

COVID-19 Outbreak Information to Tenants Management of your Demised Premises

BRIEFING PAPER

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In light of the ongoing COVID-19 outbreak we are issuing the following briefing note to all Tenants across our managed portfolio. The situation can change quickly and if there are any further updates we will contact you again. Please be assured that all FG Burnett managed staff can be contacted by phone or e-mail in the usual way and are available to discuss any requests or concerns that you may have.

FG Burnett Property Management Team

Contact details for the FG Burnett management team are available on the FG Burnett website: www.fgburnett.co.uk

Please contact us straight away if you are aware of any issue affecting either your premises or the property in general. If you need help with any services within your demised premises we would be very happy to assist.

In the event of a COVID-19 Confirmed Case

We would request that you inform us if any members of your staff are confirmed as being taken ill with COVID-19 as this may require a specialist clean of the common areas prior to re-occupation of the building.

Closing Your Premises

Please could you notify us as Managing Agents if you are closing your premises. There is often an obligation under your Lease to inform the Landlord if you intend to do this.

This notification is essential if your premises form part of a building which your Landlord arranges the insurance for.

Securing your premises

You should secure your premises fully, ensuring all doors and window locks are engaged and that an alarm is activated. If your premises has an alarm installed then please ensure that it is monitored remotely and that you have arrangements with a key holder to attend in the event of an emergency.

It will be a condition of insurance that any premises that are not occupied are inspected on a regular basis and at the very least we request that Tenants inspect their premises at least once a week to



ensure that all is in order and that it remains secure with no windows open, doors unlocked and that there are no general safety issues.

Water Services

We recommend that all the wet services in your demised premises are flushed through regularly, with toilets flushed and taps allowed to run for 2 – 3 minutes to stop stagnant water building up in pipe runs.

If you envisage that your premises will be shut for a prolonged period, please let us know and we can arrange for a full drain down of the building.

Combustible Materials

You may well have arranged for your post to be re-directed however we request that a member of staff attends the property on a regular basis to ensure that there is no post build-up which could be a risk for willful fire raising.

Service Charge Payments

We would request that arrangements you have for service charge payments are left in place. The service charge pays for many statutory checks and tests in the building together with the maintenance of life critical systems. In addition, the service charge may include an element of insurance so it is essential that this is paid to ensure that cover is maintained.

It should also be noted that other tenants may be in occupation elsewhere in the building in which case essential services still have to be provided.

A full credit will be applied to the service charge for any services that are scaled back or cancelled during this shut-down period.

Where it is possible, non-essential services will be scaled back however there are many statutory obligations for the property which must be met.

When this period of lock-down ends then tenants will want to reoccupy premises quickly and so it is essential that the building's service charge can meet the cost of ensuring the property is returned to full operation as quickly as possible.

Business Rates

There may be reliefs available for Business Rates during this difficult time. My colleague Richard Foster specialises in dealing with Business Rates and may be able to assist with specific business rates advice to assist during this difficult period.

Richard can be contacted on 01224 597534 or by e-mail richard.foster@fgburnett.co.uk



Assistance with your Premises

Finally, we know that this is a period of great strain for firms and staff but If you need any assistance with services within your demised premises please speak to us as we have access to a pool of trusted contractors who can assist with maintenance, cleaning, statutory tests and so on.

If there are any aspects of this briefing note that you would like to discuss please contact us:

Email: info@fgburnett.co.uk

Tel: 01224 572661