

# Policy Guidance Note 7

## Fireplaces

Responsible Officer	Service Manager – Housing and Property						
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### Amendment and Authorisation Record

#### PGN7 - Fireplaces

Date	Author	Paragraph ref:	Nature of change	Authorised by
21/03/06		N/a	First dated revision	-
02/02/09	MH	N/a	Change to Responsible Officer Job Title	AJ

## **PGN 7 - FIREPLACES**

- 1.0 Where houses have had non-solid fuel heating installed and an open fire is still in operation, the housing service will maintain the fireplace, flue and chimney. If any part of the open fire is beyond economic repair the opening is to be made safe, closed, capped and vented.
- 2.0 If there is a room heater or cooker that would normally be removed and the tenant wishes to keep the item, the customer is to be informed in writing that they will be responsible for the future repair and maintenance of the appliance. A copy of the correspondence is to be placed on the house file and recorded on Orchard. Housing services will continue to maintain the flue for the appliance.
- 3.0 Fireplace tiles remain the responsibility of the Housing Service.
- 4.0 When a property is void and the main heating system is other than solid fuel, any solid fuel appliance should be removed and the wall and floor surface re-instated. Where the chimney head is still in use (e.g. a common chimney) the redundant flue(s) should be capped and vented. Where the chimney head is redundant, it should be removed wherever practicable.