

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

Punch Responsibility	Tenants Responsibility
REPAIRS MATRIX	

A Air-Conditioning

Repair (and renewal where repair is uneconomical)
Servicing statutory testing and certification

B Bar, Catering, Cooking & Washing Equipment

Catering dishwasher

New (Beyond Economical Life)
Repair

Coffee machine

New (Beyond Economical Life)
Repair

Floor Mounted cooking equipment

New (Beyond Economical Life)
Repair

Glasswashers

New (Beyond Economical Life)
Repair

Kitchen Units

New (Beyond Economical Life)
Repair

Microwave

New (Beyond Economical Life)
Repair

Table Top cooking equipment

New (Beyond Economical Life)
Repair

Washing Machine (Commercial installation)

New (Beyond Economical Life)
Repair

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

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

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

	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"/>	