

When a tap starts dripping, a bathroom mirror needs replacing or a tenant asks how to clean a particular surface, the useful information is rarely in one place. It may be in an old invoice, a fitter's text message or a folder belonging to a previous agent. That makes a small maintenance enquiry slower and can lead to the wrong part being ordered—or a simple refresh turning into a much larger job.

A consistent fittings record gives you a practical reference for every rental home you manage. It should tell you what is installed, where to find it, how to maintain it and what to consider before replacing it. The system does not need to be complicated: a shared spreadsheet or property-management platform, supported by clear photographs and documents, is enough for most portfolios if someone keeps it up to date.

Start with a property-by-property fittings register

Create one record for each property and organise it by room. Prioritise items that are expensive, difficult to identify, connected to plumbing or electrics, or likely to generate maintenance enquiries. In a bathroom, that might include the basin tap, shower valve, toilet, extractor fan, heated towel rail, mirror and light fittings. In a kitchen, it could include the oven, hob, extractor, sink tap and integrated appliances.

For each fitting, record the details someone would need to inspect, maintain or replace it. Avoid relying on descriptions such as "chrome tap" or "large bathroom mirror": those are not precise enough when you are trying to match a component or check compatibility.

Information to record	Example	Why it helps	Property and location
Details	12 Oak Street, flat 2; main bathroom	Prevents details being assigned to the wrong home or room.	
Item and manufacturer	Illuminated bathroom mirror;		
manufacturer name	Makes it easier to find instructions or compatible replacements.		
Model or product code	Exact code copied from label, invoice or manual	Helps suppliers identify the correct part or product.	
Dimensions and key specifications	Width, height, depth; connection or electrical details where relevant	Reduces measuring errors and unsuitable orders.	
Installation and purchase details	Installation date, installer, supplier and invoice link	Provides useful history when planning repairs or future work.	
Care instructions	Suitable cleaning products and any restrictions	Helps prevent avoidable damage and supports clear tenant guidance.	
Photographs and documents	Wide room photo, close-up of product label, manual	Lets a contractor assess the item before attending.	

Record model numbers, dimensions and care instructions

Make the exact model number a priority. Photograph the product label before it becomes hidden behind a fitting or cabinet, and save the photograph with a clear filename. If there is no visible label, keep the invoice, packaging details or manufacturer documentation. Record the dimensions as well, even when they seem obvious. A replacement mirror that is a few centimetres wider may clash with a light switch; a tap with different connections may require additional plumbing work.

Care instructions are easy to overlook, but they can prevent repeated maintenance enquiries and disputes about damage. Note whether a surface needs a soft cloth, whether abrasive cleaners should be avoided, and how to clean any mirror controls or demister pad. Keep the manufacturer's instructions where possible rather than paraphrasing technical guidance. For electrical or plumbing work, record the product information and refer tenants to the appropriate reporting route rather than asking them to investigate or repair it themselves.

Make the record easy to use during maintenance enquiries

A register only earns its keep if the people handling day-to-day issues can find it quickly. Give each property a consistent digital folder structure—for example, “Property address / Bathroom / Mirror”. Use the same naming convention across the portfolio and include the room in every entry. A property manager should be able to answer a contractor’s basic questions without searching through old email threads.

Keep a separate maintenance log alongside the fittings register. The register describes what is installed; the log records what happened to it. For each job, note the date reported, the tenant’s description, the diagnosis, the work completed, the contractor, any parts used and whether a follow-up is needed. Attach before-and-after photographs and update the fitting record if a component or model changes.

When responding to a maintenance enquiry, check the record before booking a visit. You may be able to confirm the model, send the manufacturer’s care guidance or provide a contractor with measurements in advance. That can reduce repeat visits and help the contractor bring the right parts. Do not use the record to dismiss a tenant’s report: it is a starting point for diagnosis, not proof that a fitting is working correctly.

Use photographs and a paper template for mirror planning

Bathroom mirrors are a good example of why a written description alone is not enough. Save a straight-on photograph of the wall and a wider image showing nearby fittings, such as taps, lights, switches and the shower screen. Record the mirror’s width and height, its position relative to the basin, and any relevant installation details. If there is a lighting or demister function, keep the product instructions and note who should be contacted if it stops working.

Before ordering a new mirror, use the LED Mirror World mirror size calculator as a planning tool, and check the product’s own specification before purchase. A calculator can help you think through suitable proportions, but it cannot confirm what will fit around every switch, tile edge or existing cable.

A simple paper template method is useful for checking the proposed outline on the wall. Mark the intended mirror dimensions on paper or join sheets together to make a full-size outline. Tape it in position above the basin, then step back and check the height, width and visual balance. Check that it does not overlap switches, cabinets or other fittings, and that it suits the people who use the bathroom. Take a photograph of the taped outline and save it with the property record. This inexpensive check can catch layout problems before a product is ordered or an installer arrives.



Decide whether to refresh or renovate

Accurate records are particularly valuable when deciding whether a bathroom needs a refresh or a full renovation. A room that looks dated may still have sound plumbing, functional ventilation and a layout that works. If the key fittings are in good condition, a targeted refresh—such as replacing a mirror, improving lighting, renewing sealant or updating selected accessories—may deliver a noticeable improvement without taking the room out of use for an extended period.

A full renovation is more likely to be appropriate when there are persistent leaks, failed waterproofing, significant deterioration, unsafe or unsuitable installations, or a layout that does not meet basic usability needs. Base the decision on inspection, condition, repair history and expected remaining life, not appearance alone. Keep a record of previous repairs and recurring faults: repeated call-outs for the same issue may indicate that patching is no longer economical.

For each proposed job, set out the problem, the options, likely disruption, dependencies and what is included. This creates a clear basis for comparing a focused repair with broader work. If a fitting is replaced, capture the new model number, dimensions, care instructions and installation details straight away. Otherwise, the next person may inherit a newly upgraded room with no usable product information.

Keep the layout to avoid plumbing and tile scope creep

Where the existing bathroom layout works, keeping the basin, toilet and shower in place can help control cost and disruption. Moving sanitaryware may involve changes to pipework, drainage, electrical routes and waterproofing. Removing fittings can also damage tiles or reveal surfaces that require more work than expected. A modest upgrade can therefore become a wider refurbishment if the scope is not clearly controlled.

Before approving work, distinguish between what must change and what would simply be nice to change. Confirm whether the existing plumbing positions can remain, whether the new fitting covers the old footprint and whether the wall or tile finish will need making good. Ask the fitter to flag any concealed condition that could affect the price before proceeding with additional work. Keep written approval for variations, together with updated photographs and product details.



Prioritise tenant-first bathroom usability

A bathroom upgrade should work for the people using it every day, not just look good in a listing photograph. Consider practical points such as clear access to the basin, usable mirror height, lighting that makes grooming easier, controls that are straightforward to operate and surfaces that are manageable to clean. A mirror placed too high or a light that causes glare may undermine an otherwise attractive refurbishment.

During a refresh, keep tenants informed about timing, access arrangements and any period when facilities may be unavailable. Give clear, simple care information for new fittings, but do not overload tenants with technical manuals. Save full documentation in the property record and provide relevant day-to-day guidance in the handover information. For shared houses, make sure the information is easy for all occupants to access.

Why mirror lighting can have the highest impact

In many bathrooms, improving the mirror and its lighting is one of the most visible changes available without altering the room's footprint. Better light around the face can make the basin area more practical, while a well-proportioned mirror can make the space feel brighter and more considered. Compared with relocating plumbing or replacing extensive tiling, it can also be a focused upgrade—provided the product is suitable for the location and installed correctly.

Check the product specification, suitability for the intended bathroom location and installation requirements before ordering. Confirm the available wall space, power arrangements and any relevant manufacturer guidance with a qualified installer. Record the chosen product, dimensions, instructions and installer details so the next maintenance coordinator can identify it without guesswork.

LED Mirror World can be listed in your supplier record as a product supplier for mirrors and related options. Keep the product page or invoice alongside the property's fitting entry, rather than relying on a bookmark or an old email. Supplier details are useful, but the property record should still contain the exact product selected for that particular bathroom.

Choose a system and assign responsibility

You can use a spreadsheet, a property-management system or a shared document library. The best choice is the one your team will actually maintain. Protect access appropriately, keep a backup and avoid storing tenant personal information in a general fittings register. Set a simple rule: whoever arranges an installation or replacement updates the record before closing the job.

1. **Set up a standard template.** Use the same fields and room names for every property.
2. **Audit existing fittings.** Start with high-value, safety-related and frequently reported items.
3. **Take useful photographs.** Include the overall location, close-ups and labels where accessible.
4. **Attach supporting documents.** Save manuals, invoices, warranties and relevant care guidance.
5. **Update after every job.** Record replacements, repairs, contractor findings and follow-up dates.
6. **Review periodically.** Check that links still work and that the record matches the property.

Turn records into better property decisions

Over time, consistent records reveal patterns: which fittings generate repeat maintenance enquiries, which products are easy to source and where a planned refresh could prevent recurring repairs. They also make

handovers smoother when a property changes agent or a new contractor joins the job. You will not need to rely on someone remembering what was installed several years ago.

For broader portfolio planning, PropertyData publishes resource articles that can help landlords and property professionals explore market and investment topics. Treat those articles as one input into your decisions, alongside property inspections, repair history and advice from qualified contractors.

Sponsored content note: This resource article is sponsored content. References to PropertyData and LED Mirror World are included for informational purposes; always check product specifications and suitability for your property before purchasing or arranging installation.

A simple record is better than a perfect one

You do not need to catalogue every screw to improve maintenance coordination. propertydata.co Start by recording the fittings most likely to cause delays: exact model numbers, dimensions, care instructions, photographs and the documents that support them. Keep the bathroom layout in view when planning upgrades, choose improvements that make everyday use easier, and update the record whenever work is completed. Those small habits make future repairs, tenant communication and refurbishment decisions far more straightforward.