



Property Management Compliance Checklist for Communal Areas

1. Legal & Documentation

- ☐ Up-to-date leases and management agreements available
- ☐ Copies of latest Fire Risk Assessment on file (reviewed annually)
- ☐ Health & Safety risk assessments up to date
- ☐ Contractor insurance and accreditations on file
- ☐ Service charge records clear and transparent
- ☐ Evidence of Section 20 consultations (for major works)

2. Fire Safety

- ☐ Fire Risk Assessment conducted within last 12 months
- ☐ All communal fire doors functioning correctly
- ☐ Escape routes clear of obstructions
- ☐ Emergency lighting tested monthly
- ☐ Fire alarms and extinguishers maintained and tested (per schedule)
- ☐ Signage (exit, fire action, etc.) visible and in good condition

3. Cleaning & Maintenance

- ☐ Communal areas cleaned regularly (schedule documented)
- ☐ Light fittings and bulbs working
- ☐ Flooring, carpets, or stairs free from trip hazards
- ☐ Windows, entryways, and communal furniture in good repair
- ☐ Walls/paintwork clean and intact
- ☐ Garden and outdoor areas maintained

4. Mechanical & Electrical

- ☐ Communal electrical systems tested (per regulations)
- ☐ Emergency lighting functional and tested monthly
- ☐ Any shared heating or ventilation systems maintained

5. Waste Management

- ☐ Refuse areas clean, secure, and clearly labelled
- ☐ Bins emptied according to local authority schedule

- ☐ Recycling facilities in place
- ☐ Fly-tipping signs and procedures implemented

6. Communication & Resident Support

- ☐ Noticeboard updated with contact details and maintenance schedule
- ☐ 24/7 emergency contact service in place
- ☐ Records of complaints and actions taken maintained
- ☐ Resident newsletters or updates sent quarterly

7. Record-Keeping & Reporting

- ☐ Inspection records stored securely (paper or digital)
- ☐ Works and repairs logged with dates and contractors
- ☐ Insurance certificates and policies current
- ☐ GDPR-compliant data handling for residents