

Dear Leaseholders,

WORK IN FLATS

[THIS DOCUMENT IS BEING UPDATED]

This guidance is about doing any refurbishment work inside your flat. It applies whether you are doing the work yourself or using contractors.

It is forbidden by the leases to make any structural alterations inside the flats, such as removing walls or putting new openings in them. No modifications can be made to the front doors to the flats or to their frames or closing mechanisms as they are certificated fire doors.

It is also forbidden for Leaseholders to do any work outside their own flat, such as in the communal areas, or on the outside walls of the building. This includes installing TV aerials or cabling, or putting vents or extractor fans in the wall.

As a courtesy to other residents, for any major work that is likely to cause significant noise and disturbance, one week's notice should be provided to the Lessor, with a description of the work and its likely duration so appropriate notice can be given to other residents.

Permission must particularly be sought for any work which involves the interruption of common services, such as gas, electricity or water. Changes to your central heating system might involve the building management draining down parts of the communal system, for which sufficient notice will be needed.

On the notice boards in each block there is a notice entitled '*Permission to work on site*' which explains the regulations that apply to visiting contractors. Lessees are responsible for their contractors while they are in the building and liable for any damage they might cause to the property.

The Porter is empowered to supervise and direct all contract staff on site, in accordance with covenants in the Leases. In the event of any contractor not complying with these guidelines, the Porter can suspend all work.

All contract staff and their agents must have full insurance cover, including public liability insurance. Leaseholders should make this clear to the contract staff they employ. Contractors/sub-contractors also must conform with Health & Safety legislation including COSHH (Control of Substances Hazardous to Health) and should register at the Porter's Office when they are on site.

Building materials

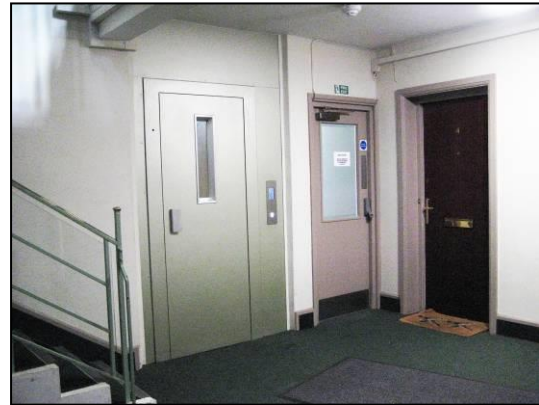
All building materials must be brought onto site or removed by the rear service stairs. No materials should be left in the common areas or anywhere that might cause a safety or health hazard. All surplus materials must be removed off site. This includes fixtures and fittings, rubble, pipes, carpeting, old appliances and packaging materials. Items must not be placed in the communal paladin bins which are designated specifically for 'Household Waste only'. If a skip is required on site, this must be negotiated in advance with the Building Management.

Use of Lifts

The lifts are for the transport of people and their belongings only. They must not be used to transport building materials, bulky appliances, fixtures & fittings, etc., without prior agreement of the Lessor. This is to ensure that the lift will operate safely and that adequate protection measures are put in place.

Damage & Cleanliness

There is **No Smoking** inside the building's Common Parts. All leaseholders and their contractors must take steps to protect all floors and surfaces in the common areas from dirt or damage, and any mess must be cleaned up. No external doors are to be propped open without the agreement of the Porter and any accidental damage caused must be reported to the Porter immediately. The Lessor requires Lessees to make good any damage caused to the Lessor's satisfaction or the right is reserved to make good the damage and recover the cost of rectification from the Leaseholder.



If you have any questions about any of the above, contact Peter Collier at Faraday at peter.collier@faraday-property.com

HCCL Board