

# A GUIDE

## to Gas Servicing



This  
Document has  
been Read and  
Approved by  
**Residents**

We use the term 'resident' to describe anyone living in one of our homes or receiving one of our services. This includes tenants, leaseholders, shared owners and those people living in supported or sheltered accommodation.

# Gas Servicing

## INFORMATION FOR RESIDENTS

Cosmopolitan Housing Association ensures that gas appliances installed at each of its homes are serviced at least once every year. This is to ensure that appliances are operating safely and correctly.

This information leaflet is designed to increase resident satisfaction that all gas appliances and installations are serviced in the correct manner.

### First Steps

The engineer will begin the works by:


- Placing a dustsheet around the appliance to be serviced
- Checking the gas meter for leaks
- Ensuring the emergency control operates safely and is correctly labelled
- Inspect visible pipe work and check for any damage or corrosion
- Pressure test pipe work from the meter to check for leaks on the installation.

The following information lists the procedures for the various types of appliances that you may have in your home.

## BACK BOILER & FIRE FRONT:

- Fire front is removed
- The flue liner is checked to ensure it is correctly installed
- The fire opening is checked to ensure it complies with Building Regulations and boiler manufacturers recommendations
- The boiler and fire opening are cleaned
- The boiler is checked to ensure it operates safely and correctly
- With the flue warmed, a smoke test will be carried out. This entails placing a 'smoke bomb' in the flueway to ensure that there is sufficient draw on the flue
- The engineer will do a visual check of the chimney from the outside of the property during the smoke test to see the volume of smoke leaving the chimney. He should also check the chimney breast in the bedrooms (and roof space if there is poor flow through the flue)
- During the smoke test all windows and doors should be closed and any appliances that may affect the operation of the flue like kitchen fans and cooker hoods should be switched off.

**NB:** Residents are asked to note that the fitting of ornamental propeller fan type light fittings in the same room as an open flue gas burning appliance (i.e. standard gas fire) is in contravention of the Gas Safety (Installation and Use) Regulations 1998. Where these fittings are found it may be necessary to disconnect the gas appliances until these light fittings are replaced.

- 
- If everything is working properly the fire front will be refitted and tested
  - The fire will be cleaned and checked to ensure that it operates correctly
  - When the fire is lit, a spillage test will then be done to ensure that the products of combustion are being removed from the room
  - The engineer will then check for the correct levels of ventilation
  - With the test now completed and appliances operating correctly the fire cover is then replaced
  - The engineer will then remove dustsheets and leave room in a tidy condition.

### **GAS FIRES ONLY:**

- The fire is removed from the wall
- The metal 'closure plate' which seals the opening is removed and the fire opening is checked
- The following items are checked as detailed in the back boiler and fire front section: flue liner, smoke test, and cleaning of fire opening
- The closure plate will then be refitted and securely sealed to the wall using new grey PVC gas tape
- The fire will then be refitted and tested as before.

### **BALANCED FLUE WALL HEATERS:**

- The engineer will carry out a visual inspection of the appliance, flue terminal and controls and ensure they operate correctly
- Test flue gases or smoke test appliance to ensure all seals are sound and check burner pressure to ensure appliance is working efficiently.



## **CENTRAL HEATING BOILERS:**

- The engineer will remove the front cover, inner cover, fan, flue hood assembly and burner for cleaning
- The heat exchanger will be cleaned and all debris will be vacuumed out
- The thermocouple will be renewed and the appliance reassembled
- Flues will be smoked tested and all controls checked for safe operation.

## **HIGH EFFICIENCY CENTRAL HEATING BOILERS:**

- The engineer will remove the outer case
- The engineer will then visually check for debris/damage and clean the burner, heat exchanger fins, fan compartment, door seals, electrodes and condensate trap gently using an aerosol
- The engineer will then probe the flue with an electronic gas analyser.

**Please note: on completion, all appliances should be labelled with the date of the service.**

**We hope these procedures will help you to understand the works that the engineer carries out during the annual service.**

If you have any problems with your gas system before or after the annual gas service, please report the repair to Cosmopolitan Housing Association as normal.

**Please Note: If you wish to obtain further information on gas servicing please contact us at the address below, telephone: 0151 224 0205.**





If you wish to have this document translated into your chosen language, please tick the relevant box below and return to Cosmopolitan Housing Association, Cosmopolitan House, 2 Marybone, Liverpool, L3 2BY.

This document is available in large print, Braille and audio tape on request.

إذا لديك الرغبة في الحصول على هذه الوثيقة مترجمة إلى اللغة التي تختارها، أرجو أن تضع علامة على الصندوق وترجعه إلى هيئة إسكان كوسموبوليتان.

Cosmopolitan Housing Association, Cosmopolitan House, 2 Marybone, Liverpool, L3 2BY.

(Arabic)

如果您想把这份文件翻译成中文，请在空格内划✓，然后把传单寄回：Cosmopolitan Housing Association, Cosmopolitan House, 2 Marybone, Liverpool, L3 2BY

(Chinese – Simplified)

如果您想把这份文件翻译成中文，请在空格内划✓，然后把传单寄回：Cosmopolitan Housing Association, Cosmopolitan House, 2 Marybone, Liverpool, L3 2BY

(Chinese – Traditional)

ئەگەر حەز دەکەیت ئەم دۆکیومێنتەت بۆ سەر زماڤی خۆت بۆ وەرگیرێدیت ئەوا تکایە نیشانی ✓ لە چوارگۆشە بەدەر بیگەرفێتەوه بۆ (کۆمەڵە) کوسمۆپۆلیتان بۆ خانووبەهه) بۆ ئەم ناوینشانە:

Cosmopolitan Housing Association, Cosmopolitan House, 2 Marybone, Liverpool, L3 2BY

(Kurdish)

Jeśli chcieliby Państwo otrzymać tłumaczenie tego dokumentu w wybranym języku, prosimy odhaczyć okienko i odesłać do: Cosmopolitan Housing Association, Cosmopolitan House, 2 Marybone, Liverpool, L3 2BY.

(Polish)

Haddii aad jeclaan laheyd in documentigan luqad aad dooratay lagu soo turjumo, fadlan sax sanduuga oo u soo celi hey'adda guriyeynta ah ee Cosmopolitan Housing Association, Cosmopolitan House, 2 Marybone, Liverpool, L3 2BY.

(Somali)

Bu belgenin seçtiğiniz dile tercüme edilmesini arzu ediyorsanız, lütfen kutuyu işaretleyin ve Cosmopolitan Housing Association, Cosmopolitan House, 2 Marybone, Liverpool, L3 2BY adresine geri gönderin.

(Turkish)

Please be aware that Cosmopolitan Housing Association may record any incoming or outgoing telephone calls as part of our commitment to providing excellent customer service.



Cosmopolitan House, 2 Marybone, Liverpool L3 2BY,  
Telephone: 0151 227 3716 Fax: 0151 227 4991  
www.cosmopolitanhousing.co.uk

Cosmopolitan Housing Association is a Charitable Industrial and Provident Society.

CSL/027/JULY11