

# CHESSWOOD COURT

## RULES & REGULATIONS

- For Tenants
  - o Quick Reference



david charles  
property consultants

020 8866 0001

### GENERAL REGULATIONS

- It is illegal to smoke in the internal common parts, and smoking is not permitted in any internal communal area. Cigarette ends must not be dropped in the garden/car park area and should be disposed of correctly and safely.
- Maintenance and decoration works outside of the flat are not permitted. Individual Sky Dishes are not permitted.
- Bikes, prams, boxes or other objects are not to be left in communal areas as they present a fire hazard. Any such items will be considered as rubbish and may therefore be disposed of.
- No items may be kept in the service cupboards in the common parts as this is a fire risk.
- Residents will be quiet whilst transgressing the communal areas, and noise within these areas and the flats will be kept to a minimum between the hours of 11pm and 8am.
- No fires, barbeques or fireworks, are to be lit in the estate or estate buildings.
- No washing or any other item is to be left in the estate grounds.
- No dirt, rubbish, rags or other refuse shall be thrown into the sinks, baths, lavatories, cisterns or waste or soil pipes in the flat. The costs of clearing any blockage caused in this instance will be recharged to the applicable flat.
- No pets.

### REFUSE / BIN-STORES

- All domestic and other refuse should be placed in plastic bags and securely tied before being placed in the bins, to prevent spillage therein. **No rubbish should be left outside of the bins** or in the common areas, as this **WILL** attract vermin.
- Rubbish bins should be closed after use to avoid the emission of smells.
- No non-recyclable material especially plastic bags may be placed in the recycling bins. If in doubt, use the general waste bin. The bins are labelled and additional advices are available from the Local Authority if required.

- Cardboard boxes and plastic bottles should be flattened before being placed in the recycling bins. Large cardboard boxes must be disposed of separately at your own expense. It is not permitted for one resident to fill the bin as the bins serve 20 flats.
- Please take large items of rubbish to the local borough refuse dump.
- **Only food** may be placed in the **food bin**. Food must be wrapped in newspaper or a “caddy bags” - **no plastic bags**.
- Only **garden waste** may be placed in **the garden waste bins** and this is for the specific use of the gardening contractors.
- Fly-tipping is illegal – absolutely no items what-so-ever are to be dumped in the bin-stores.
- At the end of the tenancy, unwanted furniture may not be left in the bin-stores.
- No bulky items what-so-ever may be left in the bin-store, except where express permission has been granted by the Association. In this instance, permission will only be granted if the items are awaiting collection by prior arrangement.
- Tradesmen may not leave any “builders rubble” or any debris associated with building work in the bins or bin-store.
- Instances of fly-tipping will be reported to the Local Authority who have the power to issue fines. All residents are encouraged to report any witnessed incidents. The Association further reserve the right to recharge the costs incurred in removing the rubbish.

#### **PARKING REGULATIONS - GENERAL**

- Vehicles must only park in the space designated to the flat, as noted in the lease. One parking space is designated to each flat.
- Visitors’ spaces are for short-term use only. If there are no visitors spaces available, vehicles must park offsite. Vehicles must not park in other residents’ parking space.
- No commercial vehicles.

## **CHESSWOOD COURT**

### **Fire Action Notice**

#### **'Stay Put' Policy**

The principle of the 'stay put' policy is based upon flat / room compartmentation and the buildings fire safety provisions.

Since the 1970's buildings have been constructed so that the structure of the flat – walls, floors and doors – are designed to give appropriate resistance from a fire for a specified period of time. The fire resistance of this construction is such that, normally, a fire will burn itself out before spreading to other parts of the building.

#### **In the event of a fire**

If the fire is elsewhere in the building:

- In a purpose built residential development such as this it is usually safest to adopt a "Stay Put" policy, unless you feel threatened, the smoke or heat is affecting you or the Fire and Rescue Service instruct you to leave.

If the fire is in your residence:

- Try to remain calm, leave the building in an orderly fashion and if possible make sure that all windows and doors are closed as you leave. Do not stop to collect possessions.
- Do not use a balcony unless it is a designated escape route.

It should not be implied that those not directly involved who wish to leave the building should be prevented from doing so. Nor does this preclude those evacuating a flat that is on fire from alerting their neighbours so that they can also escape if they feel threatened.

**Dial 999** and ask for the Fire and Rescue Service, give them the phone number you are calling from and the address where the fire exists. If you have evacuated do not return to the property unless instructed by the Fire Service.

## Fire Safety Advice for Residents

### Protect you and your household

The easiest way to protect your home and family from fire is with a working smoke alarm. A smoke alarm can provide an early warning of a fire and allow you to make your escape – but only if it is working. You are more than twice as likely to die in a fire if you do not have a working smoke alarm.

- Fit smoke alarms on every level of your home.
- Make sure your smoke alarms meet British and European standards.
- Test your smoke alarms regularly.
- Never disconnect or take the batteries out of your smoke alarm.

### You can prevent fire from happening by taking a few simple steps:

- Do not leave cooking unattended and avoid leaving children in the kitchen with cooking on the hob.
- Be especially vigilant when cooking with oil. Do not overfill chip pans and NEVER put water on a chip pan fire.
- Make sure cigarettes are put out properly, use proper ashtrays and do not smoke in bed.
- Do not overload electrical sockets.
- Turn off appliances when not in use.
- Keep matches and lighters out of the reach and sight of children.
- Make sure candles are secured in proper holders and away from materials that may catch fire.
- Children should not be left alone with candles.

### In the common areas:

- **Do not leave your belongings or rubbish in corridors or the stairway.**
- **Do not leave your belongings in the service cupboards.**
- **Do not obstruct exit doors.**
- **Ensure that all fire doors are kept closed shut.**

**This could affect you and your neighbours if there is a fire.**

### Remember:

- Test your smoke alarm regularly.
- Keep the exit route from your flat clear so you can escape in an emergency.
- Close doors at night, especially the doors to lounges and kitchen to prevent fire spreading.

**PLAN YOUR ESCAPE NOW.** Be prepared and do not wait until it happens.