

YOUR REPAIR RESPONSIBILITIES -

1 Year tenancy

As part of the **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 502222, or your Operations Manager.

This matrix only applies to fixtures and fittings owned by 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 Responsibility	Tenants Responsibility		Punch Responsibility	Tenants Responsibility
C Car Parks			Chimney		
Pot holes			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"/>		Compliance		
Resurfacing	<input checked="" type="checkbox"/>		Asbestos		
Ceilings			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"/>		Electrical EICR (Mains)		
Cellar			Electrical EICR - Remedials	<input checked="" type="checkbox"/>	
Cellar Cooling	<input checked="" type="checkbox"/>		Electrical EICR Testing	<input checked="" type="checkbox"/>	
Cellar decoration		<input checked="" type="checkbox"/>	Electrical Emergency Lighting		
Drop mat - New	<input checked="" type="checkbox"/>		Electrical Emergency Lighting Testing	<input checked="" type="checkbox"/>	
Sanitisation	<input checked="" type="checkbox"/>		Emergency Lighting Testing - Remedials	<input checked="" type="checkbox"/>	
Skids & flaps			Electrical Fire Alarm		
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"/>	
Stairs			Electrical PAT		
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"/>	
Sump pumps			Fire Risk Assessment		
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"/>	
Central Heating			Gas Certification		
Boiler			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"/>		Legionella		
Central heating, radiators, cylinders & immersions			Legionella Testing	<input checked="" type="checkbox"/>	
New (Beyond Economical Life)	<input checked="" type="checkbox"/>		Legionella - Remedials		
Repair	<input checked="" type="checkbox"/>				
Temporary heaters		<input checked="" type="checkbox"/>			

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

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

	Punch Responsibility	Tenants Responsibility
S Safes	<input checked="" type="checkbox"/>	
Security - Alarms, Locks, CCTV, Secure building		
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"/>	
Signage		
External Signs	<input checked="" type="checkbox"/>	
Internal Signs		
New (Beyond Economical Life)	<input checked="" type="checkbox"/>	
Repair	<input checked="" type="checkbox"/>	
W Window Frames		
Fittings & Sash cords		
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"/>	
Frames		
New (Beyond Economical Life)	<input checked="" type="checkbox"/>	
Repair	<input checked="" type="checkbox"/>	
Glazing		
New (Broken)	<input checked="" type="checkbox"/>	
Repair	<input checked="" type="checkbox"/>	