



**COVI-19
INTERNAL PROPERTY INSPECTIONS AND VISITS
A GUIDE FOR OCCUPIERS**

This guidance aims to keep you and your household member's safe whilst allowing Council Building Control Officers to fulfil their duties during the Covid-19 pandemic without undue risk.

Firstly, all of our officers will have a range of Personal Protective Equipment (PPE) for when it is appropriate to use and follow cleaning, handwashing and hygiene procedures in line with Public Health guidance.

Remember '**Catch It, Bin It, Kill It!**' if you sneeze or cough, cover your mouth and nose with a tissue or your sleeve, not your hands. Throw the tissue in a bin immediately, then wash your hands.

Preparing for Building Control Officers Visit to your Property

We will need to speak with you before any planned visit or inspection to your property to find out some important information.

- When booking your inspection, you will have been asked a number of questions such as, has anyone suspected COVID-19 symptoms, is anyone self-isolating or shielding. If there have been any changes regarding the information you had given, please contact the office immediately to discuss prior to the officer visiting your property.
- To minimise the need for face to face discussions and limit time spent in your property, the officer may also contact you before their visit to discuss other relevant information. This may be over the phone or by other digital means.
- If possible, please forward digital copies of any relevant certification prior to the visit.
- Please ensure that the area where the officer will be visiting/inspecting is clean, clear and tidy before the visit.
- Internal doors should remain open and rooms well ventilated prior to the visit.
- You should minimise the number of persons in the property during the visit. To maintain a 2m distance, we may ask persons to remain outside the property or in another room.

Please advise the officer of any other concerns you may have prior to them entering your property.

During the Visit

When the officer arrives they will check who is in the property and confirm their health status prior to entering.

- You should maintain a 2m distance at all times from the officer visiting your property.
- You may wish to wear your own face covering.
- If we are remaining in your property for a period of time we may ask you to vacate the room, we are using. This can be discussed with the officer visiting your property.
- The officer will not spend any more time than is necessary in your property. At the end of their visit/inspection they may ask you to step outside to discuss their findings or give you a call back.

After the Visit

- Clean surfaces or objects touched with regular cleaning products, e.g. door handles, door bells, gate latches etc.

Contact Information

You can contact us on 028 9034 0140 to book an inspection or advise the officer of any other concerns you may have prior to them entering your property

Please note we require a minimum of 24 hours advance notice for inspections.