

## YOUR REPAIR RESPONSIBILITIES -

### TAW & PTAW

As part of the Management Contract, 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

### 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
<b>C Car Parks</b>					
<b>Pot holes</b>					
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"/>
<b>Resurfacing</b>	<input checked="" type="checkbox"/>				
<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"/>		<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	Tenants Responsibility		Punch Responsibility	Tenants 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>Fires &amp; Heaters</b>		
<b>Septic Tanks</b>	<input checked="" type="checkbox"/>		<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"/>		<b>Fixtures, Fittings &amp; Furniture</b>		
Major repair ( eg system down / Network issue etc )	<input checked="" type="checkbox"/>		<b>Fixings, Door handles &amp; Brackets</b>		<input checked="" type="checkbox"/>
<b>Lamps (light bulbs)</b>			<b>Furniture (Fixed / Loose)</b>		
External		<input checked="" type="checkbox"/>	Minor (eg fixing a loose table leg, chair or stool etc)	<input checked="" type="checkbox"/>	
Internal		<input checked="" type="checkbox"/>	Major (eg re-upholster / replacement etc)	<input checked="" type="checkbox"/>	
<b>Emergency Lighting</b>	<input checked="" type="checkbox"/>		<b>Sanitary dispense machines</b>	<input checked="" type="checkbox"/>	
<b>External Lighting</b>	<input checked="" type="checkbox"/>		<b>Shelving</b>	<input checked="" type="checkbox"/>	
<b>Fuses, Starters &amp; Sockets</b>			<b>Soft Furnishings</b>	<input checked="" type="checkbox"/>	
New (Beyond Economical Life)	<input checked="" type="checkbox"/>		<b>Toilet Roll Holders &amp; Soap Dispensers</b>		<input checked="" type="checkbox"/>
Repair	<input checked="" type="checkbox"/>		<b>Flooding</b>	<input checked="" type="checkbox"/>	
<b>Hand dryer</b>	<input checked="" type="checkbox"/>		<b>Flooring</b>		
<b>Internal Light Fitting</b>			<b>Floor Boards</b>		
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"/>	
<b>Televisions</b>		<input checked="" type="checkbox"/>	<b>Floor Covering</b>		
<b>Wiring (Mains)</b>	<input checked="" type="checkbox"/>		New (Beyond Economical Life)	<input checked="" type="checkbox"/>	
<b>Extractor Fans</b>			Repair	<input checked="" type="checkbox"/>	
<b>Kitchen extractor cleaning</b>			<b>Structural</b>	<input checked="" type="checkbox"/>	
<b>Pub &amp; Domestic extractor</b>	<input checked="" type="checkbox"/>				

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

	Punch Responsibility	Tenants Responsibility
<b>S Safes</b>	<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"/>
<b>Secure &amp; Board Up</b>	<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"/>	
<b>W Window Frames</b>		
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"/>	