

Internal Auditor/ Management Self-Assessment Compliance Test Checklist: Single Property

Questions are for auditors' guidance only and further questions may be asked during establishment inspections.

The checklist should be used by auditors to undertake the three-yearly assessment of compliance against the Accommodation Code or Practice. The Checklist also provides guidance notes for auditors on how to interpret each section of the code. It is recommended that the Checklist is sent to the institution being audited in advance of undertaking the audit. Good practice is for the institution being audited to collate the information ready for the audit and populate, in table below, the responsible officer for the section and where the evidence is located. Managers can also use the checklist to 'self audit' in the intervening years to confirm ongoing compliance. Mandatory elements of the Code are shaded for ease of reference.

Code Ref No.	Mandatory / non mandatory	Checklist for UUK Code Compliance	Guidance notes for Auditors	Document links	Findings	Evidence obtained and x-reference
1.3	Non-mandatory	H/FEEs should ensure that student representatives are fully involved in review, complaints and other procedures integral to the administration of this Code.	<p>How does the institution ensure that students are involved in the review of complaints and other procedures integral to the Code e.g.</p> <ul style="list-style-type: none"> • Students could be part of the committee review group • Part of staff and student liaison groups for accommodation and residencies. • Accommodation and Students Union representative involvement 			
1.4	Mandatory	All H/FEEs must make arrangements to publicise ¹ the existence of the Code to potential students in addition to advising	<p>The Code can be advertised in many ways; good practice examples are as follows:</p> <ul style="list-style-type: none"> • Publicising the logo of the Code on all accommodation material e.g. website, social 			

¹ See <http://www.thesac.org.uk/> for details of the student facing website for the Code.

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		students of the Code during the induction process to residential accommodation.	media, email footers, residencies guide/ or equivalent, correspondence, plaques/posters at hall's receptions. <ul style="list-style-type: none"> In student induction materials 			
1.5	Mandatory	All properties must be constructed, altered or refurbished, and maintained, in accordance with the appropriate building, planning and housing legislation. The relevant approval notices and certificates should be available for inspection by prior arrangement.	Review evidence of building controls certification and appropriate approval notifications. For example, for recent developments/ refurbishments: <ul style="list-style-type: none"> Planning permissions; Building controls; Contractor handover documents (electrical and gas installation certificates) 			
1.6	Non-mandatory	H/FEEs should ensure that staff are appropriately trained in order to deliver the standards required by the code including equality and diversity.	Confirm that there is a structured training programme for new and existing staff for elements within Code and application of the Code. This is predominantly training of frontline staff on fulfilling their roles within accommodation. For example, Code e-learning; equality and diversity training.			

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Health and safety standards and procedures					
2.1	No Test		Student residences and their contents as supplied by an establishment must meet the requirements of all relevant health and safety regulations and codes of practice. Certain special circumstances (e.g. legislation relating to listed buildings) may justify a partial relaxation of these requirements. H/FEE's must be able to demonstrate appropriate risk assessments and management actions for such areas where any of the requirements of the Code are not adhered to in full.		
2.2	Mandatory	H/FEEs must make an analysis of the risk of such events as fire, outbreak of disease or major breakdown of services and equipment and develop procedures for dealing with them. The analysis and the procedures must be documented (e.g. in risk registers) and should be readily available for inspection.	<p>Review evidence which demonstrates how the H/FEEs make an analysis of the risk of such events as fire, outbreak of diseases or major breakdown of services. Evidence may be located in one of the following forms:</p> <ul style="list-style-type: none"> • Policies and procedures • Risk registers • Risk assessments • Business continuity process <p>Take account of when the document was last reviewed (does the H/FEE have a timeline for regular review i.e. annually?) and whether the document is still relevant. Also, how these processes are communicated to relevant staff/stakeholders.</p>		
2.3	Mandatory	Students must be given clear advice and information on what action is to be taken in the event of an emergency e.g. how to access first aid provision, relevant	Review evidence of how the H/FEE's advise students on actions to be taken in the event of an emergencies (24/7) e.g. how to access first aid provision, relevant contact details and mechanisms for reporting incidents and raising		

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		contact details and mechanisms for reporting incidents and raising health and safety issues.	<p>health and safety issues. Examples of where the information can be found are:</p> <ul style="list-style-type: none"> • Residencies guide or similar publications • Student Handbooks • The University website/intranet • Student induction and materials. • First aid posters. <p>Is it clear that guidance is for 24/7 or differentiates depending on time and in/ out term</p>			
2.4	Mandatory	It must be a requirement in every tenancy or license agreement for the student to maintain a reasonably safe environment for the H/FEE's employees who may have to enter the premises e.g. ensuring that cables to personal electrical equipment are safe.	Review tenancy/ license agreement. This must be made clear in tenancy or license agreement for the student to maintain a reasonably safe environment. Good practice is to ensure that this is covered in the induction.			

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2A Fire Safety						
2.5	Mandatory	All H/FEE's should have a formal policy that ensures that a suitable and sufficient Fire Risk Assessment (FRA) is conducted by a competent person for all residential accommodation covered by the Code. The FRA and significant outcomes, must be recorded in a formal report. Copies of the FRA should be made available to external agencies upon request.	Confirm that FRA's are reviewed periodically (i.e. annually where there is a new cohort of residents) and when significant changes have taken place (i.e. new installation) Auditors should be looking for the following on a FRA: <ul style="list-style-type: none"> • The FRA has been carried out by a 'competent person' (i.e. an approved or accredited assessor) • The date of the inspection and that it is within the periodic timescale • The building names being audited that fall under the code • Layout of the building including floor plans • The inspection findings (i.e. fire doors, lighting, extinguishers, PEEPs, etc) • Risk rating and timescales for repairs. 	 <p>PAS79 - fire safety guide.pdf</p>		
2.5.1	Mandatory	A suitable management system must be in place to ensure that the policy is subject to a regular formal review in order for the FRA to remain current and relevant. More frequent reviews	See 2.5			

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		should be initiated and recorded in response to any change of use, refurbishment, remodelling or other alteration that will materially affect the fire safety management systems and procedures.				
2.5.2	Mandatory	All physical works and other management actions identified within the most recent FRA must be completed or have demonstrable mitigating actions in place, in accordance with the allocated priority and proposed timescales.	Actions identified on the FRA must be completed within the periodic timescales with their priority rating. Actions should be appropriately logged or have demonstrable mitigating actions and should be referenced to the action on the FRA.			
2.6	Mandatory	Information and advice must be provided to students at the beginning of their period of occupation on such matters as:	Review evidence that students are provided with clear written guidelines on the fire safety procedures, including details of the safety measures installed, why they are there, how they operate and what to do in the event of a fire. Notices containing this information should be displayed in all rooms and communal areas, evidence of this should be			

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			<p>reviewed as part of a physical inspection.</p> <p>Good practice is to ensure that this information is provided as part of the following:</p> <ul style="list-style-type: none"> • Induction • Residencies guide or similar publications • Student Handbooks • The University website/intranet • Student induction and materials • Posters • Website/ social media 			
2.6.1	Mandatory	<ul style="list-style-type: none"> • Their role in the avoidance of fire risks. 	See 2.6			
2.6.2	Mandatory	<ul style="list-style-type: none"> • Cooking and the safe use of cooking equipment. 	See 2.6 and also 2.12			
2.6.3	Mandatory	<ul style="list-style-type: none"> • Electrical safety – particularly voltage differences. 	See 2.6 This guidance is especially important for overseas students.			
2.6.4	Mandatory	<ul style="list-style-type: none"> • The dangers of using candles or storing flammable material. 	See 2.6			
2.6.5	Mandatory	<ul style="list-style-type: none"> • Disciplinary action that may be taken if fire alarms or 	See 2.6			

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		firefighting equipment is mis-used.				
2.7	Mandatory	All equipment relating to fire detection and alarm must be designed, installed and maintained in accordance with the relevant British Standard and the FRA.	<p>The FRA should specify that the equipment is installed and maintained in accordance with the relevant British Standard (BS5839-1:2017) and the FRA. Review evidence from relevant contact within the H/FEE that all equipment relating to fire detection and alarm is designed, installed and maintained in accordance with the relevant British Standard and the FRA. Maintenance for alarms (6-12 months), emergency lighting, sprinklers - annual.</p> <p>Note: For more recent installations an installation certificate should be available for review. For older installations where there is no certificate, the FRA should document the current condition and if it meets current regulations.</p>			
2.7.1	Mandatory	Fire alarm systems must be tested regularly at pre-arranged times (but see paragraph xix of the Code).	The FRA will determine the frequency of the tests as design of the building and alarm types will differ, although it is usually weekly. The auditor should also look at the test records which should note:			

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			<ul style="list-style-type: none"> • Test date (back date to ensure tests are carried out consistently at the same time and day each week) • Test zone/call point/panel being tested on rolling basis (100% should be tested over a period of time) • Lifts return to ground floor (if applicable i.e. that there is a lift in the building and that it is tested as part of the alarm tests) • Refuge alarms (if applicable) • Automatic door release (if applicable) • Issues noted and actioned • Name of person carrying out the test. <p>The auditor should also look for evidence that students are made aware of when the tests are being carried out.</p>			
2.7.2	Mandatory	Records relating to maintenance, servicing and testing must be retained and made available for inspection upon request.	Evidence from certified contractor that the fire alarm systems have been serviced and maintained should be provided in the form of a test certificate. BS 5839-1 states, <i>'The recommended period between successive inspection and servicing visits should not exceed six months – failure to implement this recommendation will result in</i>			

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			<p><i>the system not being compliant with BS 5839-1 with no allowance for variation.</i> It also states that it can be spread over two visits ensuring 100% is inspected over 12 month period.</p> <p>The certificates should include;</p> <ul style="list-style-type: none"> • Log book inspection(including follow-up actions) • Visual inspection of manual call points • Automatic fire detectors • Fire alarm devices • Any changes in building structure • Occupancy levels and/or use • Date of services backdated to ensure consistency • Name of contractor 			
Evacuation Routes (Means of Escape)						
2.8	No test		<p>In order to ensure safe evacuation of properties in the event of fire, safe access and egress (means of escape) must be maintained - including corridors, landings, stairs and hallways. The means of fire escape - internal and external - must be maintained and be available at all times. The design and detail of systems in existing buildings will be determined in accordance with a fire safety risk assessment and in consultation with the fire authority or local authority as appropriate. Safety systems include:</p>			

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2.8.1	Mandatory	The maintenance and servicing of specific equipment and building infrastructure within the Evacuation Routes must be carried out in accordance with relevant British Standards and the FRA, including:	Records of this testing are available to certify that the fire alarm and emergency lighting systems have been checked in accordance with legislative requirements and are in proper working condition.			
2.8.2	Mandatory	<ul style="list-style-type: none"> Emergency lighting. 	<p>Copies of records must be maintained and captured. BS5266.</p> <p>Should be tested/serviced monthly and annually respectively. Monthly check that all emergency luminaires are operational and annual check to ensure that the system operates for its rated duration.</p>	 <p>example emergency lighting certificate.pdf</p>		
2.8.3	Mandatory	<ul style="list-style-type: none"> Fire safety notices and evacuation signs 	Physical verification of fire safety notices and evacuations signs within the sample of halls chosen in the audit.			
2.8.4	Mandatory	<ul style="list-style-type: none"> Fire doors (including door closers, push bars, vision panels and ironmongery) 	There is evidence maintained that fire doors are subject to regular review e.g. as part of monthly inspections. Up to H/FEE to determine frequency of inspection, but this should be documented and adhered to.			

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			Whilst physically inspecting the halls in your sample review egress and fire doors (including door closers, push bars, vision panels, intumescent strips and ironmongery)			
2.8.5	Mandatory	<ul style="list-style-type: none"> Automatic door release mechanisms 	As above			
2.8.6	Mandatory	<ul style="list-style-type: none"> Fire extinguishers and fire blankets 	<p>As per BS5306, extinguishers should be visually inspected monthly to ensure they have not been discharged and are in good repair. Auditors should check the inspection sheets which should show;</p> <ul style="list-style-type: none"> Date of inspection Equipment inspected Location of equipment Any issues Replacement of equipment <p>They should then be either serviced annually or replaced. The certificate should specify the above as well as the type of extinguisher and the total inspected, the contractor and institution should have an asset list to compare. Any not serviced during visit, arrangements should be made to do this at a later date.</p>	 <p>example Fire equipment test c</p>		

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Fire Evacuation Drills						
2.9	Mandatory	Fire evacuation practices must be conducted at least once at the beginning of each academic year in accordance with arrangements for particular buildings, fire detection systems and the local fire authority. A record must be maintained	Review Fire Emergency Evacuation Plan/ policies and procedures. Evidence that there is record for the halls of residence in the sample that they have undertaken the emergency evacuation at the beginning of the year.			
Special Circumstances						
2.10	Mandatory	Once a student with a disability (including those with a temporary disability) is identified, the H/FEE must undertake an assessment in consultation with the student, and put in place any specific arrangements (e.g. personal emergency evacuation plans PEEP) in case of fire or other emergency.	Review procedures for identification of students with disabilities and how the institution consults with the student and documents the PEEPS. Auditors should review a sample of PEEPS for the HE/FEE.			
2B Electrical and Gas Supplies						

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2.11	Mandatory	Except in the case of emergencies or essential maintenance, electricity and gas supplies and lighting must be maintained without interruption.	Auditors should ask whether the HE/FEE has had outages or cut supply and if so how this was mitigated and resolved. Mitigation may be via back up generation for example.			
2.12	Mandatory	Where students need to operate controls for gas and electrical appliances, simple and precise instructions for their safe and efficient use must be available.	<p>Review how the HE/FEE record and maintain instructions. Clear written instructions for safe use of all gas and electrical appliances e.g.</p> <ul style="list-style-type: none"> • Electronic copies of the manuals provided on the intranet. • Hardcopies/posters provided near the appliance. <p>Instructions for the safe use of all electrical appliances should be provided to all tenants including how to use isolate.</p>			
Gas Installations						
2.13	Mandatory	All gas supplies, distribution pipe work and gas fired appliances must comply with the relevant gas safety regulations.	<p>Review how the HE/FEE maintains records that boilers, distribution pipe work and gas fired appliances comply with the relevant gas safety regulations e.g.</p> <p>Institutions should have an asset register which will show the gas supplies and appliances within the building</p>	<p>https://www.gassaferegister.co.uk/media/1868/landlords_gas_safety_record_lar_ge.jpg</p> <p>https://www</p>		

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			<p>that is being audited (some laundry machines that are supplied by gas will be included in this). Institutions should have a gas safety management policy in place which shows how they aim to comply and the frequency of inspections.</p> <p>Advice and examples via links</p>	<p>.gassaferegister.co.uk/help-and-advice/gas-safety-certificates-records/gas-safety-record/</p>		
2.14	Mandatory	<p>All gas appliances must have an annual gas safety check undertaken by a Gas Safe registered gas installer. A copy of the safety certificate must be available in accordance with the regulations.</p>	<p>How does the HE/FEE ensure that Gas contractors are Gas Safe certified? E.g. through procurement process.</p> <p>For the Halls of residence in the audit sample review certification for all gas appliances for the halls of residencies. Make sure that the forms are completed i.e. location of the boiler, date completed and authorised by contractor. Review last two years to provide assurance inspections have been done annually</p> <p>If there any issues (failed notices) identified as part of the service, the auditor should ensure that the issues have been rectified/ plans in progress to address issue.</p>	<p> example Gas sa Certificate 1. p</p> <p> example gas sa cert 2. pdf</p>		
Electrical Installations						

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2.15	Mandatory	All new electrical installations including fixed equipment must be installed and all existing installations maintained in accordance with the most recent version of the Institute of Engineering and Technology requirements.	How does the HE/FEE ensure that new electrical installations meet the Institute of Electrical Engineers (IEE) Regulations. <i>Guidance via link</i> Review a sample of new electrical installations and certification. Note: New installation – upon completion should be tested in accordance with BS 7671 and certified using an Electrical Installation Certificate. This certification is generally valid for a period of five years, after which the installation is certified using an Electrical Installation Condition Report.	https://www.niceic.com/find-a-contractor/electrics-explained/what-are-the-different-types-of-electrical-certifi		
2.16	Mandatory	All building electrical installations must be inspected and tested in accordance with statutory requirements, and the results recorded in an appropriate register.	Electrical Installation condition report must be undertaken every five years. Review evidence that this has taken place and ensure that actions identified have been implemented or have a reasonable timeframe for implementation.	 BS 7671-2018_Mod Forms of Certificati		
Lighting						
2.17	Mandatory	Lighting must be provided in accordance with the Chartered Institution of Building Services Engineers (CIBSE) recommendations. In study bedrooms the	As part of the physical inspection review level of lighting to ensure appropriate in line with Chartered Institution of Building Services Engineers (CIBSE) recommendations. CIBSE minimum lighting requirements for task lighting is			

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		recommended level of illumination may be achieved by the use of local task lighting.	300-500 Lux. Standard desk lamps should easily exceed this requirement, but if in doubt a light meter can evidence this e.g. 75W bulb is 1,100 lumens. If no desk lamps or in doubt about level of lighting, ask H/FEE whether they are aware of recommended levels and how they monitor these.			
Portable Appliance Testing (PAT)						
2.18	Mandatory	All portable appliances supplied by an H/FEE, or used in the premises by H/FEE staff, must be inspected and maintained in accordance with an establishment's PAT policy. Where arrangements exist for the testing of students' personal electrical equipment these should be set down in the PAT policy. The H/FEE must make students aware of the PAT policy, and any procedure for having students' personal electrical equipment tested.	Review and obtain PAT Policy. Confirm evidence that the policy has been applied in halls. Review evidence of the PAT certification of equipment for the Halls in the sample and within 12 months of the last certification. How does the University make the student aware of the PAT Policy e.g. <ul style="list-style-type: none"> • Residencies guide • Induction • Website/social media • Posters 			
2.19	Mandatory	There must be a procedure for dealing	Review procedure for dealing with any potentially dangerous			

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		with any potentially dangerous personal electrical equipment. This might include labelling as unsafe, an instruction to remove, or in extreme cases (subject to the terms of the license or tenancy), for example if there is a risk of fire or electrocution, removal to safe keeping or disabling. The students must be made aware of the procedure and the action implemented.	personal electrical equipment, and how are staff made aware of procedure. Review the methods of how this is communicated to students: <ul style="list-style-type: none"> • Residencies guide • Induction • Website/social media • Posters 			
Water Supplies						
2.20	Mandatory	All premises must be provided with hot and cold water to appropriately marked taps. Any cold water supply that is not drinking water must be clearly identified.	Confirm for those facilities inspected that taps are appropriately marked. Ask the HE/FEE if there are any residencies that do not provide hot and cold water and whether the cold water surplus is not drinking water. Where this is in place ensure that the water supplies are clearly identified.			
Waste Water						
2.21	Mandatory	All waste water must	Auditors should ask			

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		be removed via an appropriate trapped connection to the sewerage system.	management whether waste water is removed as per the Code requirement. Does the H/FEE carry out regular e.g. annual documented inspections to ensure that connections are working appropriately?			
Water Hygiene						
2.22	Mandatory	Hot and cold water services must be installed, monitored and maintained in accordance with HSE and statutory public health requirements including Legionella testing.	<p>The HE/FEE should have water hygiene policies and procedures and water risk assessment.</p> <p>Hot and cold water services must be installed, monitored and maintained in accordance with the HSE and statutory public health requirements including Legionella testing:</p> <ul style="list-style-type: none"> • Water risk assessment • Cold water tank inspection and chlorination • Hot and cold water temperature testing • Flushing of little used outlets - taps, toilets, showers. • Showerhead disinfection • Calorifiers <p>The auditor should look for certificates and inspection records from the list above as stated in the risk assessment for the property sample, taking account of</p> <ul style="list-style-type: none"> • The date (is it within the 	http://www.hse.gov.uk/pubns/price/d/18.pdf		

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			<p>recommended time)</p> <ul style="list-style-type: none"> Any recommendations or actions (there should be a priority of when the work should be completed) All actions the institution carries out should be documented to provide a full audit trail, including any mitigation. 			
Security						
Building and Room Security						
2.23	Mandatory	H/FEE managed accommodation must be securable against intrusion. All registered buildings must be subject to local security risk assessments, with particular attention being paid to access control, surveillance of site perimeter and securing ground and basement windows.	The auditor should review risk assessments in place for the sample of halls of residencies chosen in the audit			
2.24	Mandatory	All main entrances and individual bedroom doors must be lockable, the main entrance door being accessible by all student tenants of the building and bedroom doors accessible only by the student	The auditor should ask management whether this in place across the HE/FEE. As part of the physical inspection, the auditor should review that all main entrances and individual bedroom doors for the sample of halls/bedrooms chosen comply with this.			

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		occupant.				
2.25	Mandatory	All basement, ground and first floor windows must be securable by the student in order to deter theft and intrusion in student bedrooms.	As above 2.24. Could also include window restrictors.			
Staff						
2.26	Mandatory	All members of staff (including contractors) must be badged whilst on the premises. There must be a record kept of staff accessing bedrooms in the absence of the student.	Review the policies and procedures for entrance to halls. Review a sample of the logs and visitor books. Review evidence of staff accessing bedrooms in the absence of students.			
2.27	Mandatory	Staff must be subject to vetting / checks in accordance to the institution's policy formulated under the relevant legislation. Such policy to include reference to contractors.	Has the HE/FEE got a policy on safeguarding? Is the policy appropriate i.e. does it cover relevant students at the HEI e.g. under 18s/ vulnerable adults etc.; does it include DBS checks where relevant. The policy should include reference to how this applies to contractors e.g. code of conduct for contractors. Review evidence that the HE/FEE is complying with its policy i.e. review a sample of individuals that should be subject to vetting and checks.			

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2.28	Mandatory	The procedures regarding the issuing of keys/access cards (including the replacement of lost keys) must be clear and transparent and arrangements for access in the event of lost keys etc. must be set out in the students' welcome pack or equivalent (see 5.8).	Review procedures and policy over issuing keys and lost keys and is this communicated in the welcome pack and induction. What arrangements are there for students who lose keys out of hours?			
Emergency Contacts/Procedures						
2.29	Mandatory	H/FEEs must advise students of the procedure to follow in the event of an emergency e.g. bomb alert, summoning an ambulance, reporting a crime or suspicious behaviour.	Review procedures to follow in the event of an emergency e.g. bomb alert etc. Review how this is communicated to students e.g. <ul style="list-style-type: none"> • Residencies guide • Website • Induction • Posters 			
CCTV						
2.30	Mandatory	Wherever student residences are monitored by CCTV this must be advised in the foyer or on the external entrance to the building, through the use of Statutory CCTV warning signs. Installation and	Review policies and procedures on CCTV management within the HE/FEE. The policy should set out the purpose of the CCTV and what it is being used for, purpose intended and who has access to the recordings. Review through halls chosen in			

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		operation must be in accordance with the relevant legislation.	sample to ensure signage is in place. Signs should be at the entrance to the surveillance system's zone and reinforcing this with further signs inside the area and also where it is less obvious that there would be surveillance in the area.			
Kitchen Facilities and Cooking Equipment						
2.31.	Mandatory	Where provided, all kitchen facilities must be maintained in good order and repair with all equipment supplied in good working order. Within self-catering properties, facilities for the preparation, cooking and storage of food must be appropriate to the number of students using the facilities in accordance with local authority published standards. Users' instructions must be available.	Obtain by review of Local authority website/ ask management what local authorities standards are for each of the halls. Be aware that halls spread over geographical areas may be subject to different local authority requirements. Focus, for example, on provision of cooking facilities per number if students. Physical inspection of equipment as part of the halls sample to ensure appropriate and in good working order. Check that user instructions are available for a relevant equipment (copy in flats, website, welcome pack, receptions etc) Confirm facilities are aligned to local authority standards.			
Food Storage						
2.32	Mandatory	Cold storage	Physical verification of kitchens			

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		provision must be made available within self-catering properties.	to review cold storage. (may also be local authority standards covering this – see 2.3.1 above)			
Bathroom, Toilet and Shower Areas						
2.33	Mandatory	These areas must be provided with adequate ventilation and slip-resistant flooring. All sanitary ware must be in good working order and free from cracks and breaks. All toilets must be provided with fitted toilet seat. Shower curtains or screens must be provided as appropriate.	As part of the sample of halls/bedrooms ensure adequate ventilation and slip-resistant flooring. All sanitary is in good working order and free from cracks and breaks. All toilets are provided with fitted toilet seat. Shower curtains or screens are provided.			
Furnishing Quality						
2.34	Mandatory	Décor and furnishings should be provided and maintained in reasonable condition. All furnishings provided must conform to the relevant regulations.	Through physical inspection review décor and furnishing through physical verification of a sample of rooms whether the décor and furnishings are reasonable. How does management ensure that furnishings comply with and conform to the relevant regulations?			
2.35	Mandatory	All bedrooms must be fitted as a minimum with bed, mattress, worktop or study desk and chair,	Review through physical inspections that a <ul style="list-style-type: none"> • bed, mattress, • worktop or study desk and 			

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		curtains/blind, drawers/shelving, wardrobe and waste receptacle.	chair, <ul style="list-style-type: none"> • curtains/blind, drawers/shelving, • wardrobe • waste receptacle are all in place.			
Post and Mail						
2.36	Mandatory	The H/FEE must put in place suitable arrangements for the receipt and distribution of student mail. The arrangements should be set out in the students' welcome pack or similar induction material. Distribution and collection details should be made available. Students should be advised of any arrangements for forwarding or redirecting mail after the end of the tenancy/license period.	Review how arrangements for receipt and distribution of student mail are communicated to students e.g. <ul style="list-style-type: none"> • Student welcome pack • Induction • Posters • Intranet 			
Approved Contractors						
3.1	Mandatory	Repairs and	Note – some of this test may			

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		<p>maintenance must be carried out by appropriately qualified and badged H/FEE employed staff or approved contractors.</p>	<p>have been carried out already for electrical/ gas/ water.</p> <p>Review the HE/FEE procedures and policies for recruitment of contractors to ensure that they are qualified and certified as appropriate for the discipline intended e.g. gas installation contractors are Gas Safe registered; Code of conduct for contractors in place.</p> <p>Review controls in place to ensure all contractors are recorded and badged on site</p>			
Fault/Defect Notification and Rectification						
3.2	Mandatory	<p>The H/FEE must provide students with information on how to report a defect or fault, including out of office hours' procedure and expected response times from the service provider.</p>	<p>How does the HE/FEE provide information to the students on how to report a defect of fault e.g.</p> <ul style="list-style-type: none"> • Online • Residencies guide • Induction • Website <p>This should also include out of office hours' procedure and expected response times from the service provider.</p>			
3.3	Non-mandatory	<p>The information should set down response times in the published categories – the usual terminology will be: emergency, urgent</p>	<p>Review the information provided to students and confirm it meets the standards as described to the left.</p>			

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		and non-urgent. If response times are different for different locations this should be made clear. Students should be kept informed of progress in rectifying any reported defect and in particular any delay in meeting defined response times e.g. if an initial visit is diagnostic or if batching of works occurs.				
3.4	Non-Mandatory	Where repairs or maintenance work is necessary due to damage caused by residents or their guests, the residents should be notified of the total costs and charges for the repair as soon as practicably possible.	Evidence information provided to students telling them they will be charged for any damage caused by them or their guests. This could be in Residents Guide, Terms & Conditions, posters, website, etc. Auditors could also review a sample of related incidents and confirm whether the policy was followed.			
Planned and Reactive Maintenance						
3.5	Non-Mandatory	When undertaking planned works, consideration should be given to the potential impact on residents and inconvenience / disturbance should be	Review the policy and procedures for planned and reactive maintenance. Review how this is communicated to the students e.g. induction, residencies guide and website			

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		kept to a minimum at all times. Planned works should normally avoid sensitive periods, such as exams, and a minimum period of 7 days' notice given to residents. For any urgent works, a minimum of 24 hours' notice should be given unless the circumstances require an immediate response.				
Grounds Maintenance						
3.6	Mandatory	All planting and fences around residences should be well maintained and designed to minimise opportunities for concealment of intruders. Principal pathways and car parks should be hard paved (or have another suitable surface) and must be illuminated appropriately for the environment.	Review the security risk assessment to identify how it ensures it minimises opportunities for concealment of intruders. Ask management how they ensure that all principal pathways and car parks are illuminated appropriately for the environment (e.g. physical inspections).			
3.7	Non-Mandatory	Grounds should be cleared of rubbish and litter on a regular basis and kept tidy.	Confirm arrangements in place to monitor and clear litter. Confirm advice provided to students in respect of waste			

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		Students should be encouraged to avoid causing, or adding to, litter. Consideration should be given to the provision of waste / recycling and cigarette disposal facilities.	disposal/ recycling etc (see also 4.5). Visual inspection of halls/ grounds			
3.8	Non-Mandatory	Policies on snow and ice clearance should be made available for residents in appropriate locations and should specify expected clearance times, including any different timings for different locations. Where residences are adjacent to the public highway, they should display advice regarding the Local Authority's responsibilities	Review the snow and ice policy to ensure it is appropriate for the environment and that it is communicated to students e.g. residences guide, website, welcome packs etc.			
Environmental Quality						
Energy efficiency						
4.1	Mandatory	Heating in all	Review evidence of policy and			

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		residential areas should meet the minimum requirements defined in the relevant H/FEE policy. Adequate lighting, hot water and ventilation must be provided, as appropriate for all residential areas including; each bedroom, social space, kitchen, circulation space (e.g. corridors, stair cases, entrance lobbies) and shower/bath room.	that residential areas meet the minimum requirements deigned in the relevant H/FEE policy. Review evidence for the sample of halls through physical verification. See relevant previous sections i.e. Lighting. Has H/FEE received complaints in respect of heating and have these been resolved?			
4.2	Mandatory	H/FEE's must be able to demonstrate how they encourage residents and staff to be environmentally responsible in their consumption of energy and water.	Review evidence how the H/FEE encourage staff to be environmentally responsible through: <ul style="list-style-type: none"> - Induction, - Residencies guide - Website/social media - Posters 			
Refuse Collection						
4.3	Mandatory	Adequate provision must be made for the collection of all domestic refuse generated from residences. Details should be communicated to	Ask how often domestic refuge is collected and how communicated to students. Through physical inspection review if there is a buildup of waste. Review how this is communicated to students			

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		students and notices on collection arrangements should be placed in appropriate common areas.	through: <ul style="list-style-type: none"> • Induction, • Residencies guide • Website/social media • Posters 			
Pest Control						
4.4	Non-Mandatory	The H/FEE is expected to ensure that as far as possible residential areas are kept free from pests and properties are well maintained to deter any potential infestation. Arrangements for reporting infestations must be made clear together with the anticipated response times.	Review policy and procedures in place for managing pest control. Through physical inspection review whether there are any contributory factors towards infestations i.e. build-up of rubbish. How are student made aware of the reporting arrangements for pest control e.g/ residencies guide, posters, website etc.			
Recycling						
4.5	Non-Mandatory	The H/FEE should provide schemes for reuse / recycling in conjunction with waste contractors / local authorities. Where implemented, schemes must be clearly explained to residents and participation encouraged. Details of recycling	Physical verification of the recycling scheme and supporting procedures and policies. Review how this is communicated to students e.g. <ul style="list-style-type: none"> • Website • Residencies guide • Social media • Posters 			

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		arrangements, including the location of recycling stations should be communicated to students and contained in the H/FEE's environmental policy.				
Transport and Travel						
4.6	Mandatory	Residents must be advised of any car parking arrangements. The information provided must also refer to the availability of bicycle and motor cycle parking.	Review evidence of how this is communicated to students, through <ul style="list-style-type: none"> Residencies guide Posters Website 			
4.7	Non-mandatory	Residents should be provided with details of access to public transport and any recommended pedestrian routes.	Review evidence of how this is communicated to students, through <ul style="list-style-type: none"> Residencies guide Posters Website 			
Landlord and Tennant Relationship						
5.1	Mandatory	H/FEEs must have a clear and coherent statement in place outlining the relationship between the H/FEE, as landlord and the student, as tenant or licensee.	Review evidence of statement in place outlining the relationship between the H/FEE, as landlord and the student, as tenant or licensee, through <ul style="list-style-type: none"> Tenancy/ license agreements Terms and Conditions 			

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5.2	Mandatory	<p>A written contract must exist between the H/FEE and the student for the provision of residential accommodation prior to the commencement of occupation. The contract documentation must be made available either in electronic format or as a hard copy by the H/FEE, and include reference to any contractual terms and responsibilities of both the H/FEE and the student. The H/FEE must provide the student with a copy of the residential contract once entered into.</p>	<p>Review the contract (as identified in 5.1) to ensure it is in place between students which states the terms and conditions. Review process for how the contract is provided to the students.</p>			
5.3	Mandatory	<p>The terms of any contractual relationship and information on the respective roles and responsibilities of the H/FEE and the student must be made available to all prospective residents in advance of students entering into</p>	<p>Auditors should view the application/offer/acceptance process and the terms & conditions which residents must confirm that they have read and understood before they accept their offer/enter into a contract.</p>			

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		a contractual relationship for residential accommodation.				
5.4	Mandatory	Where an H/FEE requires payment of a (damage) deposit (or similar) for the duration of the period of occupation, the H/FEE must indicate clearly what the deposit is to be used for, the amount to be paid, and how the scheme is administered. H/FEE should endeavor to return any deposit balances due, within 28 days of the end of the contracted period, including details of all deductions from the initial amount paid.	Review evidence in place through policies and procedures for deposit management. This should indicate clearly what the deposit is to be used for, the amount being paid and how the scheme is administered. Review also how this is communicated to students.			
5.5	Mandatory	The H/FEE must make available the following information:				
5.5.1	Mandatory	<ul style="list-style-type: none"> The relevant procedures for application and allocation of residential accommodation including any application 	Review application and allocation policy, and evidence of how this is communicated to students e.g. website, accommodation applications process, admissions information, posters, residencies guide, induction,			

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		eligibility criteria.	tenancy agreements etc.			
5.5.2	Mandatory	<ul style="list-style-type: none"> The total number of rooms available by type (i.e. single, twin, studio, en suite and self-catering). 	As above.			
5.5.3	Mandatory	<ul style="list-style-type: none"> The fees and charges for each type of available accommodation. 	As above.			
5.5.4	Mandatory	<ul style="list-style-type: none"> The length of the contract period for each room type. 	As above.			
5.5.5	Mandatory	<ul style="list-style-type: none"> Availability, if any, of parking facilities and/or cycle storage. 	As above.			
5.5.6	Mandatory	<ul style="list-style-type: none"> Credit control arrangements including payment schedules and options for payment, any additional costs that may be incurred by a resident (e.g. lost keys or access cards, damage charging, late payment charges, debt pursuance 	As above. See also 2.2.8 and 3.4			

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		charges, debt arrears penalties etc.) and any bursaries or discounts that may be available and the terms under which these are offered.				
5.5.7	Mandatory	<ul style="list-style-type: none"> The terms under which a student or H/FEE is able to terminate or cancel a residential contract. 	As above and terms & conditions.			
5.5.8	Mandatory	<ul style="list-style-type: none"> The procedure for lodging a complaint about the residential accommodation or management of the property, or ancillary services provided by an H/FEE. 	As above.			
5.5.9	Mandatory	<ul style="list-style-type: none"> Information concerning management's right of access to a study bedroom or shared facilities. 	As above.			
5.5.10	Mandatory	<ul style="list-style-type: none"> The procedure for reporting a defect or requesting maintenance: 	As above. See also 3.2			

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		including who to contact.				
5.5.1 1	Mandatory	<ul style="list-style-type: none"> Service level statements (SLS's) or equivalent should be made available, and set out schedules and expected response times for any reactive (i.e. maintenance) services which are provided in each establishment. 	As above. See also 3.2 & 3.3			
5.5.1 2	Mandatory	<ul style="list-style-type: none"> Arrangements for access in the event of lost keys or access control devices. 	As above. See also 2.2.8			
5.5.1 3	Mandatory	<ul style="list-style-type: none"> Any cleaning schedules appertaining to the property, including communal areas and study bedroom accommodation. This must include which areas are cleaned, the frequency of cleaning, and any student responsibility for cleaning of facilities in 	<p>As above. View cleaning schedule in selected halls. Is there clarity over H/FEE and students respective cleaning responsibilities? How are these responsibilities communicated to students.</p> <p>How does H/FEE ensure clean and habitable facilities before occupancy e.g. summer deep clean?</p>			

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		accordance with a service level statement (or similar) if applicable. All rooms and facilities must be prepared for the start of the occupancy period in a clean and habitable condition.				
5.6	Mandatory	Laundry facilities where provided, must be maintained in good working condition. Instructions, including fault reporting and emergency procedures, must be made available.	<p>Review evidence of how this is communicated to students.</p> <p>Review through physical inspection whether Laundry facilities appear in good working order. Confirm access to relevant instructions.</p> <p>Note - Some machines may have gas so gas safety certificates (CP12) will need to be viewed. If the machines are leased and managed externally then the H/FEE should seek assurance that they are being maintained in accordance with regulations.</p>			
5.7	Mandatory	Information regarding the internet service must be provided. If an internet service is not provided, this must be made clear.	Review how this is communicated to students, obtain communication to students on internet services.			
Induction Briefing						

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5.8	Mandatory	H/FEEs must either hold an induction briefing, and/or provide relevant information to students by way of welcome literature or offer an e-induction process prior to, or at the beginning of occupation. This must advise students that their accommodation is covered by this Code. It must also include specific advice on issues such as health, safety (e.g. fire evacuation procedures), well-being matters, conduct and behaviour and guidance on communal living. It must also provide details on the sources of information, advice and guidance offered by the University and Student's Union.	Review evidence of the induction/briefing provided to students prior to or at the beginning of occupation. This should cover the areas outlined in 5.5			
Management Contact Details						
5.9	Mandatory	At the commencement of occupancy H/FEEs must provide	Review how this information is communicated to students e.g. through the residencies guide, intranet/website, posters, wallet			

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		students with relevant contact details of duty officers / wardens / security staff, student representatives etc. and also, as appropriate, any central accommodation office, maintenance office or halls office.	size call cards etc.			
Insurance Liabilities						
5.10	Mandatory	H/FEEs must provide a statement outlining the extent of its own insurance liabilities in respect of a student's belongings and personal items, and details of any specific insurance cover that is contained within the accommodation fee.	Review evidence of the statement outlining the extent of its own insurance liabilities in respect of a student's belongings and personal items and details of any specific insurance cover that is contained within the accommodation fee (terms and conditions; induction guides; tenancy agreement).			
Health and Wellbeing						
6.1	Mandatory	H/FEEs must provide information to students in respect of its provision of student support services (which may include but not be limited to wellbeing, financial and disability support) and how to access them. The information provided	Obtain and review the information provided to students on student support services.			

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		must include reference to services provided by the University, the Students' Union and other appropriate or relevant agencies.				
6.2	Mandatory	H/FEEs must ensure that residents have information on how to access emergency support (both during usual working hours but also outside of these hours) including contact details and procedures to follow.	Review how the H/FEE provides residents with information on how to access emergency support.			
6.3	Mandatory	H/FEEs must provide information on how to register with one or more local GP practices or their own medical services and encourage all residents to register as soon as possible.	Review and obtain information provided to students on how to register with one or more local GP Practices. This information will usually be provided through the residences guide, posters, induction materials, intranet and website.			
6.4	Mandatory	H/FEEs must have in place appropriate policies and procedures to support residents that are experiencing health or wellbeing issues, which include encouraging students to access relevant	Obtain policies and procedures regarding how institutions deal with health and wellbeing in halls.			

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		support services, and procedures to ensure the relevant organisations are contacted if a resident is thought to be at risk, including Police, NHS, and the University officer/department (where data protection and confidentiality legislation permits).				
6.5	Non-mandatory	Staff should be trained on, or will have sufficient knowledge of, the procedures in place to support students experiencing a health or wellbeing issue.	Review how the H/FEE make staff aware of the procedures and support for students experiencing a health or wellbeing issue. Review training records as necessary.			
Anti-Social Behaviour and Disciplinary Procedures						
Conduct and Behavior						
7.1	Mandatory	The H/FEE must demonstrate procedures to minimise and deal with, any anti-social behaviour ² by occupants and/or their guests and visitors.	Review evidence of the student disciplinary policies and procedures to ensure that this makes reference to anti-social behavior including occupants and or their guests and visitors. This should also be outlined in the residencies guide, terms and conditions and tenancy agreement.			

² The term anti-social behaviour is used here in a general and not a specific statutory sense.

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7.2	Non-mandatory	The H/FEE should demonstrate how it encourages residents to act in a fit and proper manner at all times, treat both the property and neighbours - fellow students, staff and members of the local community – with due respect, regard and consideration.	<p>Review and obtain how the HE/FEE communicates and encourages residents to act in a fit and proper manner at all times: e.g.</p> <ul style="list-style-type: none"> • Communications through induction • Welcome packs / residencies guide • Social media and website/intranet • posters 			
7.3	Mandatory	The H/FEE must make residents aware of the H/FEE's code of behaviour and disciplinary procedures (or similar), and how it deals with any incidents of reported inappropriate conduct or behaviour.	This is covered by 7.1 and could be communicated via social media websites, tenancy agreements.			

Auditor's compliance test checklist: multiple properties

(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
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1) GENERAL								
1.3	Non- mandatory	H/FEEs should ensure that student representatives are fully involved in review, complaints and other procedures integral to the administration of this Code.	YES / NO Comment Doc reference:	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
1.4	Mandatory	All H/FEEs must make arrangements to publicise ³ the existence of the Code to potential students in addition to advising students of the Code during the induction process to residential accommodation.	YES / NO Comment Doc reference:	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
1.5	Mandatory	All properties must be constructed, altered or refurbished, and maintained, in accordance with the appropriate building, planning and housing legislation. The relevant approval notices and certificates should be available for inspection by prior arrangement.	YES / NO Comment Doc reference:					
1.6	Non- mandatory	H/FEEs should ensure that staff are appropriately trained in order to deliver the standards required by the code including equality and diversity.	YES / NO Comment Doc reference:	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	

³ See <http://www.thesac.org.uk/> for details of the student facing website for the Code.

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(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
2) HEALTH AND SAFETY STANDARDS AND PROCEDURES								
2.2	Mandatory	H/FEEs must make an analysis of the risk of such events as fire, outbreak of disease or major breakdown of services and equipment and develop procedures for dealing with them. The analysis and the procedures must be documented (e.g. in risk registers) and should be readily available for inspection.	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
2.3	Mandatory	Students must be given clear advice and information on what action is to be taken in the event of an emergency e.g. how to access first aid provision, relevant contact details and mechanisms for reporting incidents and raising health and safety issues.	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
2.4	Mandatory	It must be a requirement in every tenancy or license agreement for the student to maintain a reasonably safe environment for the H/FEE's employees who may have to enter the premises e.g. ensuring that cables to personal electrical equipment are safe.	YES / NO Comment Doc reference:	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
Fire Safety								
2.5	Mandatory	All H/FEE's should have a formal policy that ensures that a suitable and sufficient Fire Risk Assessment (FRA) is conducted by a competent person for all residential accommodation covered by the Code. The FRA and significant outcomes, must be recorded in a formal report. Copies of the FRA should be made available to external agencies upon request.	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
2.5.1	Mandatory	A suitable management system must be in place to ensure that the policy is subject to a regular formal review in order for the FRA to	YES / NO Comment Doc	YES / NO Comment Doc	YES / NO Comment Doc	YES / NO Comment Doc	YES / NO Comment Doc	

Auditor's compliance test checklist: multiple properties

(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
		remain current and relevant. More frequent reviews should be initiated and recorded in response to any change of use, refurbishment, remodelling or other alteration that will materially affect the fire safety management systems and procedures.	reference	reference	reference	reference	reference	
2.5.2	Mandatory	All physical works and other management actions identified within the most recent FRA must be completed or have demonstrable mitigating actions in place, in accordance with the allocated priority and proposed timescales.	YES / NO Comment Doc reference					
2.6	Mandatory	Information and advice must be provided to students at the beginning of their period of occupation on such matters as:						
2.6.1	Mandatory	<ul style="list-style-type: none"> Their role in the avoidance of fire risks. 	YES / NO Comment Doc reference					
2.6.2	Mandatory	<ul style="list-style-type: none"> Cooking and the safe use of cooking equipment. 	YES / NO Comment Doc reference					
2.6.3	Mandatory	<ul style="list-style-type: none"> Electrical safety – particularly voltage differences. 	YES / NO Comment Doc reference					
2.6.4	Mandatory	<ul style="list-style-type: none"> The dangers of using candles or storing flammable material. 	YES / NO Comment Doc reference					

Auditor's compliance test checklist: multiple properties

(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
2.6.5	Mandatory	<ul style="list-style-type: none"> Disciplinary action that may be taken if fire alarms or firefighting equipment is mis-used. 	YES / NO Comment Doc reference					
2.7	Mandatory	All equipment relating to fire detection and alarm must be designed, installed and maintained in accordance with the relevant British Standard and the FRA.	YES / NO Comment Doc reference					
2.7.1	Mandatory	Fire alarm systems must be tested regularly at pre-arranged times (but see paragraph xix of the Code).	YES / NO Comment Doc reference					
2.7.2	Mandatory	Records relating to maintenance, servicing and testing must be retained and made available for inspection upon request.	YES / NO Comment Doc reference					
2.8.1	Mandatory	The maintenance and servicing of specific equipment and building infrastructure within the Evacuation Routes must be carried out in accordance with relevant British Standards and the FRA, including:						
2.8.2	Mandatory	<ul style="list-style-type: none"> Emergency lighting. 	YES / NO Comment Doc reference					
2.8.3	Mandatory	<ul style="list-style-type: none"> Fire safety notices and evacuation signs 	YES / NO Comment Doc reference					

Auditor's compliance test checklist: multiple properties

(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
2.8.4	Mandatory	<ul style="list-style-type: none"> Fire doors (including door closers, push bars, vision panels and ironmongery) 	YES / NO Comment Doc reference					
2.8.5	Mandatory	<ul style="list-style-type: none"> Automatic door release mechanisms 	YES / NO Comment Doc reference					
2.8.6	Mandatory	<ul style="list-style-type: none"> Fire extinguishers and fire blankets 	YES / NO Comment Doc reference					
Fire Evacuation Drills								
2.9	Mandatory	Fire evacuation practices must be conducted at least once at the beginning of each academic year in accordance with arrangements for particular buildings, fire detection systems and the local fire authority. A record must be maintained	YES / NO Comment Doc reference					
Special Circumstances								
2.10	Mandatory	Once a student with a disability (including those with a temporary disability) is identified, the H/FEE must undertake an assessment in consultation with the student, and put in place any specific arrangements (e.g. personal emergency evacuation plans PEEP) in case of fire or other emergency.	YES / NO Comment Doc reference					

Auditor's compliance test checklist: multiple properties

(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
Electrical and Gas Supplies								
2.11	Mandatory	All gas supplies, distribution pipe work and gas fired appliances must comply with the relevant gas safety regulations.	YES / NO Comment Doc reference					
2.12	Mandatory	Where students need to operate controls for gas and electrical appliances, simple and precise instructions for their safe and efficient use must be available.	YES / NO Comment Doc reference					
Gas Installations								
2.13	Mandatory	All gas supplies, distribution pipe work and gas fired appliances must comply with the relevant gas safety regulations.	YES / NO Comment Doc reference					
2.14	Mandatory	All gas appliances must have an annual gas safety check undertaken by a Gas Safe registered gas installer. A copy of the safety certificate must be available in accordance with the regulations.	YES / NO Comment Doc reference					
Electrical Installations								
2.15	Mandatory	All new electrical installations including fixed equipment must be installed and all existing installations maintained in accordance with the most recent version of the Institute of Engineering and Technology requirements.	YES / NO Comment Doc reference					
2.16	Mandatory	All building electrical installations must be inspected and tested in accordance with statutory requirements, and the results recorded in an appropriate register.	YES / NO Comment Doc reference					

Auditor's compliance test checklist: multiple properties

(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
Lighting								
2.17	Mandatory	Lighting must be provided in accordance with the Chartered Institution of Building Services Engineers (CIBSE) recommendations. In study bedrooms the recommended level of illumination may be achieved by the use of local task lighting.	YES / NO Comment Doc reference					
Portable Appliance Testing (PAT)								
2.18	Mandatory	All portable appliances supplied by an H/FEE, or used in the premises by H/FEE staff, must be inspected and maintained in accordance with an establishment's PAT policy. Where arrangements exist for the testing of students' personal electrical equipment these should be set down in the PAT policy. The H/FEE must make students aware of the PAT policy, and any procedure for having students' personal electrical equipment tested.	YES / NO Comment Doc reference					
2.19	Mandatory	There must be a procedure for dealing with any potentially dangerous personal electrical equipment. This might include labelling as unsafe, an instruction to remove, or in extreme cases (subject to the terms of the license or tenancy), for example if there is a risk of fire or electrocution, removal to safe keeping or disabling. The students must be made aware of the procedure and the action implemented.						
Water Supplies								
2.20	Mandatory	All premises must be provided with hot and cold water to appropriately marked taps. Any cold water supply that is not drinking water must be clearly identified.	YES / NO Comment Doc reference					

Auditor's compliance test checklist: multiple properties

(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
Waste Water								
2.21	Mandatory	All waste water must be removed via an appropriate trapped connection to the sewerage system.	YES / NO Comment Doc reference					
Water Hygiene								
2.22	Mandatory	Hot and cold water services must be installed, monitored and maintained in accordance with HSE and statutory public health requirements including Legionella testing.	YES / NO Comment Doc reference					
Security - Building and room security								
2.23	Mandatory	H/FEE managed accommodation must be securable against intrusion. All registered buildings must be subject to local security risk assessments, with particular attention being paid to access control, surveillance of site perimeter and securing ground and basement windows.	YES / NO Comment Doc reference					
2.24	Mandatory	All main entrances and individual bedroom doors must be lockable, the main entrance door being accessible by all student tenants of the building and bedroom doors accessible only by the student occupant.	YES / NO Comment Doc reference					
2.25	Mandatory	All basement, ground and first floor windows must be securable by the student in order to deter theft and intrusion in student bedrooms.	YES / NO Comment Doc reference					

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(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
Staff								
2.26	Mandatory	All members of staff (including contractors) must be badged whilst on the premises. There must be a record kept of staff accessing bedrooms in the absence of the student.	YES / NO Comment Doc reference					
2.27	Mandatory	Staff must be subject to vetting / checks in accordance to the institution's policy formulated under the relevant legislation. Such policy to include reference to contractors.	YES / NO Comment Doc reference					
2.28	Mandatory	The procedures regarding the issuing of keys/access cards (including the replacement of lost keys) must be clear and transparent and arrangements for access in the event of lost keys etc. must be set out in the students' welcome pack or equivalent (see 5.8).	YES / NO Comment Doc reference					
Emergency contacts / procedures								
2.29	Mandatory	H/FEEs must advise students of the procedure to follow in the event of an emergency e.g. bomb alert, summoning an ambulance, reporting a crime or suspicious behaviour.	YES / NO Comment Doc reference					
CCTV								
2.30	Mandatory	Wherever student residences are monitored by CCTV this must be advised in the foyer or on the external entrance to the building, through the use of Statutory CCTV warning signs. Installation and operation must be in accordance with the relevant legislation.	YES / NO Comment Doc reference					

Auditor's compliance test checklist: multiple properties

(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
Kitchen facilities and cooking equipment								
2.31	Mandatory	Where provided, all kitchen facilities must be maintained in good order and repair with all equipment supplied in good working order. Within self-catering properties, facilities for the preparation, cooking and storage of food must be appropriate to the number of students using the facilities in accordance with local authority published standards. Users' instructions must be available.	YES / NO Comment Doc reference					
Food Storage								
2.32	Mandatory	Cold storage provision must be made available within self-catering properties.	YES / NO Comment Doc reference					
Bathroom, toilet and shower areas								
2.33	Mandatory	These areas must be provided with adequate ventilation and slip-resistant flooring. All sanitary ware must be in good working order and free from cracks and breaks. All toilets must be provided with fitted toilet seat. Shower curtains or screens must be provided as appropriate.	YES / NO Comment Doc reference					
Furnishing quality								
2.34	Mandatory	Décor and furnishings should be provided and maintained in reasonable condition. All furnishings provided must conform to the relevant regulations.	YES / NO Comment Doc reference					
2.35	Mandatory	All bedrooms must be fitted as a minimum with bed, mattress, worktop or study desk and	YES / NO					

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(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
		chair, curtains/blind, drawers/shelving, wardrobe and waste receptacle.	Comment Doc reference	Comment Doc reference	Comment Doc reference	Comment Doc reference	Comment Doc reference	
Post/Mail								
2.36	Mandatory	The H/FEE must put in place suitable arrangements for the receipt and distribution of student mail. The arrangements should be set out in the students' welcome pack or similar induction material. Distribution and collection details should be made available. Students should be advised of any arrangements for forwarding or redirecting mail after the end of the tenancy/license period.	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
Approved contractors								
3.1	Mandatory	Repairs and maintenance must be carried out by appropriately qualified and badged H/FEE employed staff or approved contractors.	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
Fault / defect notification and rectification								
3.2	Mandatory	The H/FEE must provide students with information on how to report a defect or fault, including out of office hours' procedure and expected response times from the service provider.	YES / NO Comment Doc reference:	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
3.3	Non- mandatory	The information should set down response times in the published categories – the usual terminology will be: emergency, urgent and non-urgent. If response times are different for different locations this should be made clear. Students should be kept informed of progress in rectifying any reported defect and in particular any delay in meeting defined	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	

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(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
		response times e.g. if an initial visit is diagnostic or if batching of works occurs.						
3.4	Non- mandatory	Where repairs or maintenance work is necessary due to damage caused by residents or their guests, the residents should be notified of the total costs and charges for the repair as soon as practicably possible.	YES / NO Comment Doc reference					
Planned and reactive maintenance								
3.5	Non- mandatory	When undertaking planned works, consideration should be given to the potential impact on residents and inconvenience / disturbance should be kept to a minimum at all times. Planned works should normally avoid sensitive periods, such as exams, and a minimum period of 7 days' notice given to residents. For any urgent works, a minimum of 24 hours' notice should be given unless the circumstances require an immediate response.	YES / NO Comment Doc reference					
Grounds maintenance								
3.6	Mandatory	All planting and fences around residences should be well maintained and designed to minimise opportunities for concealment of intruders. Principal pathways and car parks should be hard paved (or have another suitable surface) and must be illuminated appropriately for the environment.	YES / NO Comment Doc reference					
3.7	Non- Mandatory	Grounds should be cleared of rubbish and litter on a regular basis and kept tidy. Students should be encouraged to avoid causing, or adding to, litter. Consideration should be given to the provision of waste / recycling and cigarette disposal facilities.	YES / NO Comment Doc reference					
3.8	Non-	Policies on snow and ice clearance should be	YES / NO					

Auditor's compliance test checklist: multiple properties

(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
	mandatory	made available for residents in appropriate locations and should specify expected clearance times, including any different timings for different locations. Where residences are adjacent to the public highway, they should display advice regarding the Local Authority's responsibilities	Comment Doc reference	Comment Doc reference	Comment Doc reference	Comment Doc reference	Comment Doc reference	
4) ENVIRONMENTAL QUALITY								
Energy efficiency								
4.1	Mandatory	Heating in all residential areas should meet the minimum requirements defined in the relevant H/FEE policy. Adequate lighting, hot water and ventilation must be provided, as appropriate for all residential areas including; each bedroom, social space, kitchen, circulation space (e.g. corridors, stair cases, entrance lobbies) and shower/bath room.	YES / NO Comment Doc reference					
4.2	Mandatory	H/FEE's must be able to demonstrate how they encourage residents and staff to be environmentally responsible in their consumption of energy and water.	YES / NO Comment Doc reference					
Refuse collection								
4.3	Mandatory	Adequate provision must be made for the collection of all domestic refuse generated from residences. Details should be communicated to students and notices on collection arrangements should be placed in appropriate common areas.	YES / NO Comment Doc reference					
Pest control								
4.4	Mandatory	The H/FEE is expected to ensure that as far as possible residential areas are kept free from	YES / NO Comment					

Auditor's compliance test checklist: multiple properties

(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
		pests and properties are well maintained to deter any potential infestation. Arrangements for reporting infestations must be made clear together with the anticipated response times.	Doc reference	Doc reference	Doc reference	Doc reference	Doc reference	
Recycling								
4.5	Mandatory	The H/FEE should provide schemes for reuse / recycling in conjunction with waste contractors/ local authorities. Where implemented, schemes must be clearly explained to residents and participation encouraged. Details of recycling arrangements, including the location of recycling stations should be communicated to students and contained in the H/FEE's environmental policy.	YES / NO Comment Doc reference:	YES / NO Comment Doc reference				
Transport and travel								
4.6	Mandatory	Residents must be advised of any car parking arrangements. The information provided must also refer to the availability of bicycle and motor cycle parking.	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
4.7	Non-mandatory	Residents should be provided with details of access to public transport and any recommended pedestrian routes.	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
5) LANDLORD AND TENANT RELATIONSHIP								
5.1	Mandatory	H/FEEs must have a clear and coherent statement in place outlining the relationship between the H/FEE, as landlord and the student, as tenant or licensee.	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	YES / NO Comment Doc reference	
5.2	Mandatory	A written contract must exist between the H/FEE and the student for the provision of	YES / NO Comment	YES / NO Comment	YES / NO Comment	YES / NO Comment	YES / NO Comment	

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(add or delete columns depending upon number of properties audited)

No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
		residential accommodation prior to the commencement of occupation. The contract documentation must be made available either in electronic format or as a hard copy by the H/FEE, and include reference to any contractual terms and responsibilities of both the H/FEE and the student. The H/FEE must provide the student with a copy of the residential contract once entered into.	Doc reference	Doc reference	Doc reference	Doc reference	Doc reference	
5.3	Mandatory	The terms of any contractual relationship and information on the respective roles and responsibilities of the H/FEE and the student must be made available to all prospective residents in advance of students entering into a contractual relationship for residential accommodation.	YES / NO Comment Doc reference					
5.4	Mandatory	Where an H/FEE requires payment of a (damage) deposit (or similar) for the duration of the period of occupation, the H/FEE must indicate clearly what the deposit is to be used for, the amount to be paid, and how the scheme is administered. H/FEE should endeavor to return any deposit balances due, within 28 days of the end of the contracted period, including details of all deductions from the initial amount paid.	YES / NO Comment Doc reference					
5.5		The H/FEE must make available the following information:						
5.5.1	Mandatory	<ul style="list-style-type: none"> The relevant procedures for application and allocation of residential accommodation including any application eligibility criteria. 	YES / NO Comment Doc reference					
5.5.2	Mandatory	<ul style="list-style-type: none"> The total number of rooms available by type (i.e. single, twin, studio, en suite and 	YES / NO Comment					

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No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
		self-catering).	Doc reference	Doc reference	Doc reference	Doc reference	Doc reference	
5.5.3	Mandatory	<ul style="list-style-type: none"> The fees and charges for each type of available accommodation. 	YES / NO Comment Doc reference					
5.5.4	Mandatory	<ul style="list-style-type: none"> The length of the contract period for each room type. 	YES / NO Comment Doc reference					
5.5.5	Mandatory	<ul style="list-style-type: none"> Availability, if any, of parking facilities and/or cycle storage. 	YES / NO Comment Doc reference					
5.5.6	Mandatory	<ul style="list-style-type: none"> Credit control arrangements including payment schedules and options for payment, any additional costs that may be incurred by a resident (e.g. lost keys or access cards, damage charging, late payment charges, debt pursuance charges, debt arrears penalties etc.) and any bursaries or discounts that may be available and the terms under which these are offered. 	YES / NO Comment Doc reference					
5.5.7	Mandatory	<ul style="list-style-type: none"> The terms under which a student or H/FEE is able to terminate or cancel a residential contract. 	YES / NO Comment Doc reference					
5.5.8	Mandatory	<ul style="list-style-type: none"> The procedure for lodging a complaint about the residential accommodation or 	YES / NO Comment					

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No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
		management of the property, or ancillary services provided by an H/FEE.	Doc reference	Doc reference	Doc reference	Doc reference	Doc reference	
5.5.9	Mandatory	<ul style="list-style-type: none"> Information concerning management's right of access to a study bedroom or shared facilities. 	YES / NO Comment Doc reference					
5.5.10	Mandatory	<ul style="list-style-type: none"> The procedure for reporting a defect or requesting maintenance: including who to contact. 	YES / NO Comment Doc reference					
5.5.11	Mandatory	<ul style="list-style-type: none"> Service level statements (SLS's) or equivalent should be made available, and set out schedules and expected response times for any reactive (i.e. maintenance) services which are provided in each establishment. 	YES / NO Comment Doc reference					
5.5.12	Mandatory	<ul style="list-style-type: none"> Arrangements for access in the event of lost keys or access control devices. 	YES / NO Comment Doc reference					
5.5.13	Mandatory	<ul style="list-style-type: none"> Any cleaning schedules appertaining to the property, including communal areas and study bedroom accommodation. This must include which areas are cleaned, the frequency of cleaning, and any student responsibility for cleaning of facilities in accordance with a service level statement (or similar) if applicable. All rooms and facilities must be prepared for the start of the occupancy period in a clean and habitable condition. 	YES / NO Comment Doc reference					

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No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
5.6	Mandatory	Laundry facilities where provided, must be maintained in good working condition. Instructions, including fault reporting and emergency procedures, must be made available.	YES / NO Comment Doc reference					
5.7	Mandatory	Information regarding the internet service must be provided. If an internet service is not provided, this must be made clear.						
Induction briefing								
5.8	Mandatory	H/FEEs must either hold an induction briefing, and/or provide relevant information to students by way of welcome literature or offer an e-induction process prior to, or at the beginning of occupation. This must advise students that their accommodation is covered by this Code. It must also include specific advice on issues such as health, safety (e.g. fire evacuation procedures), well-being matters, conduct and behaviour and guidance on communal living. It must also provide details on the sources of information, advice and guidance offered by the University and Student's Union	YES / NO Comment Doc reference					
Management contact details								
5.9	Mandatory	At the commencement of occupancy H/FEEs must provide students with relevant contact details of duty officers / wardens / security staff, student representatives etc. and also, as appropriate, any central accommodation office, maintenance office or halls office.	YES / NO Comment Doc reference					
Insurance liabilities								
5.10	Mandatory	H/FEEs must provide a statement outlining the extent of its own insurance liabilities in respect of a student's belongings and personal	YES / NO Comment					

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No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
		items, and details of any specific insurance cover that is contained within the accommodation fee.	Doc reference					
6) HEALTH AND WELLBEING								
6.1	Mandatory	H/FEEs must provide information to students in respect of its provision of student support services (which may include but not be limited to wellbeing, financial and disability support) and how to access them. The information provided must include reference to services provided by the University, the Students' Union and other appropriate or relevant agencies.	YES / NO Comment Doc reference					
6.2	Mandatory	H/FEEs must ensure that residents have information on how to access emergency support (both during usual working hours but also outside of these hours) including contact details and procedures to follow.	YES / NO Comment Doc reference					
6.3	Mandatory	H/FEEs must provide information on how to register with one or more local GP practices or their own medical services and encourage all residents to register as soon as possible.	YES / NO Comment Doc reference					
6.4	Mandatory	H/FEEs must have in place appropriate policies and procedures to support residents that are experiencing health or wellbeing issues, which include encouraging students to access relevant support services, and procedures to ensure the relevant organisations are contacted if a resident is thought to be at risk, including Police, NHS, and the University officer/department (where data protection and confidentiality legislation permits).						
6.5	Non-	Staff should be trained on, or will have sufficient knowledge of, the procedures in						

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No	Mandatory/ non mandatory	Checklist for UUK Code compliance	Property 1	Property 2	Property 3	Property 4	Property 5	Comment / Action
	mandatory	place to support students experiencing a health or wellbeing issue.						
7) ANTI SOCIAL BEHAVIOUR AND DISCIPLINARY PROCEDURES								
7.1	Mandatory	The H/FEE must demonstrate procedures to minimise and deal with, any anti-social behaviour ⁴ by occupants and/or their guests and visitors.	YES / NO Comment Doc reference					
7.2	Non- mandatory	The H/FEE should demonstrate how it encourages residents to act in a fit and proper manner at all times, treat both the property and neighbours - fellow students, staff and members of the local community – with due respect, regard and consideration.	YES / NO Comment Doc reference					
7.3	Mandatory	The H/FEE must make residents aware of the H/FEE's code of behaviour and disciplinary procedures (or similar), and how it deals with any incidents of reported inappropriate conduct or behaviour.	YES / NO Comment Doc reference					

⁴ The term anti-social behaviour is used here in a general and not a specific statutory sense.