

# Repair Handbook



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Residential Lettings & Management



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When reporting a repair please call your Property Manager on  
**020 8447 1222**

This information booklet has been produced to help you report any repairs.

Woodgate Studios  
2-8 Games Road  
Cockfosters  
Hertfordshire  
EN4 9HN

T 020 8447 1222

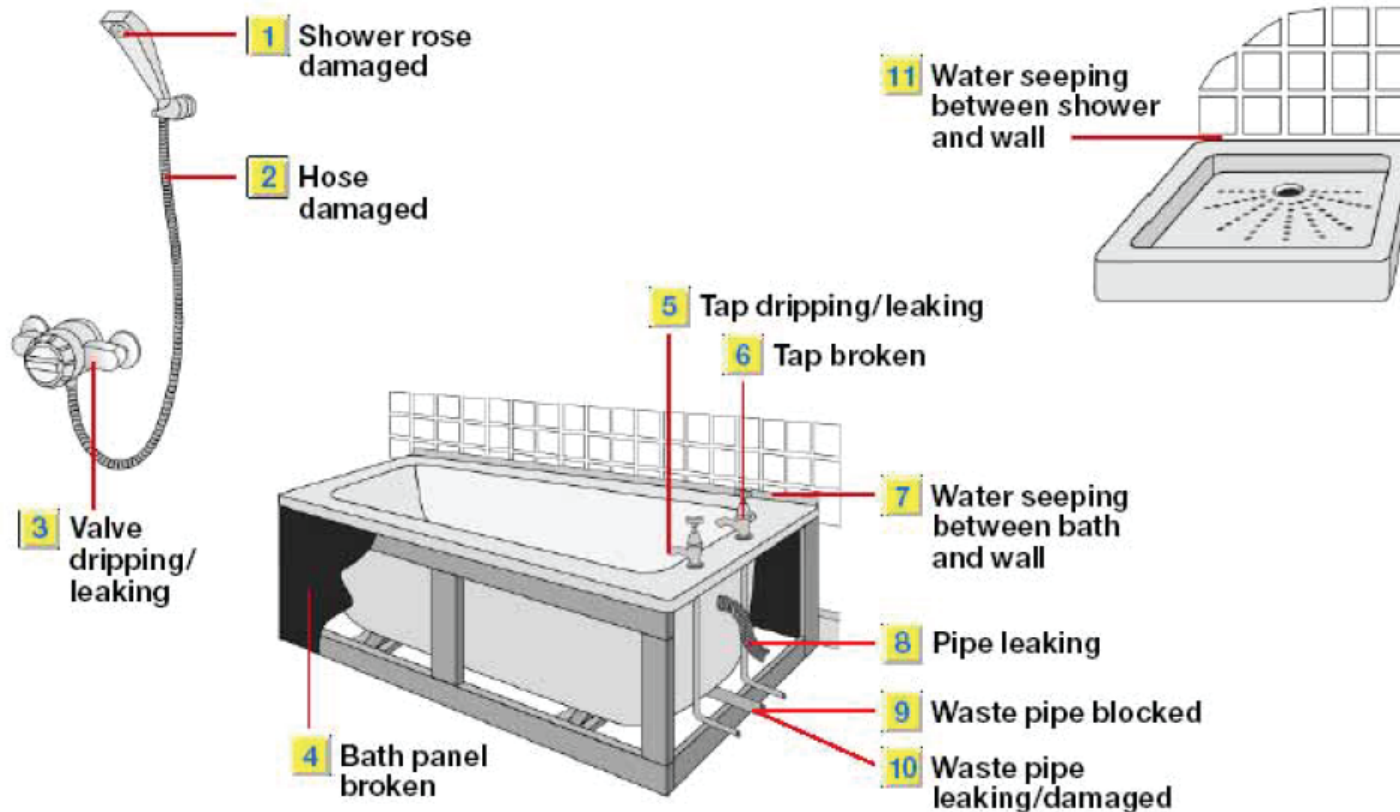
E [lettings@centralhousinggroup.com](mailto:lettings@centralhousinggroup.com)  
[www.centralhousinggroup.com](http://www.centralhousinggroup.com)

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# Bath and Showers

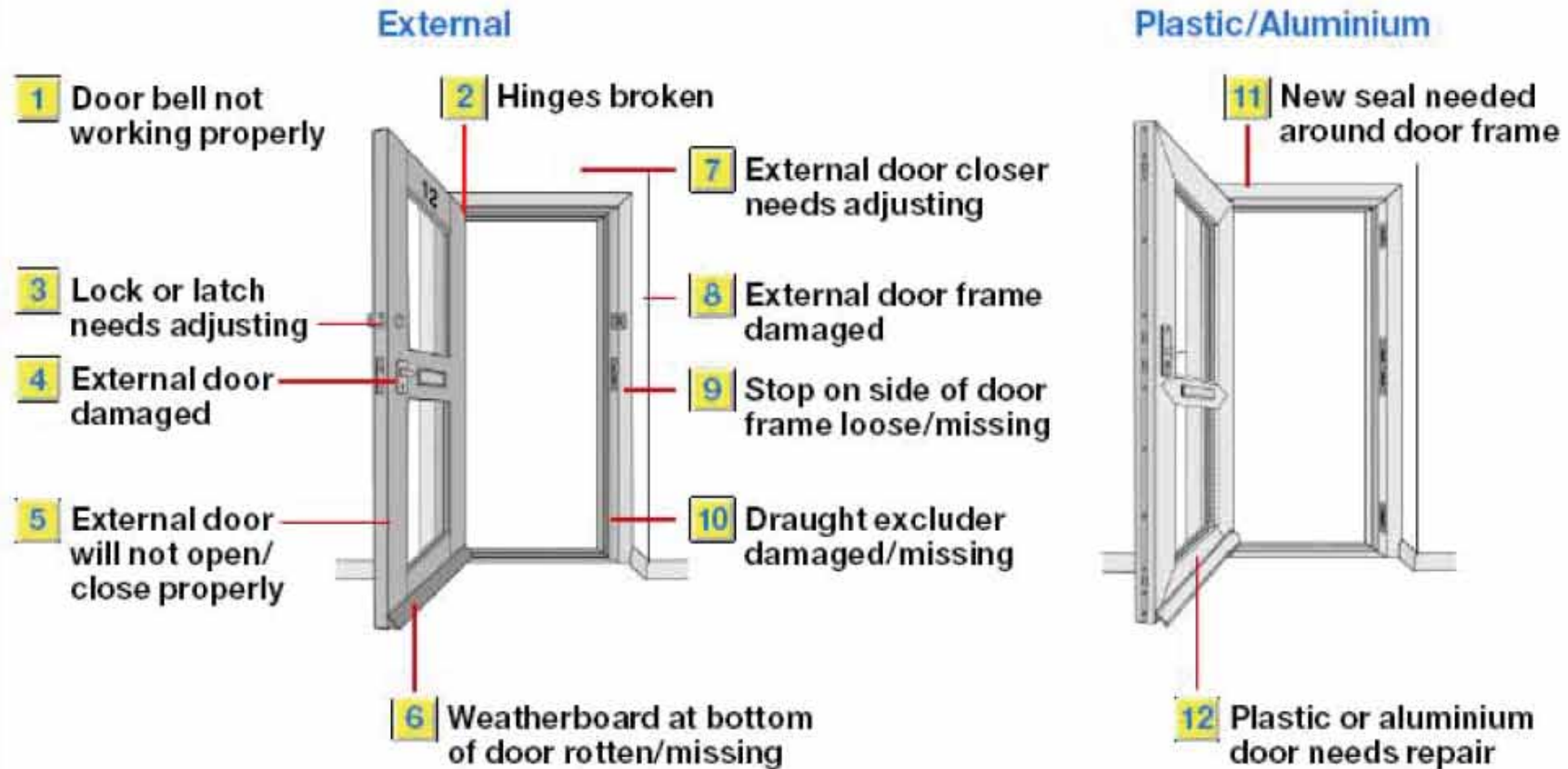
What is the fault and it's number?



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# Doors - External

What is the fault and it's number?

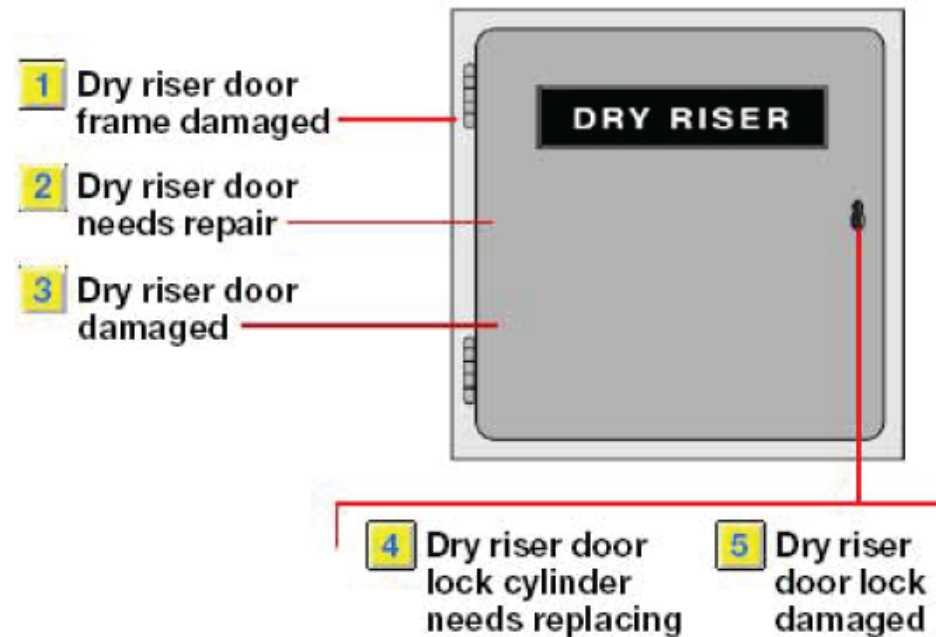


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# Doors – Dry Riser

What is the fault and it's number?

**6** Loft access needs repair



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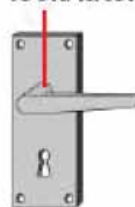
# Doors – Fittings

What is the fault and it's number?

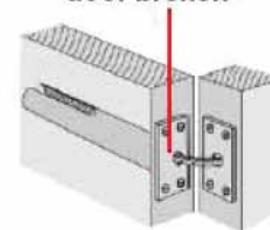
**1** Door handle broken



**2** Internal door lock/latch broken



**3** Closer on side of door broken



**4** Cupboard hinge broken



**5** Door hinge broken



**8** Door viewer broken

**9** Security chain broken

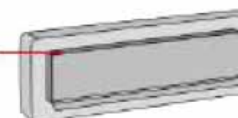


**6** Drawer handle broken



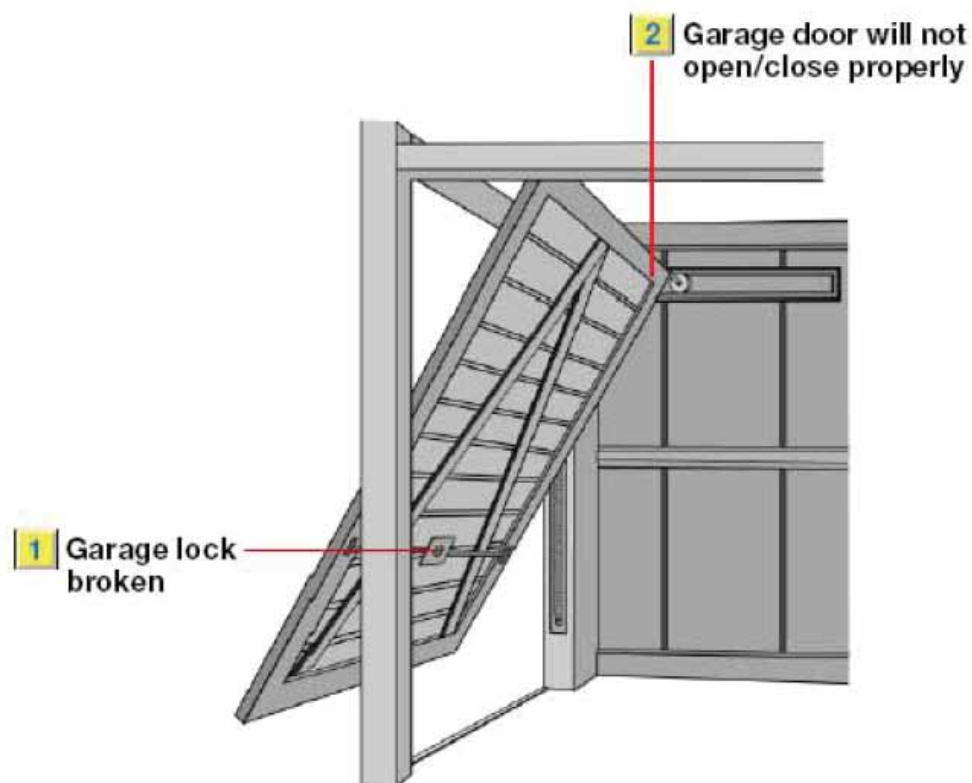
**7** Cupboard handle broken

**10** Postal flap broken



# Doors – Garages

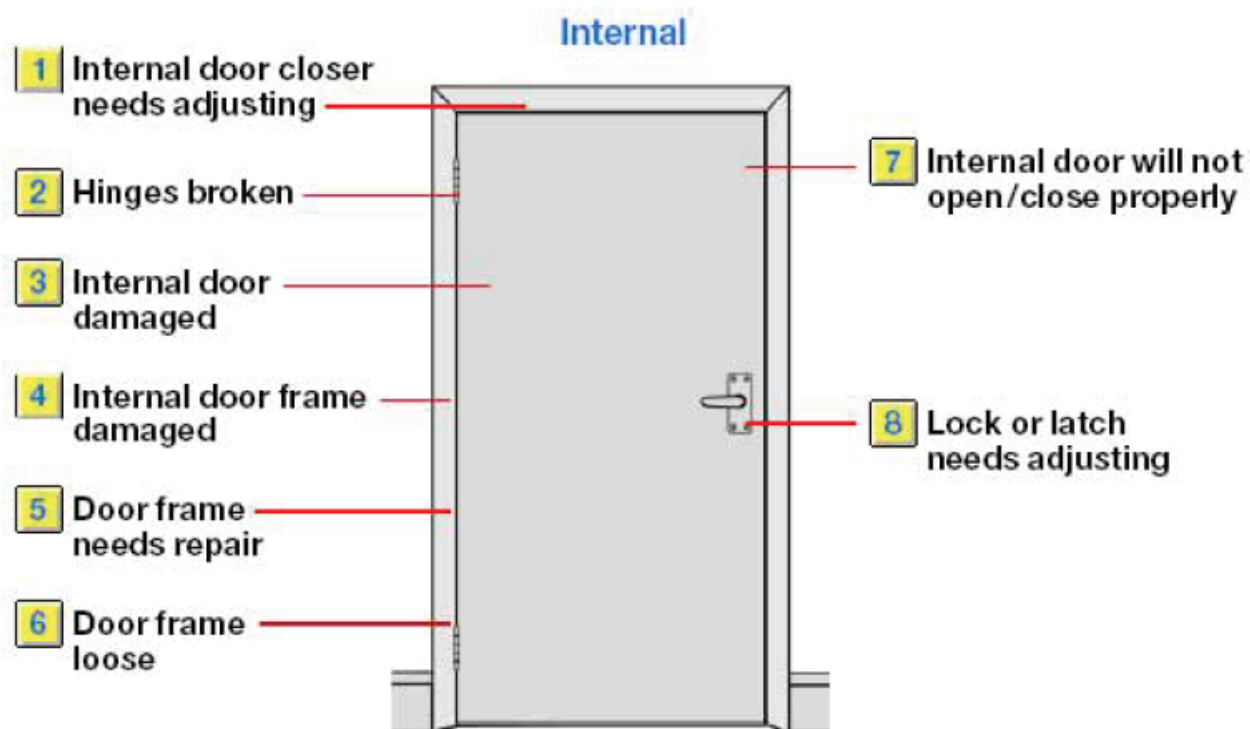
What is the fault and it's number?



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# Doors – Internal

What is the fault and it's number?

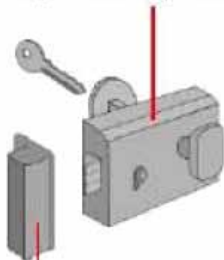




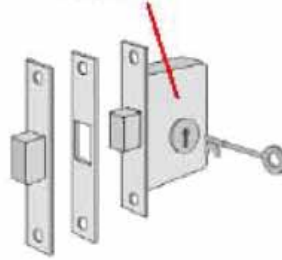
# Doors – Locks

What is the fault and it's number?

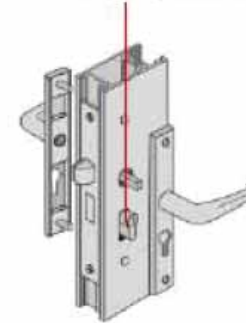
**1** New cylinder needed for night latch (Yale type)



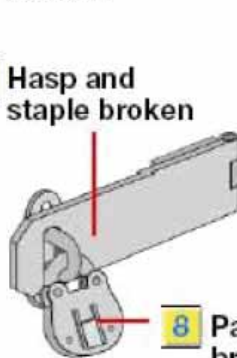
**2** Mortice lock broken



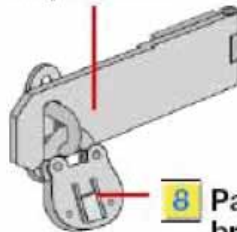
**3** New cylinder needed for multi secure door



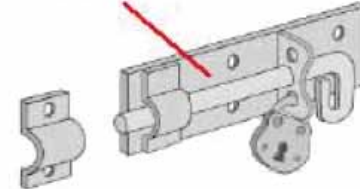
**4** Night latch (Yale type) broken



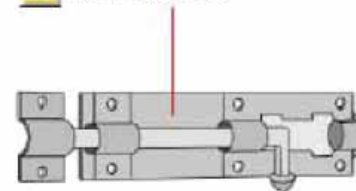
**5** Hasp and staple broken



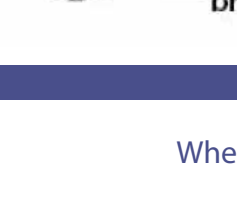
**6** Padbolt broken



**7** Bolt broken

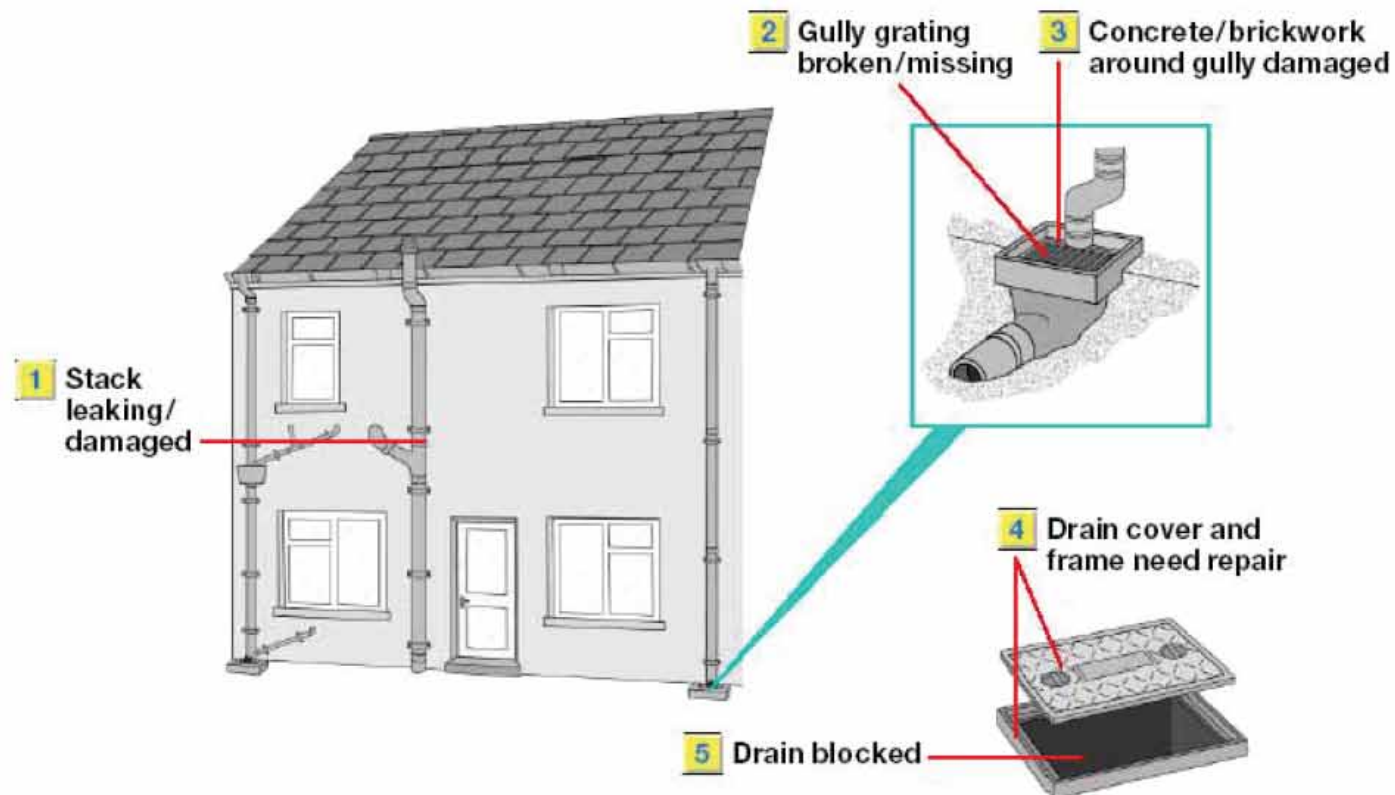


**8** Padlock broken



# Drainage

What is the fault and it's number?

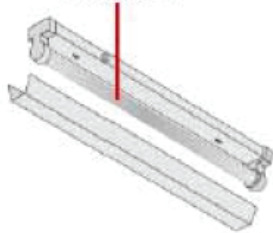


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# Electrics

What is the fault and it's number?

**1** Fluorescent fitting damaged



**2** Wall switch not working properly



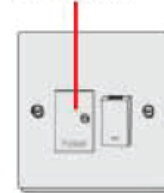
**3** Socket not working properly



**4** Door bell not working properly



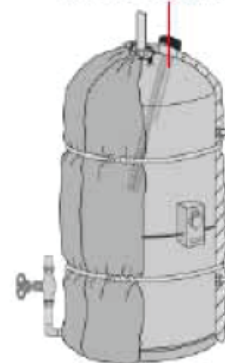
**5** Spur outlet not working properly



**7** Electric extractor fan (not WC or utility room) not working properly



**9** Immersion heater not working properly



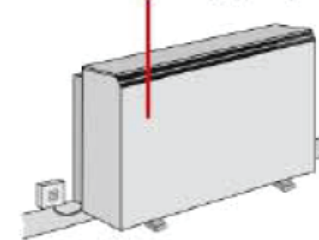
**6** Cooker control not working properly



**8** Electric extractor fan in WC or utility room not working properly

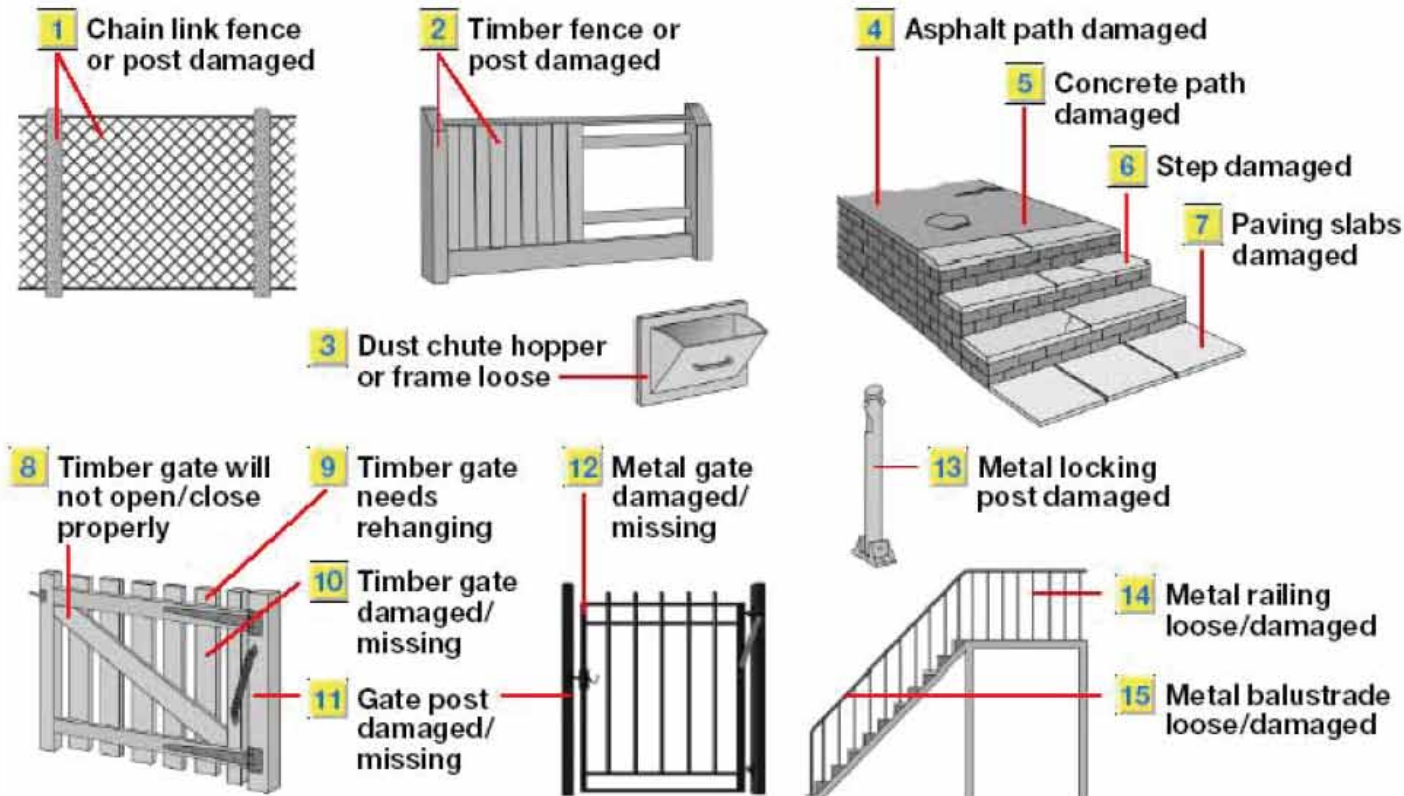


**10** Storage heater not working properly



# Externals

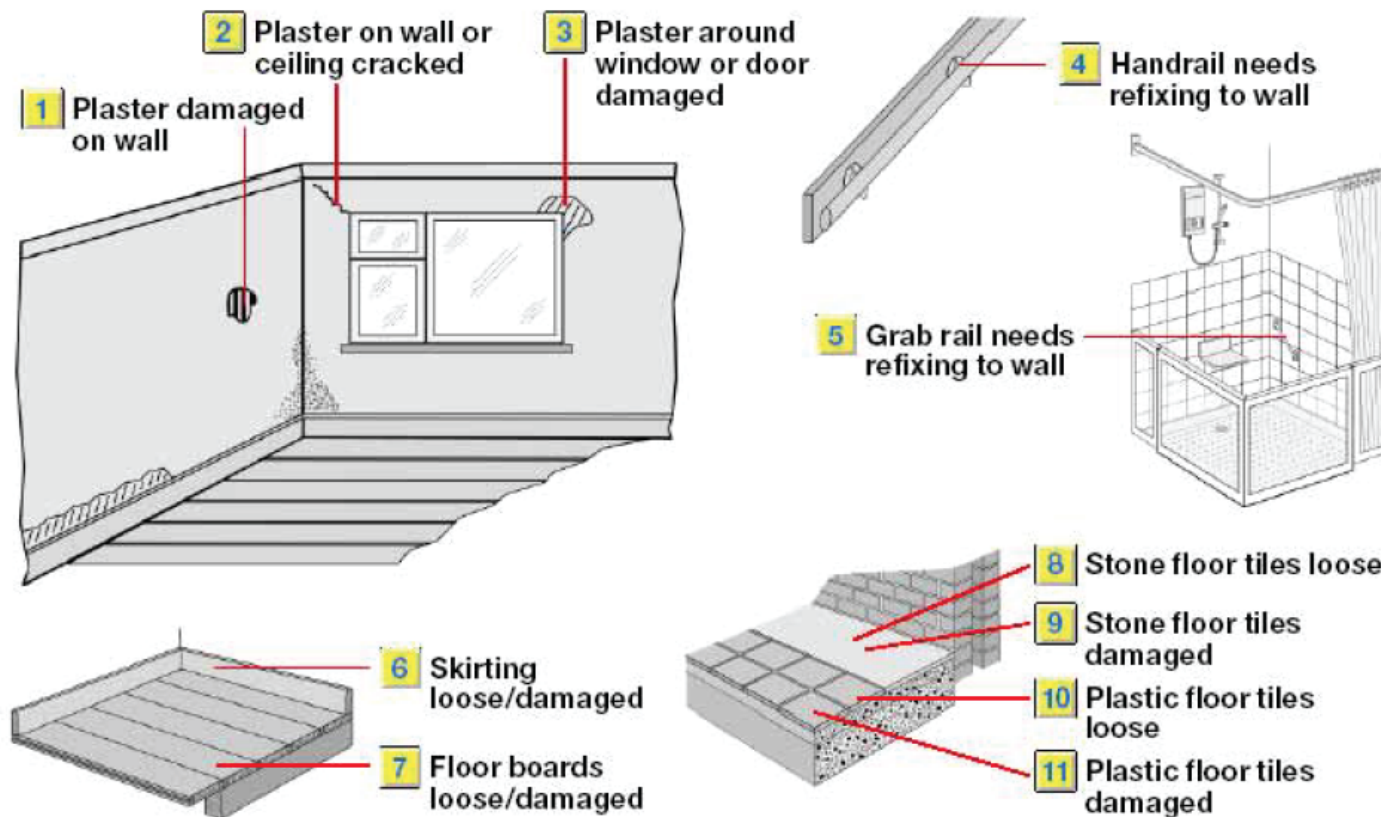
What is the fault and it's number?



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# Floors, Walls and Ceilings

What is the fault and it's number?

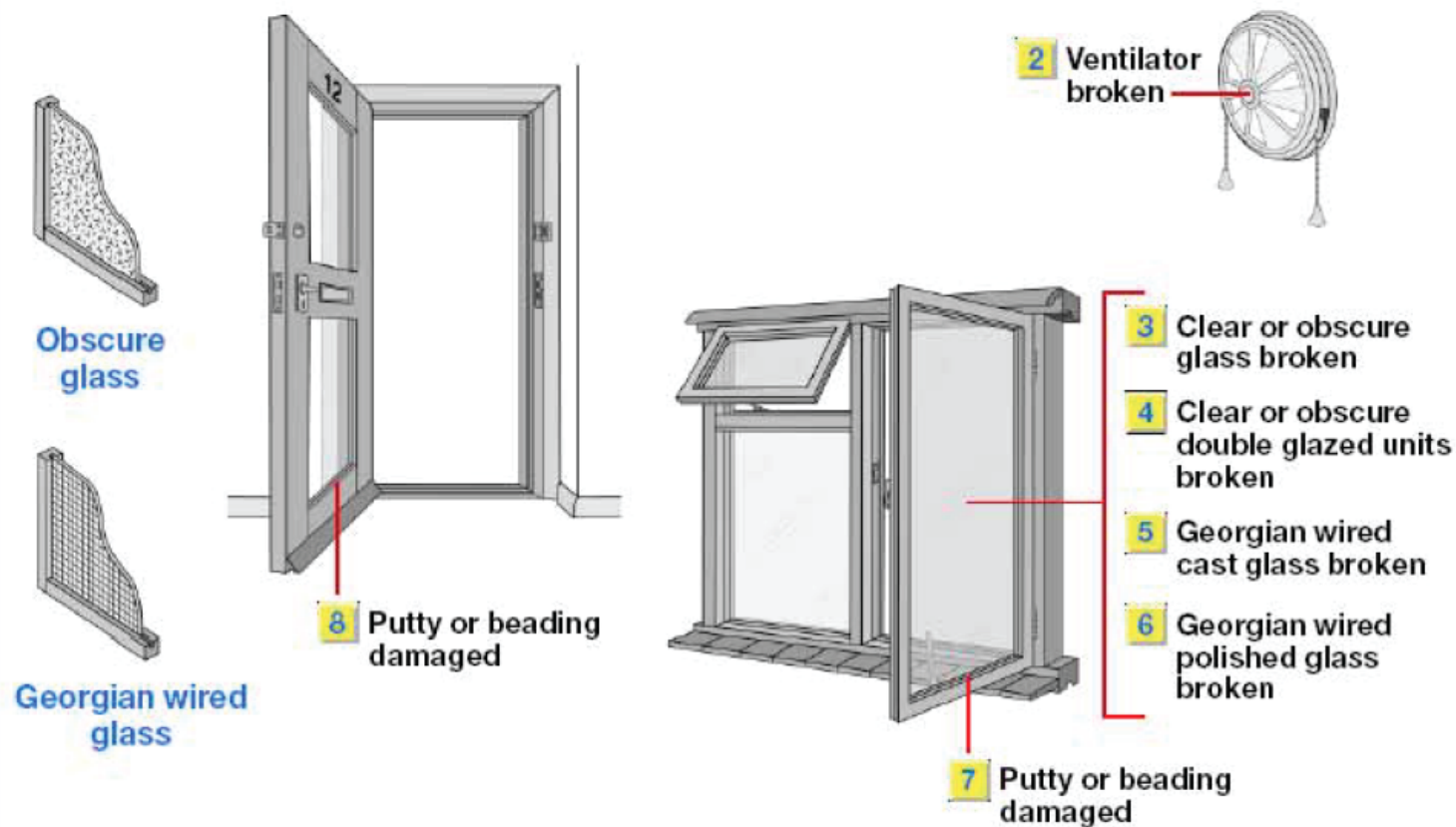


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# Glazing

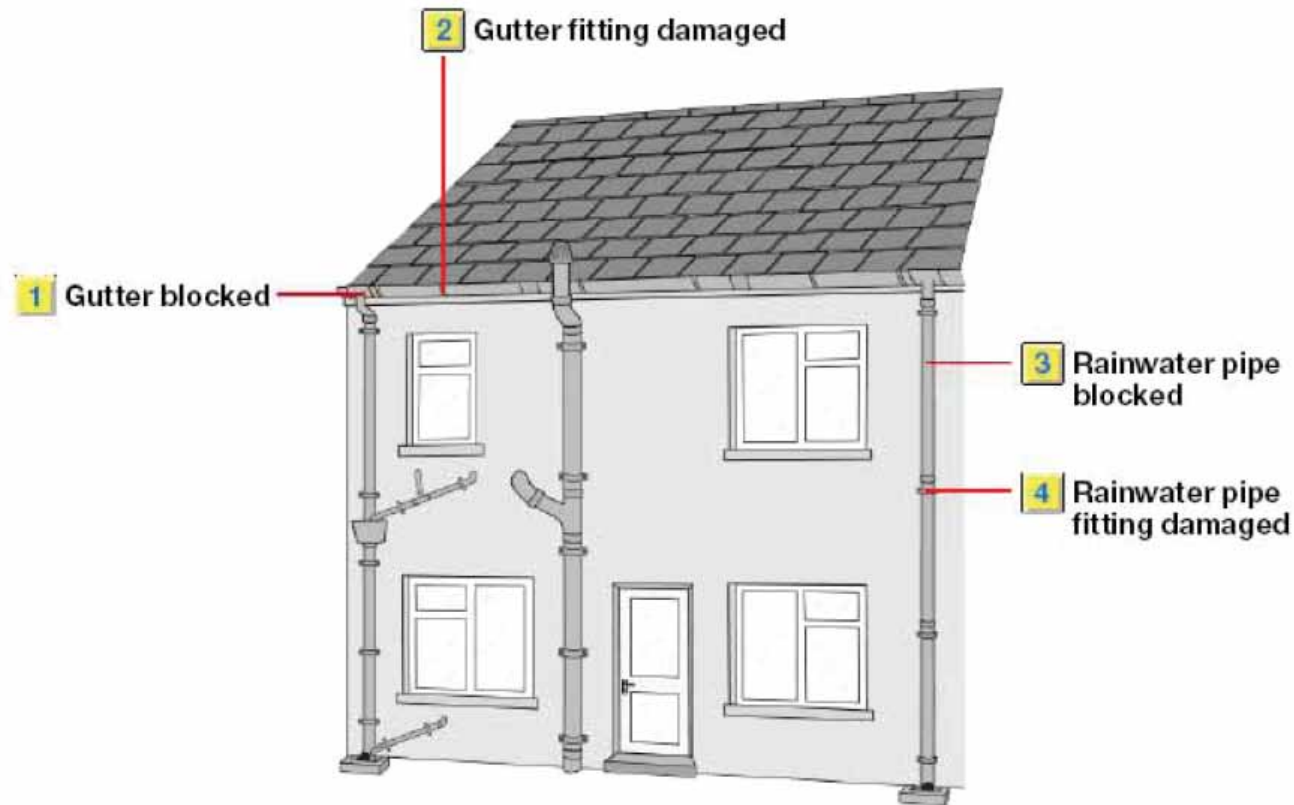
What is the fault and it's number?



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# Gutters

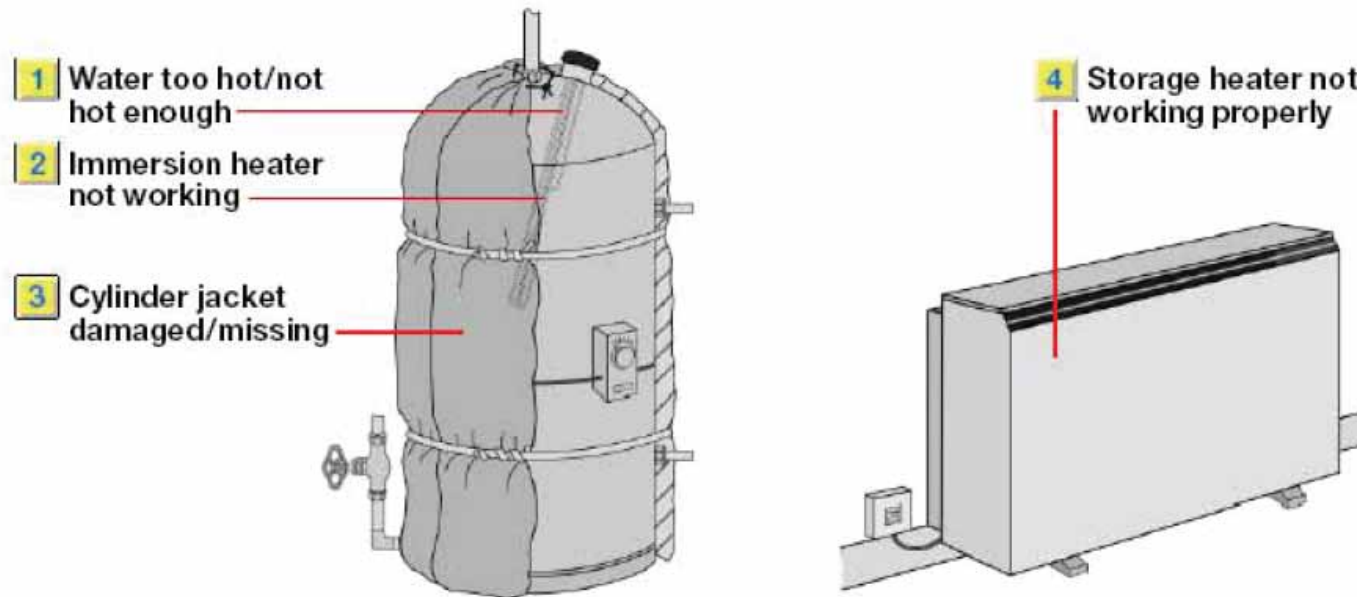
What is the fault and it's number?



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# Heating and Hot Water

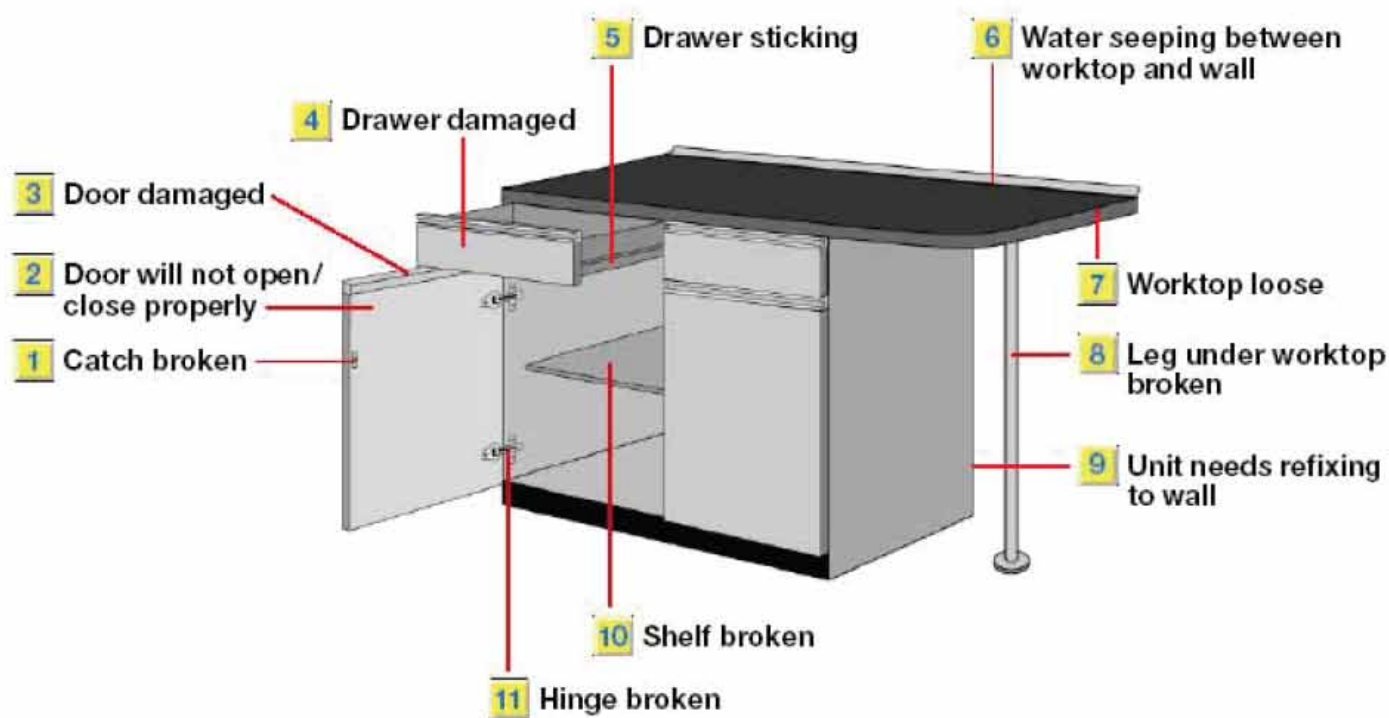
What is the fault and it's number?





# Kitchen Units

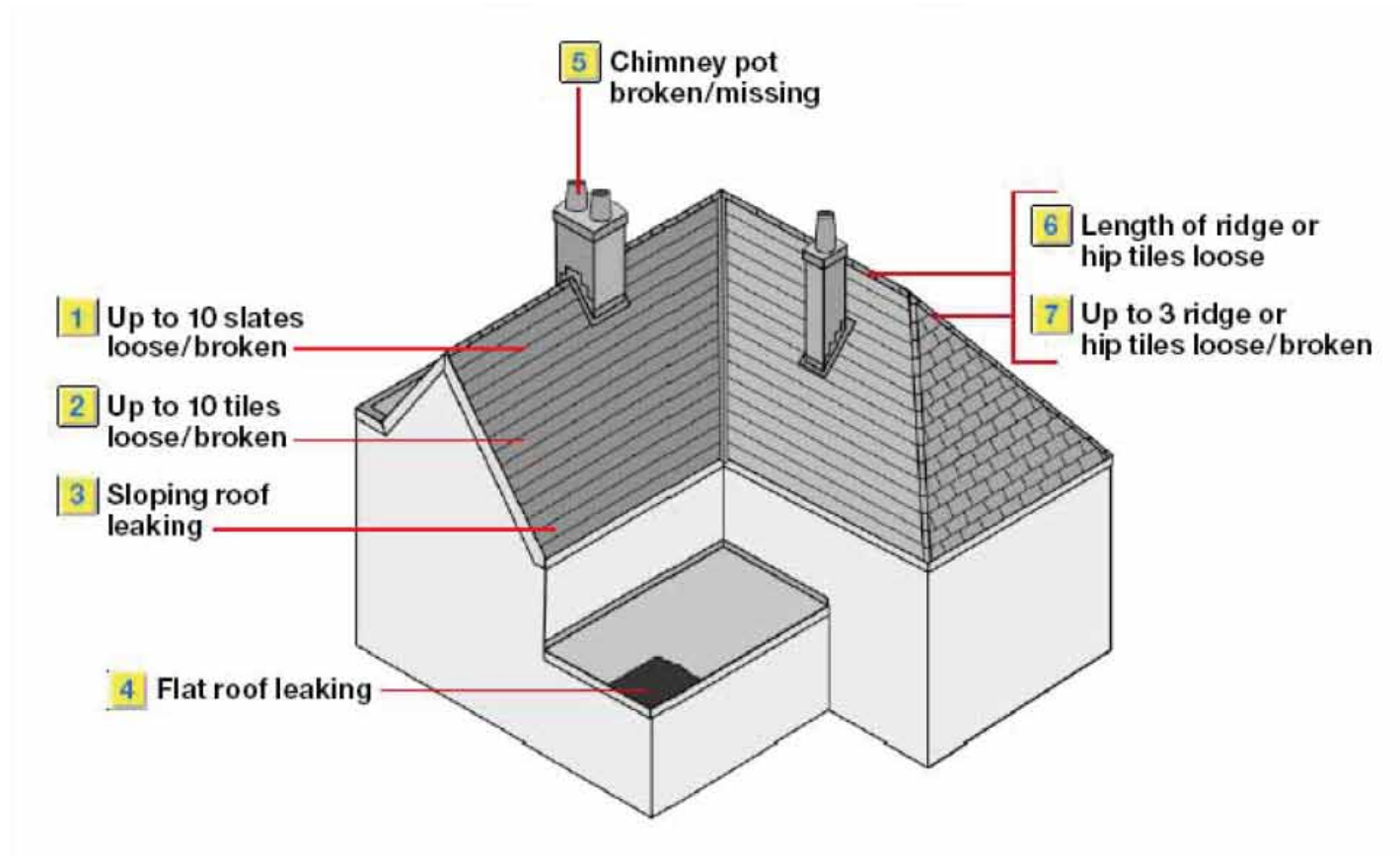
What is the fault and it's number?



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# Roofing

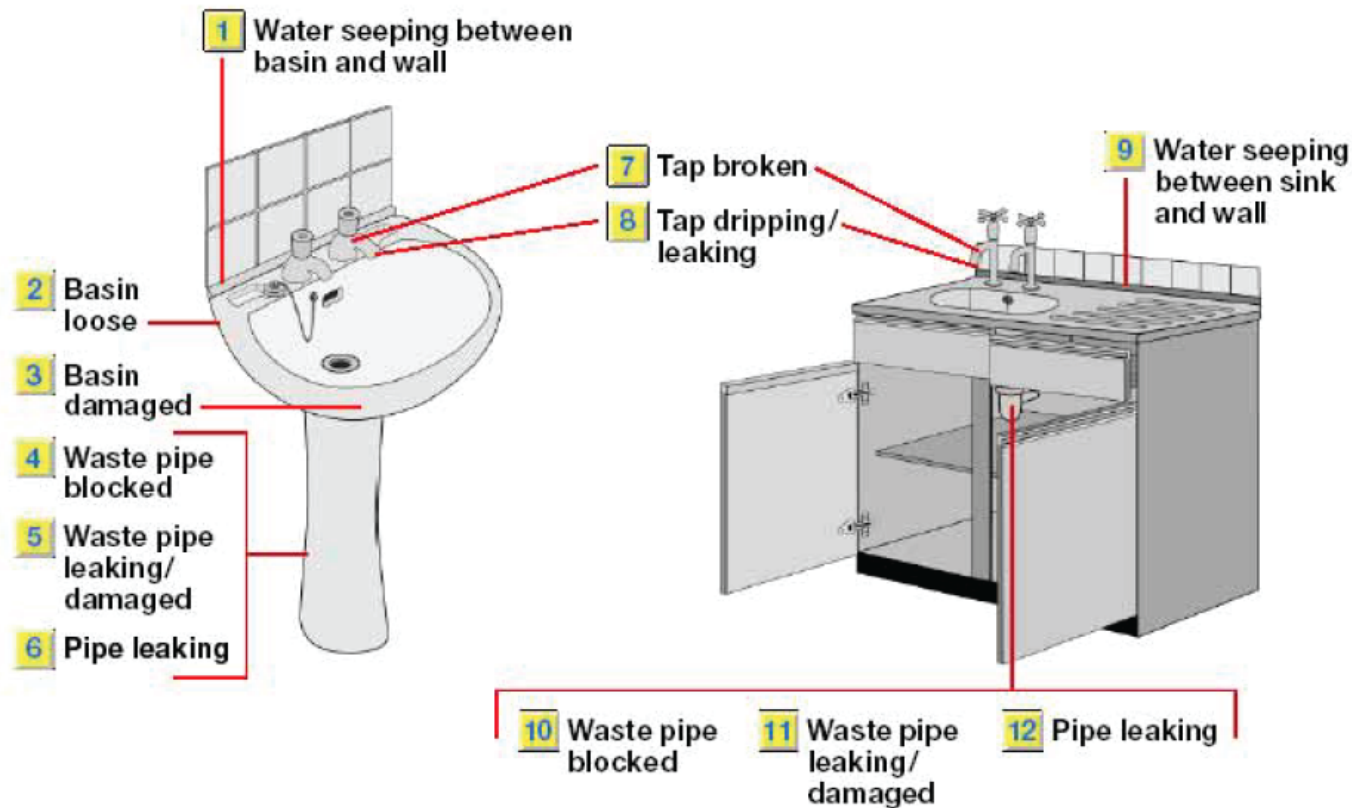
What is the fault and it's number?



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# Sinks and Basin

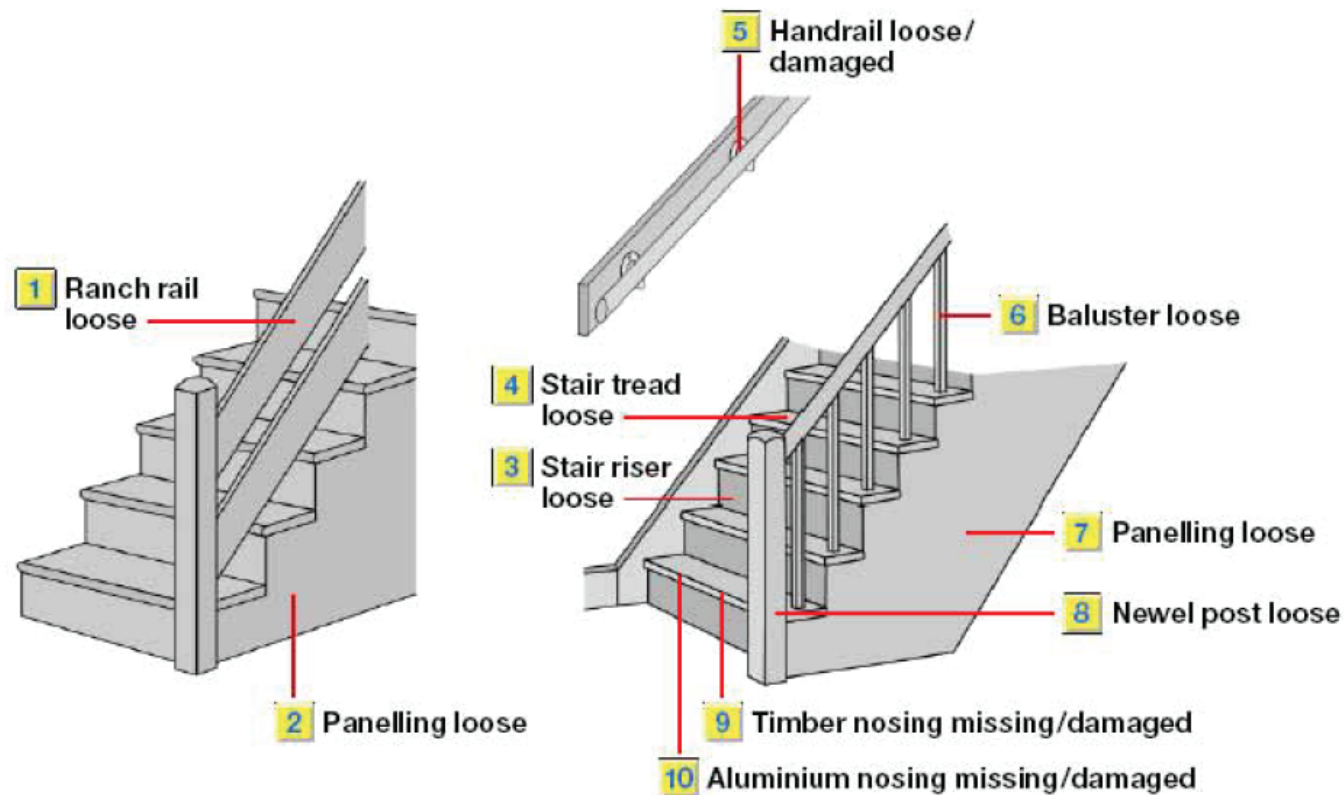
What is the fault and it's number?



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# Stairs

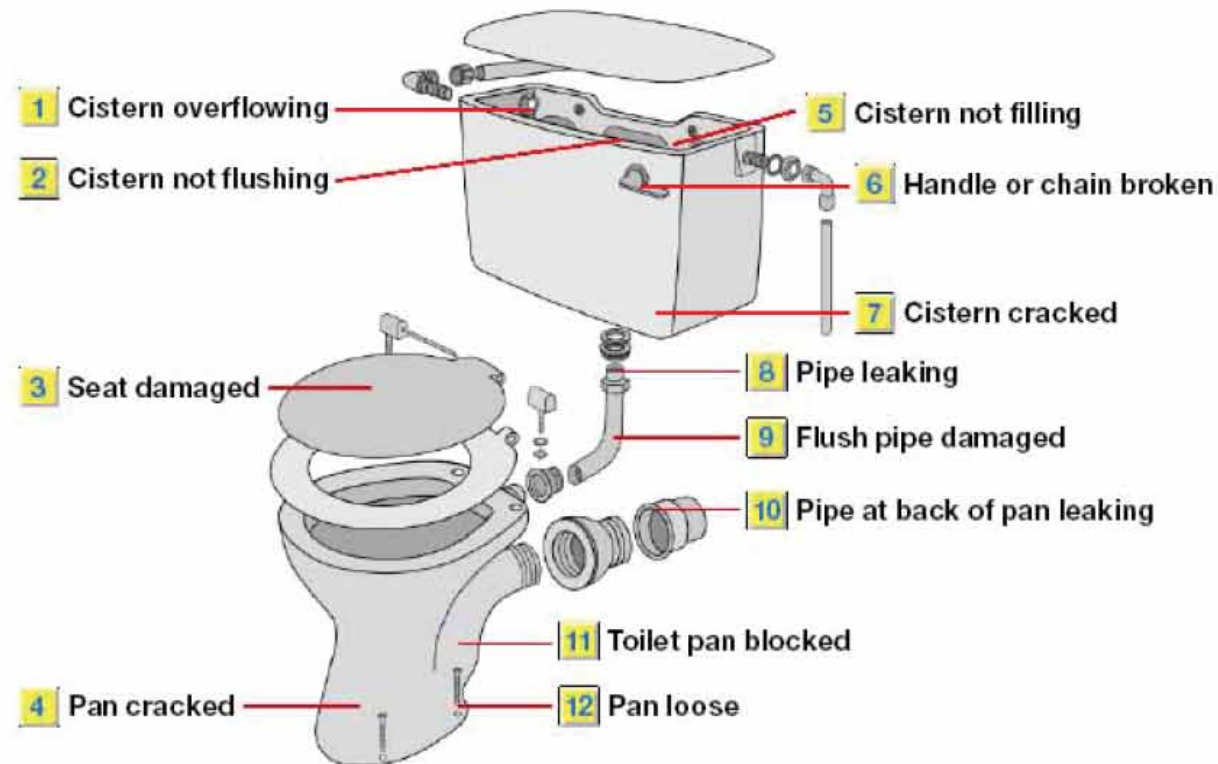
What is the fault and it's number?



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# Toilets

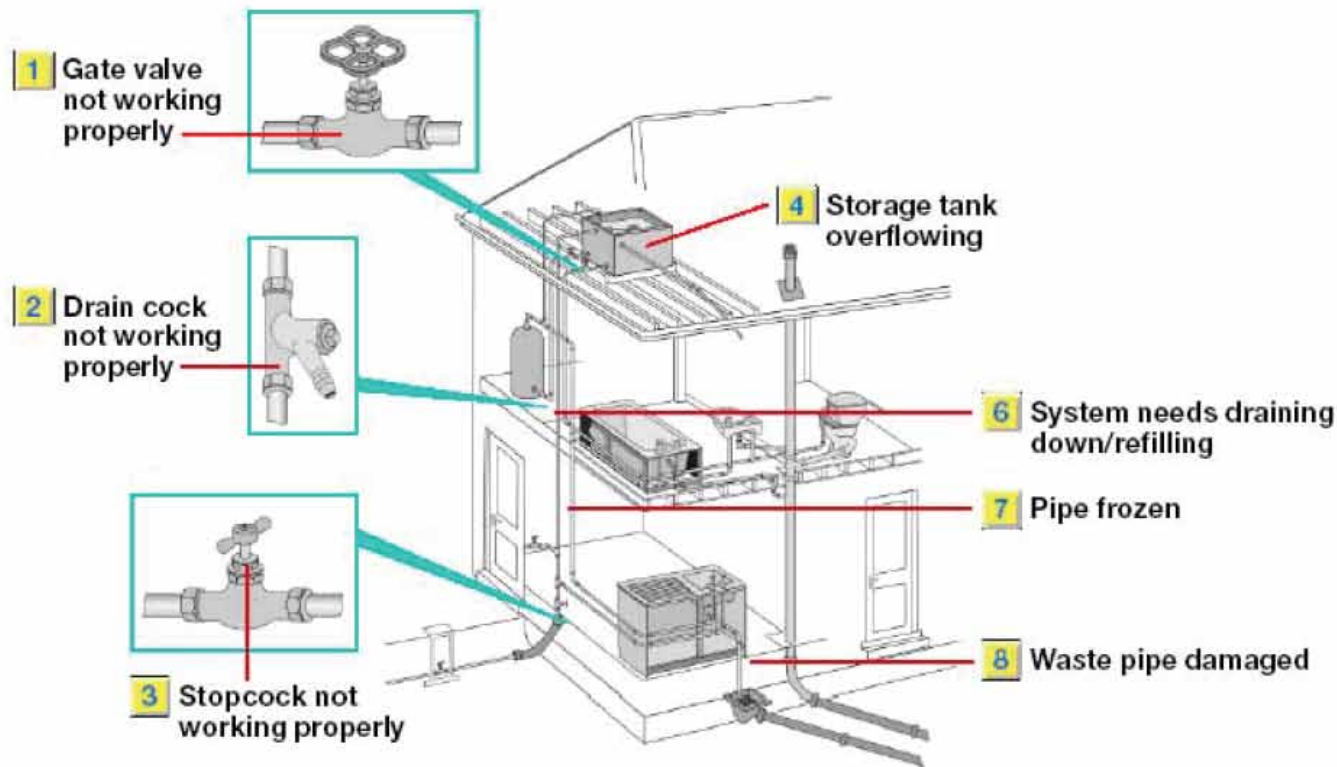
What is the fault and it's number?



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# Water Services

What is the fault and it's number?



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# Water Services

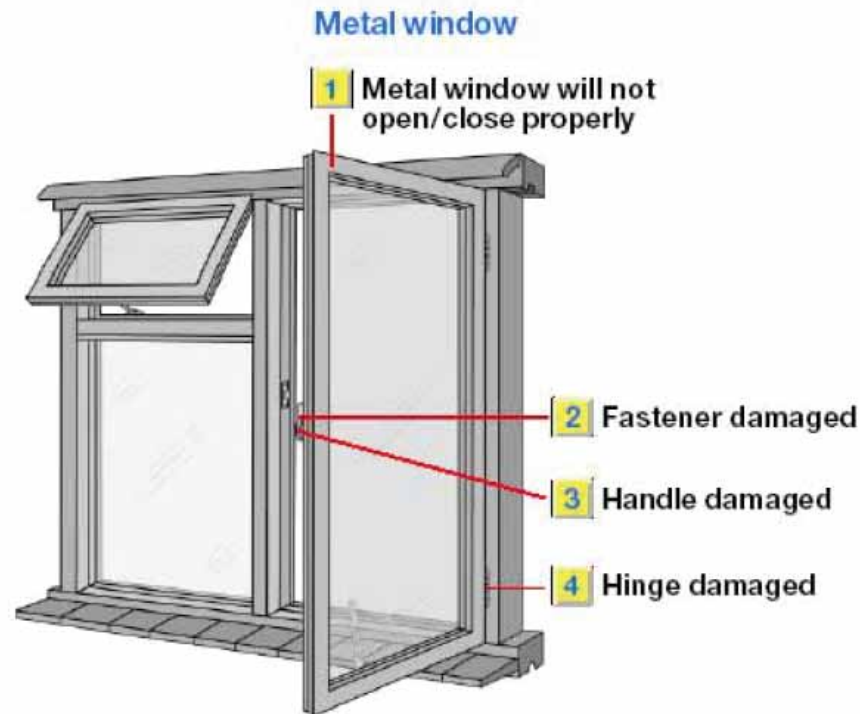
What is the fault and it's number?



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# Windows - Metal

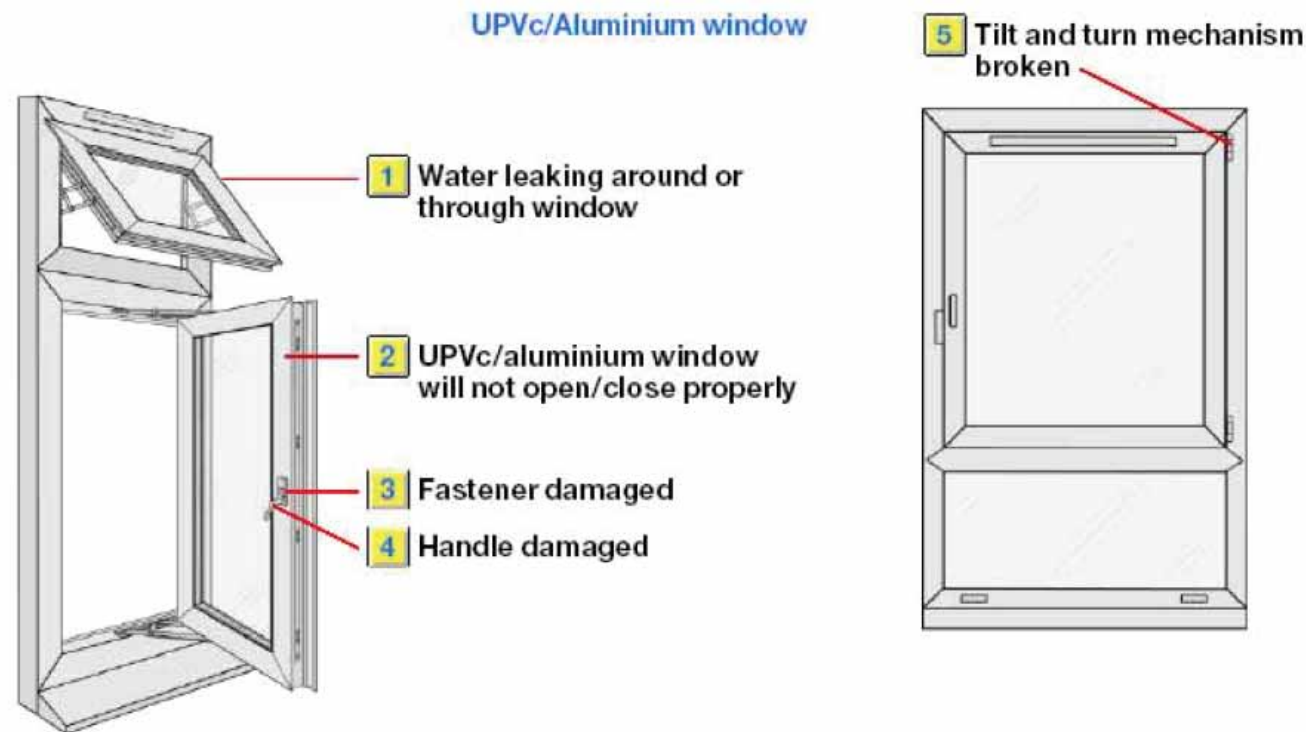
What is the fault and it's number?





# Windows – UPVC/Aluminium

What is the fault and it's number?



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