

Void turnaround checklist

Getting a property let ready in one visit rather than three.

Void days are the most expensive days a property has. Most of them are lost between trades rather than during them, because the scope was set before anyone opened the boiler cupboard.

Run this at the check out inspection so the full scope goes out to one contractor in one instruction.

At check out

- ☐ Photograph every room, including inside cupboards, the loft hatch and the meter cupboard
- ☐ Run every tap, flush every WC and check under sinks for active leaks
- ☐ Fire up the heating and record any fault codes on the boiler or HIU
- ☐ Test every socket, switch, extract fan and smoke alarm
- ☐ Note damp or mould with surface readings, not just photographs

Compliance before marketing

- ☐ Gas safety record in date and boiler serviced
- ☐ EICR in date with any C1, C2 or FI remedials closed and confirmed
- ☐ Smoke alarm on every storey and heat alarm in the kitchen, tested
- ☐ Carbon monoxide alarm in every room with a fixed combustion appliance
- ☐ EPC in date and legionella risk assessed where required

Trades sequencing

- ☐ First fix plumbing and electrical before any making good
- ☐ Plaster repairs and full mist coat before flooring goes down
- ☐ Kitchen and bathroom silicone renewed rather than overpainted
- ☐ Decoration last, with a single colour standard across the portfolio
- ☐ Deep clean and final photographs on the same day as sign off

Handover standard

- ☐ All keys, fobs and window keys labelled and counted
- ☐ Appliance manuals and stopcock location recorded for the tenant
- ☐ Certificates and completion photographs issued as one pack
- ☐ Snag list closed in writing before the property is released

Send us the check out photographs and we will quote the full turnaround as one package, with a date for handover.