

# Important information

## Fire precautions & emergency plan

**Please read carefully as death, injury & legal liability may result from failure to comply**

### Leaseholder responsibilities & requirements

You are responsible for the following:

- **Fire prevention**
- **Fire detection by maintaining smoke detectors according to manufacturers instructions**
- **Evacuation of all people in your apartment**

If you sublet the apartment you must ensure that all your tenants are familiar with and understand this information.

As a requirement of your leasehold you must consider the following matters in accordance with current Fire Regulations and Guidance. Failure to follow this guidance will put the lives of yourself and others at risk.

**Alterations to your apartment:** do not make any alterations to your apartment which may reduce its ability to withstand or contain a fire, for example, drilling holes through walls.

**Front door:** do not change or modify your front door without written permission from your freeholder. They will give you information on the standard a new door should reach. The front door should be fire resistant for a minimum of 30 minutes. Your letterbox must be fitted with a spring to keep it closed to stop the spread of smoke.

**Fire detection:** you must provide a sufficient amount of smoke detectors within your apartment. They must be maintained according to manufacturers' instructions. If you have a gas boiler it is prudent to have a carbon monoxide detector installed within your apartment

**Emergency lighting:** during a fire the lights within your apartment may fail. To help you evacuate safely you must have a maintained back-up lighting system, such as a torch kept by your front door.

**Evacuation route:** make yourself familiar with how to escape the building and where to assemble once you are outside. You are responsible for the safe evacuation of everybody in your apartment. This information can be found on the buildings Fire Action Notice, which is on the notice board.



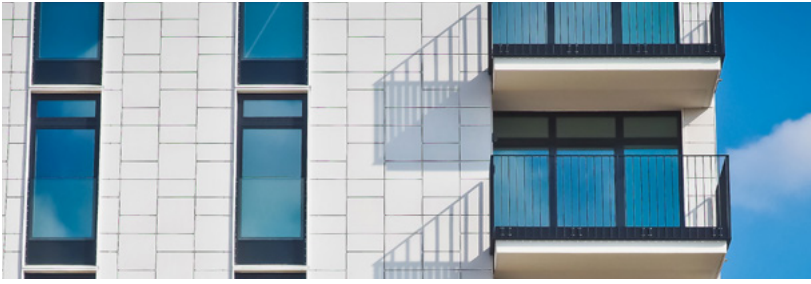
## STAY SAFE:

Please read the Fire Action Board, located on the notice board. Should you have any questions about the fire procedures please speak to your Property Manager.

It is very important that the common areas are always kept clear; residents keeping pushchairs, bicycles or other equipment in these areas present a significant hazard to a safe evacuation.

**Should there be a fire anyone doing this may be held liable for any consequences that result.**

Any equipment that blocks the halls, stairs or landings cannot be permitted or condoned under any circumstances.



## Our advice and guidelines if you have balconies on your building

Generally, to ensure safety at all times we advise that you follow these guidelines:

### DO NOT...

- Fix additional timber or combustible screening to the balcony.
- Fix fairy lights to the balcony.
- Try to clean the outer face of the glass by reaching over.
- Allow anyone to climb or lean over the balcony, or leave children unattended.
- Allow heavy objects to penetrate or sit against the glass or be forced between the steel balustrades/railings.
- Force anything in-between or connect anything to the balustrade.
- Use the balcony as a barbeque area or use any other appliance that emits a naked flame or intense heat.
- Use the balcony as a fire pit.
- Rely on insect screens as safety devices.

### BE MINDFUL OF...

- Any type of naked flame and how you dispose of hot materials, either within your apartment, or on a balcony.
- Weight guidelines for your balcony, should you need information regarding this, please get in touch with your property manager.
- Ensuring that children are not allowed near the balcony unsupervised and do not under-estimate their mobility.

### DO...

- Limit the amount of storage kept on balconies and do not store waste items such as old mattresses and cardboard recycling on the balcony.
- Regularly check the surfaces, flooring, glass and railings to ensure that they are safe and not in need of repair.
- Keep decking clean to remove algae or dead leaves which could cause the surface to be slippery.
- Maintain any window and door safety devices and ensure you inspect, clean and maintain your balcony for any damage, loose fixings, weaknesses in any glass or any part of the structure of the balcony.

## We're here to help you

Because of our proactive approach to dealing with fire risks, we have a process in place to evaluate the materials on your building, in conjunction with the freeholders that own the building and where possible, the builders that built it. We may be in touch with you with further information on this once we have established the facts and if there is something of concern to you.

If you have any concerns or see anything that concerns you regarding your property and fire safety, you can notify us using the contact details on your communal notice board (usually located by the main entrance) we will be happy to assist you with any queries.

