

Hornsey Police Station

94-98 Tottenham Lane
London
N8 7EJ

Building User Guide for new residential occupants

REV 01: 30/03/2026



Prepared by:

ARCHANÆUM

Building User Guide for New Residential Occupants Hornsey Police Station

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Project: Hornsey Police Station, 94-98 Tottenham Lane, London, N8 7EJ

RE: Building User Guide for New Residential Occupants

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1. Introduction

This Building User Guide has been prepared to assist residents in understanding how their home has been designed to minimise overheating risk and how to operate the dwelling during periods of warm weather and heatwave conditions.

The development has been designed in accordance with the **cooling hierarchy set out in London Plan (2021) Policy SI4**, prioritising passive design measures ahead of mechanical cooling. No active cooling systems are installed within the dwellings.

This guide will be issued to residents prior to occupation and will remain available online via the building management or homeowner information platform.

2. Passive Design Approach

The development adopts a fabric-first and passive design strategy to reduce overheating risk. Key features include:

- **Low-rise built form (ground plus two storeys)** which reduces heat accumulation compared to taller buildings
- **Modest glazing ratios** limiting solar heat gain while maintaining good daylight levels
- **Private rear gardens**, which provide a cooler microclimate and support night-time ventilation
- **Opening windows** enabling natural ventilation and purge ventilation
- **Balconies and window reveals (where applicable)** providing localised solar shading
- **High-performance insulation** to walls, roofs, and floors
- **Double-glazed windows (U-value 1.2 W/m²K)**
- **Mechanical Ventilation with Heat Recovery (MVHR)** providing controlled background ventilation

Together, these measures form a robust passive response to overheating risk and align with the London Plan cooling hierarchy.

Residents are encouraged to introduce planting within gardens or balconies, where possible, as vegetation can help improve shading and local cooling.

3. Cooling Hierarchy (London Plan Policy SI4)

The development follows the cooling hierarchy as set out below:

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Passive Measures

Building orientation, glazing design, insulation, shading, and natural ventilation

Ventilation Measures

Opening windows and MVHR system providing background and purge ventilation

Mechanical Cooling

No mechanical cooling is installed, as overheating risk is addressed through passive means

4. Operating Your Home in Warm Weather

Residents can help maintain comfortable indoor temperatures by following simple operational steps.

During the Day

- Keep blinds or curtains closed on sun-facing windows
- Limit use of heat-generating appliances where possible
- Keep windows closed if outdoor temperatures are higher than indoors

In the Evening and Night

- Open windows to allow cooler air to flush the dwelling
- Create cross-ventilation where possible
- Allow heat to dissipate overnight

External Roller Blinds:

Some units are fitted with electrically operated external roller blinds. These provide effective solar shading and are more effective at reducing heat gain than internal blinds or curtains.

Residents are encouraged to prioritise the use of external blinds during periods of direct sunlight to reduce internal temperatures.

The blinds are operated via switch. Residents should refer to the manufacturer's instructions provided at handover.

Maintenance and repair of the blinds will be the responsibility of resident

5. Mechanical Ventilation with Heat Recovery (MVHR)

Each home is fitted with a Mechanical Ventilation with Heat Recovery system which:

- Provides continuous fresh air
- Helps remove excess heat and moisture
- Should normally remain running at background setting

The MVHR system includes a summer bypass function which can be manually activated via the controller to reduce heat recovery during warmer weather and assist with cooling.

Residents should refer to the manufacturer guidance for operation, boost settings, and maintenance requirements.

As part of the overheating strategy, increased ventilation rates may be used during warmer periods.

Where required, this can be activated via the boost function on the MVHR controller. Residents should refer to the manufacturer's guidance for operation.

6. Managing Your Home During a Heatwave

During periods of prolonged hot weather, residents are advised to:

- Keep blinds and curtains closed during the hottest part of the day
- Ventilate the home during cooler evening and night-time periods
- Stay hydrated and avoid introducing unnecessary heat indoors
- Use portable fans if additional air movement is desired

These actions will help maintain internal comfort without the need for mechanical cooling.

7. Further Information

A digital copy of this guide will be made available through the managing agent or building information platform for residents to access at any time.

For operational or maintenance queries relating to the ventilation system, residents should contact the managing agent or refer to the homeowner manual issued at handover.