



## Colchester Borough Council Professional Services

Rowan House, 33 Sheepen Road,  
Colchester CO3 3WG

### Private Sector Housing

# Landlord's Electrical Inspection Report

## Landlord's Self Assessment of the Electrical Installation

It is the landlord's responsibility to ensure that the electrical installation and all electrical appliances are safe and that they are checked regularly.

The purpose of this Inspection Report is to help landlords carry out regular inspections of the electrical installations of properties considered for inclusion within the Accreditation Scheme.

Before completing this Report, you should read the Guidance Notes on the final page of this form.

**If the electrical installation has not been fully inspected by a qualified electrician, i.e.: NICEIC, ECA, BRE, BSI, ELECSA or NAPIT, within the last 5 years, an Electrical Installation Condition report (EICR) will be required.**

**A written Portable Appliances Test must be completed every 3 years**

Where necessary, please tick the appropriate box. Provide full details of any deficiency / problems affecting the electrical installation.

### 1. Property Address

Address:	
Town:	
Post code:	

### 2. Property Ownership

Name:	
Company:	
Address:	
Town:	
Post code:	
Telephone:	
Email:	

### 3. Property Management

Please give details of the manager/agent, if different from above.

NB: The manager of the property is the person who, dependant on their contract, collects the rent, checks the condition of the property and deals with any repairs. This may be someone acting on behalf of the owner or a letting agent.

Company:	
Name:	
Address:	
Town:	
Post code:	
Telephone:	
Email:	

### 4. Details of any previous electrical inspection

Name:	
Date:	
Inspection:	Visual & power tested <input type="checkbox"/> Visual only <input type="checkbox"/>

## Inspection Details

### 6. Halls, Stairs, Landings & other circulation areas

Number of light fixtures:	
Number of light switches:	
Number of single power points:	
Number of double power points:	
Please provide details of all other electrical fixtures in these areas:	
Are all these fixtures in good condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No, provide full details:	

## 7. Kitchens & Utility Rooms

Number of light fixtures:	
Number of light switches:	
Number of single power points:	
Number of double power points:	
Number of isolators:	
Please provide details of all other electrical fixtures in the kitchen:	
Are all these fixtures in good condition? If No, provide full details:	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 8. Bathrooms, Shower-rooms & Cloakrooms

Number of light fixtures:	
Number of light switches:	
Please provide details of all other electrical fixtures in the rooms:	
Are all these fixtures in good condition? If No, provide full details:	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 9. Lounges, Dining Rooms & other common rooms

Number of light fixtures:	
Number of light switches:	
Number of single power points:	
Number of double power points:	
Please provide details of all other electrical fixtures in these areas:	

Are all these fixtures in good condition? If No, provide full details:	Yes <input type="checkbox"/> No <input type="checkbox"/>
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### 10. External Electrical Fixtures, including Garages & Sheds etc.

Number of light fixtures:	
Number of light switches:	
Number of single power points:	
Number of double power points:	
Please provide details of all other electrical fixtures in these areas:	
Are all these fixtures in good condition? If No, provide full details:	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 11. Distribution Box & Meters etc.

Where are the meters and fuse boxes located?	
What type of circuit breakers are in use?	
Are all fuses/circuit breakers operating as intended? If No, provide full details:	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 12. Electrical Appliances

<p>The general condition of all electrical appliances, including plugs and flexes, supplied by the landlord, must be tested regularly and found to be in good condition and working order.</p> <p>Have the following electrical appliances been tested and found to be in good condition and working order? If No, provide details. Please add to the list if necessary.</p>
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Appliance	Yes	No / Details
Cooker	<input type="checkbox"/>	<input type="checkbox"/> .....
Oven	<input type="checkbox"/>	<input type="checkbox"/> .....
Hob	<input type="checkbox"/>	<input type="checkbox"/> .....
Extractor	<input type="checkbox"/>	<input type="checkbox"/> .....
Microwave	<input type="checkbox"/>	<input type="checkbox"/> .....
Fridge	<input type="checkbox"/>	<input type="checkbox"/> .....
Freezer	<input type="checkbox"/>	<input type="checkbox"/> .....
Washing Machine	<input type="checkbox"/>	<input type="checkbox"/> .....
Tumble Dryer	<input type="checkbox"/>	<input type="checkbox"/> .....
Dish Washer	<input type="checkbox"/>	<input type="checkbox"/> .....
Kettle	<input type="checkbox"/>	<input type="checkbox"/> .....
Coffee Machine	<input type="checkbox"/>	<input type="checkbox"/> .....
Toaster	<input type="checkbox"/>	<input type="checkbox"/> .....
Iron	<input type="checkbox"/>	<input type="checkbox"/> .....
Vacuum Cleaner	<input type="checkbox"/>	<input type="checkbox"/> .....
TV	<input type="checkbox"/>	<input type="checkbox"/> .....
Disc Player	<input type="checkbox"/>	<input type="checkbox"/> .....
Audio Equipment	<input type="checkbox"/>	<input type="checkbox"/> .....
Lawn Mower	<input type="checkbox"/>	<input type="checkbox"/> .....
Other: .....	<input type="checkbox"/>	<input type="checkbox"/> .....
Other: .....	<input type="checkbox"/>	<input type="checkbox"/> .....
Other: .....	<input type="checkbox"/>	<input type="checkbox"/> .....
Other: .....	<input type="checkbox"/>	<input type="checkbox"/> .....

### 13. Declaration

I confirm that I have conducted a visual inspection of all electrical fixtures and fittings in the above property. I also confirm that I have conducted a visual inspection of the electrical appliances supplied by the landlord and I have tested that they are in working order.

The information given on this form provides a complete and accurate record of my inspection.

I understand that it is my responsibility to ensure that the electrical installation and all electrical appliances are safe and that they are checked regularly.

Signature: ..... Date: .....

Print name: .....

## Guidance Notes

### SELF ASSESSMENT

A self assessment of the electrical installation will only be accepted if the University of Essex has already been provided with an NICEIC periodic inspection report (a full inspection report by a qualified electrician) which has been carried out within the last 5 years. A portable Appliances Test must be completed every 3 years.

This Inspection Report will record the outcomes of the checks the owner / manager will make at the end of a tenancy and / or before granting a new tenancy. It assumes that the basic installation is up to the required standard and has the minimum number of sockets required by the scheme.

### UNAUTHORISED ALTERATIONS

It is possible that unauthorised alterations may have been made to the electrical installation, and that these do not comply with British Standards. When inspecting the system, the owner / manager should note all alterations and arrange for a qualified electrician to carry out further checks and such works as required to make the electrical safe.

### THINGS TO LOOK FOR

When examining the fixtures, the owner / manager must note the following:

- Cracked or broken power points (sockets)
- Cracked or broken light switches
- Frayed flexes, missing light roses or lamp holders

Any disconnected or loose connections to earth wires clamped to water pipes behind sinks, wash basins or below water stop taps, or near the gas meter.

### CONSUMER UNIT / CIRCUIT BREAKERS

The consumer unit is usually next to the meters and any tampering should be reported. Circuit breakers can be the cartridge type, or rewirable fuses/electronic button/switch type

### SAFETY FIRST!

If fuses blow or trip for no apparent reason, they should be examined by an electrician. Similarly, if plugs or sockets feel hot, they should be properly tested.

Double or treble adaptors and inspection cables across or under carpets would indicate an inadequate number of sockets. An exception may be made when a computer monitor and accessories are in use since they generally use only a small amount of electricity.

### ELECTRICAL APPLIANCES

When inspecting appliances, ensure that:

- The appliance is in good condition (not cracked or otherwise damaged)
- The appliance functions properly
- The plug appears to be in good condition
- The plug's cord gripper (if not a moulded plug) is firmly holding the flex properly
- The flex is not frayed in any way
- The fuse is of the correct rating for the appliance
- Lamp bulb sockets shield the metal part of the bulb

## INFORMATION AND ADVICE

For further information on the Accreditation Scheme and advice on your rights and responsibilities, please contact us:

### Private Sector Housing

Colchester Borough Council, Rowan House, 33 Sheepen Road, Colchester CO3 3WG

Telephone: 01206 28251

Email: [housing.private@colchester.gov.uk](mailto:housing.private@colchester.gov.uk)