

## Service charge headings and examples of what is included in these headings

Your service charge covers your share of the cost of maintaining shared facilities or services that we must provide.

<b>Grounds Maintenance</b>	The works include grass cutting, hedge trimming maintaining shrubbed areas, weed killing, litter picking/litter removal, trimming back overhanging bushes and trees, sweeping of hard standings
<b>Communal Gas</b>	Any gas usage for communal areas
<b>Communal Electric</b>	This can cover the use of electricity for internal & external lighting/heating, any communal appliance that uses electricity
<b>Water rates</b>	Any communal water usage
<b>Council Tax</b>	
<b>Communal Cleaning</b>	This covers the contract for the cleaning of internal communal areas, bin stores etc
<b>Communal window cleaning</b>	This covers the contract for the cleaning of internal /external communal windows.
<b>Door entry/alarm</b>	The cost of any contract or maintenance or call outs of the door entry systems or intercoms. This includes the re setting of time switches when clocks go back/forward.
<b>TV/aerial</b>	Any associated costs with TV licences/or ariel maintenance
<b>Lift Repairs and Maintenance</b>	The cost of maintaining, repairing, and insuring communal lifts, replacement of parts (replacement of lifts will be included in the depreciation costs)
<b>Fire Safety</b>	The cost of maintaining emergency lighting systems and fire alarms/equipment. This includes the cost of testing fire alarms and electric lighting and carrying out Fire Risk Assessments
<b>Legionella Testing</b>	The testing of the communal water supply
<b>Communal Lighting</b>	The repairing & maintenance of any internal/external lighting including the replacement of light bulbs/fittings
<b>Management Co</b>	Any fees that are charged by Management Companies for services that they provide which are not covered by BCHG.
<b>Communal Repairs &amp; Maintenance</b>	The cost of communal repairs to the areas everyone has shared access to. e.g., Walls, roofs, footpaths, driveway etc

<b>Communal Replacements</b>	To replace items for communal areas, including furniture & equipment that is not depreciated. E.g. Radio.
<b>Telephone Line</b>	This relates phone lines on site including phones in the lift
<b>Communal Broadband</b>	Costs for communal Wi fi access
<b>Scheme management</b>	Costs incurred for the day-to-day management of the scheme including Scheme Manager Salary
<b>Administration fee</b>	The fee covers the cost of – procuring & setting up the contracts/services, overseeing the contract, monitoring the services, and paying the invoices, collecting, and checking the service charge payments, setting service charge budgets and producing accounts, etc
<b>Depreciation</b>	This charge covers costs for long term assets that everyone has the use of – such as door entry systems, emergency lighting, communal carpets, washing machines etc.
<b>Ineligible Charge (Separate Charges)</b>	Any costs for the personal use of the alarm/heating & hot water to the home. That is not covered by HB/UV