

# YOUR REPAIR RESPONSIBILITIES

## *Flexible tied lease & Turnover lease*

As part of your tenancy, 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 - Flexible tied lease & Turnover lease

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 502222, or your Operations Manager.

### REPAIRS MATRIX

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

	Punch Responsibility	Publican Responsibility		Punch Responsibility	Publican 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>		
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 extractor</b>		<input checked="" type="checkbox"/>	Repair		<input checked="" type="checkbox"/>
			<b>Structural</b>		<input checked="" type="checkbox"/>

	Punch Responsibility	Publican Responsibility		Punch Responsibility	Publican 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"/>

	Punch Responsibility	Publican Responsibility
<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"/>