkbox"/> |                                     |
| Minor repair (eg catches / locks etc)                  | <input checked="" type="checkbox"/> |                                     |
| <b>Frames</b>  |                                     |                                     |
| New (Beyond Economical Life)                           | <input checked="" type="checkbox"/> |                                     |
| Repair   | <input checked="" type="checkbox"/> |                                     |
| <b>Glazing</b>   |                                     |                                     |
| New (Broken)   | <input checked="" type="checkbox"/> |                                     |
| Repair   | <input checked="" type="checkbox"/> |                                     |