



Ardmore Construction Limited

Ardmore Construction Limited

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11th December 2024

For the attention of: Ellen Huelin

Reference: Hornsey Town Hall; residential blocks A, B and Mews
Home Quality Mark SD232: 1.0 Beta
32 Aftercare

Dear Ellen,

We confirm that each home is covered by a building warranty, from Premier Guarantee.

This a warranty provider who is a member of and fully complies with "The Consumer Code for Home Builders" or is recognised by the Trading Standards Institute.

Please do not hesitate to contact me should you require any further information.

Yours sincerely,

Elliot Bacon
Senior Design Manager
Ardmore Construction Limited

Adhering to a home-building Code of Practice: what's changed?

One of the benefits of your registration with Premier Guarantee is that it automatically gives you membership of the Consumer Code for Home Builders (CCHB). Membership of the code provides your buyers with additional protection through an independent dispute service.

Recently an alternative consumer code, independent of Premier Guarantee, has been launched. The New Homes Quality Code (NHQC) is a voluntary code of practice giving buyers access to redress through their appointed New Homes Ombudsman.

As a result, we are updating our Rules of Registration so that should you choose to join the NHQC you can continue to work with Premier Guarantee.

It remains a requirement of our warranty service that you adhere to a code of practice: either through membership of the CCHB or via “active” registration with the NHQC.

Builders and developers are free to choose which codes they wish to comply with. **You are under no obligation to switch codes.**



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HORNSEY TOWN HALL FAR EAST CONSORTIUM November 2022





FAR EAST CONSORTIUM HOME GUIDE

Hornsey Town Hall the Broadway London

N8 9JJ

Spring 2022

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ABOUT US

Head office in Mayfair, London, with a regional office in Manchester; FEC (Far East Consortium International Ltd) opened its UK operation in 2011 with the arrival of Dorsett Shepherds Bush. FEC aim to create high quality residential developments and hotels across London, the Southeast, Manchester, and ultimately other key cities across the UK.

The company's proven fifty-year track record has resulted in the development of over 200 million sq. ft. of residential and hotel space throughout the Asia Pacific region. The experienced team has brought its expertise to the UK to create vibrant places for people to live, work and play. FEC's subsidiary Dorsett Hospitality has 24 hotels and seven more in the pipeline across the globe with a portfolio valued at over £1.6 billion.

On the Hong Kong HKSE since 1972, (HKSE: 35) FEC is a leading developer, specialising in residential development, hotels and commercial ventures. The family run business operates across Mainland China, Hong Kong, Singapore, Malaysia, Australia and New Zealand and the UK, specialising in the construction of high specification homes, mid-scale and boutique hotels and is also a respected car park owner and operator.

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YOUR HOME

GETTING STARTED

This section aims to give you the information you need to get up and running in your new home as quickly as possible. It contains all the information you should need in the first few weeks of living in your new home.

You can find the address of the housing scheme on the front cover of this guide.

Your New Home

Hornsey's history as a parish and administrative area goes back to at least the 13th century. For most of that time, Hornsey was a rural backwater in the county of Middlesex but, with the coming of the railways in the 1850s, developers realised the opportunity to create a suburb.

In 1861 there were just over 11,000 people living in the parish of Hornsey. It became a Borough in 1903 and by 1921 the population was nudging 90,000. Since 1869 Hornsey had been administered from offices in Southwood Lane in Highgate – a building not much bigger than two residential villas.

In 2000, with a shrinking council workforce, the building was declared surplus to requirements and a long exercise started to find a new use.

For many years the fabric had been neglected and, by now listed as Grade II*, a large sum had to be found to remove it from Historic England's at-risk register. A plan was conceived to sell off the car park at the rear and use the funds for the restoration. Ownership would be transferred to a trust to provide arts, community and educational uses.

With the financial crash of 2008, this scheme never took off. An attempt was then made by Mountview Theatre School to take it over, but the finances proved impossible.

An attempt to take the Town Hall into Community ownership didn't succeed and in 2019, following a competitive tendering process, Haringey Council awarded the Far East Consortium a long lease to begin restoration works and redevelop the Town Hall, as well as building on the car park.

The development aims to restore the building to its former glory and to provide the community with an arts centre, cafe, restaurant, hotel and workspaces as well as with 146 apartments and a small amount of social housing.

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Home Quality Mark

Your Home has been designed, built and assessed in line with the Home Quality Mark (HQM) certification scheme.

The Home Quality Mark is a scheme that assesses the standard of new homes. Every home that receives a HQM certificate meets specific quality and sustainability standards that are higher than the minimum standards which must be achieved in a new home, such as Building Regulations. This means your home has a reduced effect on the environment, costs less to run and is designed to benefit your health and wellbeing. The HQM is seen as a symbol of quality and sustainability for housebuilders and investors, and it's a mark of assurance for you, as homeowners and tenants.

Your home has received a rating of 3 stars, out of a maximum of 5 stars. This means your home meets **high standards** when assessed across three main criteria; cost, well-being for the occupier and environmental footprint of your home during construction and when in use.

The HQM 3 star certificate can be found at the back of this manual (see Appendices)

Important Features

In this section you will find a list of important features you will need to run your home. This list includes a description of and the location of, all features, including meters.

Item	Location	Description	Image
Door-entry panel	By front door	Paxton Net 2 PoE door controller	
Door-entry video	By front door	Hornsey TH Paxton Access Control	

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Heat interface unit	Utility Cupboard	Your heating and UFH, comes from a communal (shared) heating system. This heating is provided to your home through the 'heat interface unit' (HIU), which is in the utility cupboard. There is heat meter within the HIU. This measures how much heat you use. This will form part of your heating charges. It is important that you do not interfere with the HIU or the heat meter as this could breach your tenancy agreement.	
MVHR (mechanical ventilation and heat-recovery unit)	Utility Cupboard	This is your ventilation system. It keeps fresh air in your home. It also has built-in heat recovery, so no heat is lost when fresh air is brought in.	
MVHR booster switch	Switch outside bathroom & kitchen, the right-hand switch operates the MVHR switch	Turning on the boost mode from this switch will increase the rate that air is extracted from your home.	
Intruder alarm spur	Utility cupboard	Isolation for fire alarm	

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Fuse Board (also known as an electrical consumer unit)	Utility Cupboard	Your electricity comes from a mains supply through an underground cable. The mains supply is connected to your electricity meter. Cables leading from the meter are then connected to your consumer unit. The consumer unit contains the electricity supply on/off switch, which is red. It also contains several circuit breakers which are controlled by R.C.D The circuit breakers protect individual circuits in your home. Each circuit breaker is labelled to show which circuit it protects. When one of the circuit breakers 'trips', it goes down to the OFF position and cuts off the power to that circuit. To get the power back on, lift the switch back to the ON position. If it trips again, follow the procedures set out in part F on page 22-23.	
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Mains Water valve (also known as a Stopcock)	Utility Cupboard	The outside stop valve, also known as a stopcock, controls the cold-water supply going into your home. If you think there is a water leak in your home, you should turn off the water supply using this valve. You should then immediately call 020 3370 6804 or a qualified plumber to fix the problem. This will depend on your tenure; you can call 020 3370 6804 Direct for further clarification on this.	
Satellite and aerial sockets	Lounge & Bedrooms	Multimedia Plate that provides the power, TV, and data within the plate.	
Water meter	Utility Cupboard	This is your water meter. It measures how much water you use in your home so that you only pay for what you use.	

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Electricity meter	Utility cupboard	This is your electricity meter. On the front you can see your serial number and meter reading, which you will need to set up your billing and switch suppliers.	
Data outlets	Lounge/bedrooms/utility cupboard	Subject to your home being connected to the internet, these will provide a useful means of connectivity throughout your apartment.	
Towel Rail Mat thermostats	Adjacent to bathroom doors	Enable adjustment to the temperature of the heat mat, which is located in the wall behind the towel rail.	
Data/Telephone patch units	Utility Cupboard	This is the link between the data and telephone sockets in your apartment and the BT and Virgin Master units in the utility, patch leads are installed to provide you with the connections to these points.	

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Virgin Media Unit	Utility cupboard	To provide you with a Virgin Media connection to your property.	
Multi-Gang Switch	Kitchen under Hob (in drawer)	Provides isolation/energisation of appliances in the kitchen, will also provide boost facility to ventilation.	

The Location Of Meters And Setting Up Your Billing

You will be charged for the electricity, heating and water you use. When you first move into your home you must make sure that your services are set up properly.

You will need to set up services for electricity and water.

As you are on a communal heating system, your heating bills have already been set up and you will receive a bill every month. To learn more about communal heating, turn to page 22 -23.

The following table shows you who you need to contact to set up your billing (this sentence inserted for communal heating credit billing only). You can learn more about your meters in this section.

Utility	How this is provided to your home	Current provider	Contact details for setting up you're billing or queries	Meter location
Heat	You can learn more about communal heating in the "Customer Heat Charter" which was provided to you with this guide.	Your heat supplier is Insite Energy. Your billing is managed by: Insite Energy. If you have any questions about billing, you can phone 0345 872 9600.	"To keep your bills accurate, meter readings are automatically taken from the heat interface unit (HIU) by a heat meter. These readings are sent to Insite Energy. You will be billed automatically every month. For more information on your heating bill, see page 16. "Please refer to the "Customer Heat Charter" for guidance on using and topping up your pre-payment meter."	Your heat meter can be found in the utility cupboard.
Electricity	Mains electricity	British gas	0800 072 8625. https://www.britishgas.co.uk	Your electricity meter is the in-utility cupboard.

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Water	Mains supply	Thames Water	Phone: 0800 980 8800 Website: www.thameswater.co.uk	Your water meter is in utility cupboard
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You are free to switch to whichever electricity supplier you like. We recommend shopping around to find the best rate.

You can switch electricity suppliers online. We recommend you go to www.energyhelpline.com where you may be able to find competitive tariffs. You can also call them on 0800 074 0745.

Once set up, we recommend providing regular readings to your electricity supplier which is British Gas. This will prevent you from being overcharged or undercharged, which can lead to problems in managing payments to your supplier.

Smart Meters

A Smart Meter measures how much gas and electricity you're using and automatically sends these readings to your energy supplier. This device displays current and cumulative electricity consumption, primary heating fuel consumption and internal temperature levels (over a weekly, monthly and yearly basis) and have cost factors inputted into the device so that current cost and account balance information can be displayed.

You can monitor and understand your energy use in the following way:

1. Look at the display when only the essential electrical appliances are on in your home. This is your standard energy usage.
2. You can now test how turning on other non-essential appliances affects your energy usage. For example, turn on the kettle, washing machine etc, and see their impact on your total costs.
3. Having a better understanding of how much different electrical appliances cost when they are in use, you can make better decisions about how much electricity you wish or need to use.

There is an option to set a budget marker on your Smart Meter. This is the maximum you want to spend each day. Please refer to the manual for more specific information on how to set this up, and how to use the control panel and arrows on the display to look through your consumption and usage.

A smart meter therefore offers a number of benefits to you, such as more accurate bills, access to money saving initiatives and lower energy consumption. To get the most benefits out of your Smart Meter, we recommend you monitor your energy usage regularly.

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Heating Bill

You will receive a heating bill every month an example of this heating bill is given below.

How much energy you have used since your last bill for heating your home and your hot water.

This is the cost of delivering energy into your property, including meter reading, billing, and account management.



What am I paying for?

You are paying for the energy that is needed to provide heating and hot water. You are also paying a charge for the cost of delivering the energy to your property, including meter reading, billing and account management.

What is kWh?

This stands for kilowatt hour, which is a standard measure for energy used

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Appliances

Listed below are the makes and models of the appliances we have provided in your home.

If you find a fault in an appliance or need information about the warranty, check the manufacturer's manual.

We are not responsible for repairing or maintaining appliances. For further information, you can call Far East Consortium Limited or have a look on our website at:

<https://fecil.uk/>

Washer dryer

Make: Siemens

Model: WN44G290GB

Energy-efficiency rating: E

Dishwasher

Make: Siemens

Model: SN61IX12TG

Energy-efficiency rating: 92 kwh E

Fridge freezer

Make: Siemens

Model: KI87VNSF0G

Energy-efficiency rating: 277 kWh/annum F

Oven (1)

Make: Siemens

Model: MB535A0S0B

Energy-efficiency rating: 6200 W A

Oven (2)

Make: Siemens

Model: HB535A0S0B

Energy-efficiency rating: 6200 W A

Oven (3)

Make: Siemens

Model: HB676GBS6B & CM676GBS6B

Energy-efficiency rating: 6200 W A

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Extractor fan

Make: Siemens

Model: LB53NAA30B

Energy-efficiency rating: 68 kwh / annum D

Wine cooler

Make: CDA

Model: FWC304BL/2 ; FWC604BL

Energy – efficiency rating: 150 kwh / annum G

Hob

Make: Siemens

Model: EU611BEB1E

Energy-efficiency: 175.0 Wh/kg

Extractor Recirculation

Make: Siemens

Model: LZ10INT00

DEFECTS PROCEDURE AND AFTERCARE

Within the first few weeks of living in your new home, you may find some repairs that you need to report to us. The first 12/24 months of a building's life is called the 'defects liability period'. During the defects liability period, the contractor who built your home is responsible for repairs which are part of the settling-in process of the building. These are called defects.

Defects include (but are not limited to) the following:

- Kitchen units which have dropped naturally at the hinges
- Toilet not flushing
- Loose taps
- Baths which drain slowly
- No heating

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- No hot water
- Door-entry system not working
- Ventilation system not working
- Large cracks (wider than a one-pound coin) on stairs, or where walls meet windows, door frames and skirting boards.

Some things which are not considered to be defects include (but are not limited to) the following:

- Kitchen units which have come away at the hinges due to mistreatment
- Toilets blocked because of wet wipes, nappies, sanitary towels and other items being flushed down them
- Damage caused by misuse or vandalism
- TV or set-top box not working when all other TVs are working in the building
- Small cracks which can be painted over

To report a defect, call the Building Management Company, Far East Consortium Limited on 020 3370 6804. They will ask you some simple questions about the defect. If appropriate, they will arrange for a contractor to come to your home.

The Aftercare team of the Main Contractor, Ardmore Construction, can also be reached on customercare@ardmoregroup.co.uk or 020 8344 0300.

Below are the response times you can expect during the defects liability period.

Emergency – make safe within four hours and put right within 24 hours

These defects are when there is a real danger to life or risk of major damage to property, for example:

- complete loss of power (when this is not related to the fuses in your home, which you are responsible for, or the mains power supply, which the electricity company is responsible for)
- total loss of water supply
- total loss of heating or hot water between 1 October and 30 April
- blocked or leaking drains or waste pipes
- having no working toilet in the home
- any leak which cannot be contained
- faulty locks to doors or windows on the outside of the home
- total lift failure.

Urgent – completed within five working days

These are small repairs which need to be carried out urgently to overcome a big inconvenience to you or to prevent damage to property, for example:

- total loss of heating or hot water between 1 May and 30 September
- loss of a toilet where there is another in the home
- any blockage or leak on sinks, baths, or basins
- leak in the roof (unless it cannot be contained)
- loose handrails (unless there is a risk to a person's safety)
- door-entry system not working
- ventilation system not working.

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Non-urgent – completed within 20 working days

These repairs are where there is a less urgent defect, but it is causing some inconvenience or potential damage to property, for example:

- minor repairs to doors.
- faults that haven't been put right; and
- minor repairs to electrical items.

After the end of the defects liability period

Some faults will be dealt with at the end of the defect's liability period, for example:

- cracks which are caused by settlement and are wider than the edge of a pound coin.
- flooring which has dropped.
- seals which have perished or come away
- rusting balcony fixings.

Reporting repairs out of office hours

If you call Far East Consortium Limited outside office hours, you will be put through to our out-of-hours service. If the repair is an emergency, someone will come out to you. If it is not an emergency, we will get back to you on the next working day.

Your defects liability period ends 2 years after you have legally completed. At which time, we, along with a consultant and the defects contractor, will ask to inspect your property and make sure there are no defects which need to be dealt with.

BUILDING WARRANTY

The Warranty Provider of your home is Premier Guarantee. If you have any questions or concerns that relate to the building warranty, you can find additional information and contact details on your warranty certificate.

RUNNING YOUR HOME EFFICIENTLY

We take global warming and climate change very seriously. We are responding to this challenge by building energy-efficient homes which use less energy and so are cheaper to run. An added benefit is that using less energy means your home is kinder to the environment.

Your new home has been built according to the Code for Sustainable Homes, which is a standard for controlling the effect your home has on the environment Hornsey Town Hall.

To make the most of your new home and save on bills, you will need to understand and control your heating, electricity uses and water use. You can make big savings if you use them more efficiently.

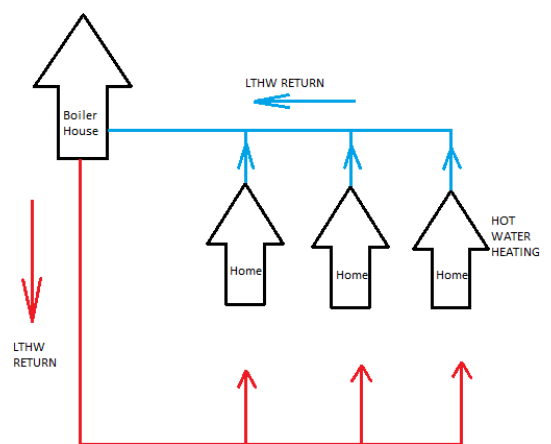
Communal heating system

Communal heating is where heat is provided to more than one home from a central heat source.

Pipes run from the central heat source, e.g. a boiler property, to every flat in the block. Heat is then delivered to your home through a heat interface unit (HIU). A heat meter inside the HIU will measure how much heat is delivered to your home.

The heat from the central heat source is provided by a/a network of: a gas boiler

Please refer to the "Community Heating Charter" for more information.



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Heating controls

Setting your heating timer and thermostats will give you control of exactly how much heat energy you use. This will help you to heat your home efficiently while managing your heating bills. The next few pages will show you how to use them. You control your heating by:

- using thermostats to set the right temperature for your rooms
- programming the timer to set when your central heating and hot water comes on
- Underfloor heating



Timer Controls

A heating timer allows you to control the following:

- When the central heating comes on and goes off
- If you're not at home or are asleep, you can turn the heating off

Setting heating controls will heat your home efficiently and help you to cut your bills.

It's up to you to decide when to turn your heating on or off. You can set your system to go on and off automatically whenever you want

The following guidelines will help you to set your central heating timers. You can set your thermostat for each room.



Setting	Instructions
Turn the heating on Continuous heating	Press the SELECT button until 'on' is shown on the display.
Turn the heating off No heating	Press the SELECT button until 'off' is shown on the display.

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Turn the heating to AUTO mode This will set the heating controls to your preferred timer settings. This is the best way to use heating timer controls. We recommend that you: • set your central heating to come on half an hour before you get up or get home	Press the SELECT button until 'AUTO' is shown on the display. Follow the instructions below to set the control to automatically turn your heating on and off when you need it. 1 Press SELECT until you see 'AUTO' in the circle on the display. 2 Press PROG to set the time. 3 Press DAY/HOL to set the day. The day is shown under the time. 4 Use the + and – buttons to set the time you want the heating to come on (for example, 7.30am). 5 Press the NEXT ON/OFF button to set the time you want the heating to go off (for example, 9am). 6 Use the + and – buttons to set the time you want the heating to go off. (You can set up to three on and off times a day – morning, afternoon and evening.) 7 Go back to step 3 and press the DAY/HOL button to set next day's times. Repeat stages 4 to 6.
Turn the heating to ALL DAY mode Heating on from the first set time through to the last set time of the day	Press the SELECT button until 'All Day' is shown on the display.

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The information in the table above is basic guidance to get you started. Please also read the full manual/s for setting your timer controls.

Heat-Saving Tips

A few simple steps could reduce your heating costs

- Turn your thermostat down by 1°C. This could cut your heating bill by more than 10% (based on an average heating bill).
- Close windows when the heating is on to stop the heat escaping.
- Wear warm clothes when indoors during winter months instead of turning the heating up.
- Set the heating controls so that your property is heated only when you are at home. If you are out for long periods of time, set your controls to turn off.

Ventilation And Heat-Recovery System

This is your new ventilation system. It brings fresh air to your home. It also has built-in heat recovery to save energy. It is referred to as a mechanical ventilation heat-recovery system, or MVHR for short. It is in your utility cupboard with extra controls in kitchen.

This is not an air conditioning unit. You do not need to do anything to it and should leave it to run in the background.



Why you need an MVHR

To keep your home warm and reduce your heating bill, your home has a high level of insulation in the walls, ceilings, and windows. Your home is fitted with the MVHR system to make sure the warm air in your rooms doesn't go stale and smells are removed. It is designed to run in the background and replace stale air with fresh air.

The fresh air entering your home passes through a heat exchanger where it is warmed by the stale air leaving. This means that you do not waste the energy that has been used to heat your home during winter. This function is not used in the summer so that heat can escape to keep your home cool.

How to control

The MVHR system will run continuously in the background without you doing anything to control it. Turning it off could lead to mold and condensation, a build-up of stale air and more expensive heating bills.

To get the most out of your MVHR unit you will need to learn about its boost mode (see below).

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To make sure the MVHR works properly, its filters will need cleaning.

Apart from the boost button and cleaning the filters, please **do not to touch your MVHR system**. It has been programmed to suit your home, so it continuously provides fresh clean air. **Do not turn it off.**

MVHR boost mode

Turning on the boost mode will increase the rate air is replaced from your home. Boost mode turns the fans up to 50% of their full power (the usual rate is 30%). Boost mode will automatically come on in your bathroom when you turn the light on. You can also turn it on in the rest of your home using the controls in your airing cupboard. This may be useful when there is a build of stale hot air in your home.

You will see a  button on your MVHR control screen. The following table gives guidance on how many times to press this button for the level of boost you want.

Number of presses	Action
1	Boosts for 5 minutes
2	Boosts for 10 minutes
3	Boosts until stopped
4	Back to normal rate
Hold for five seconds	For when you want to quickly remove air from the property. Fans will be on full speed (100%) for two hours. Hold the button for five seconds to return the fans to normal.

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Kitchen boost

You also have an extra boost switch in your kitchen. This will control the fans in your kitchen only. You may need to use this boost when air moisture levels in the kitchen are high (for example when cooking with several pans). The switch will allow you to turn the boost on and off in your kitchen when necessary.

MVHR – cleaning your filters

Dirty or clogged filters can reduce the efficiency of your system. Try to clean your filters every four to six weeks to make sure you get the most out of your ventilation system. When working properly, your ventilation system will help to keep your home clean and healthy while also keeping your heating bill down.

The filters have been designed to be easily removed for cleaning. To clean the filters, follow the steps below:

1. Open the filter flaps and remove the two filters.
2. Clean the filters by gently tapping or carefully using a vacuum cleaner.
3. Put the filters back.
4. Close the filter flaps.
5. Press and hold the  and  buttons for five seconds.



Filter flaps



Your Vent-Axia unit will also need maintenance every 12 months to replace the filters. For details, see the 'Sentinel Kinetic MVHR and Kinetic Plus MVHR operation and monitoring' on the website at www.vent-axia.com. There is also guidance on the necessary maintenance on page 43 of the Vent-Axia guide.

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Preventing Condensation

Condensation can be a problem, even in new homes. Condensation is caused when steam or water vapour meets cold surfaces (in the same way that steam in the bathroom mists up the mirror). If condensation forms in your home, it will provide ideal conditions for mold to grow. This will lead to an unhealthy environment and can spoil the appearance of your new home.

Many daily activities produce water vapour, which may cause condensation if it is allowed to spread around

Have a look at the following areas to see how you can try to reduce condensation in your home.

Cooking, and drying clothes, can produce more moisture

- Use lids to cover pans when cooking to reduce steam. This will also help to save on energy as covered pans heat quicker.
- Use the ventilation booster switch in your kitchen when cooking.

Stop moisture spreading through your home

- Keep doors closed when cooking, washing, bathing and drying clothes indoors.
- Do not switch the MVHR unit off. This is designed to stop moisture spreading throughout the home by removing it from the room it is created in.

Ventilate moisture away

- Ventilation is needed to get rid of the moisture that is naturally produced in your home. Your home will maintain a healthy environment when the MVHR system is running. You risk damage to your health and home if you turn off the system or block outlets such as vents and air bricks.

Maintain background heating

- Homes that are heated continuously are less likely to suffer condensation problems. This is particularly important in the colder months as moist air (from showers or cooking) will condense on cold walls. Over time, this condensation will lead to mold.
- Use heating timer controls and thermostats to heat your home in a controlled and regular manner.

Saving money on your electrical appliances

As well as saving on your electricity bill, the following tips will help your appliances to last longer (so you won't have to replace them).

Fridge and freezer

- Keep your door seal clean. This will stop heat getting into your fridge, which leads to your fridge using more electricity.
- Defrost the freezer compartment when the ice is 1.5cm thick – any thicker and the fridge will use more electricity.
- Vacuum the back of the fridge every six months to avoid a build-up of dust. Dusty coils mean that the fridge will have to work harder, increasing your electricity bills.

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- Place heavy items such as milk cartons close to the door hinges. This will place the doors under less stress.
- If your fridge starts to freeze, or if the food goes off quickly, adjust the thermostat.
- Clean and drain your fridge freezer every few months. This will help to prevent leaks that could damage your floor.

Dishwasher

- Keep the sprayer arm clear from any obstruction.
- Check the dishwasher's drain regularly and remove any food or objects from the filter (the manufacturer's manual will explain where the filter is and how to clean it).
- Clean the inside of your dishwasher. Grease, detergent residue, and calcium deposits can build up. You can use a couple of cups of white wine vinegar to wash them away.

Washing Machine

- Keep your door seal clean.
- Wash clothes at a low temperature to reduce costs. Washing at 40°C will use a third less electricity than washing at 60°C. Most modern washing detergents are designed to wash clothes well at 30°C, or even at 15°C.
- Run the washing machine with full loads rather than half loads. One full load uses less energy than two half loads.
- For the appliances listed above, please see the manufacturers' booklets for guidance on how to connect and use them. The makes and models of these appliances are given on

A few more tips to help you reduce your electricity bill:

- Appliances like TVs, games consoles, stereos, computers, washing machines, dishwashers and tumble dryers left on standby can use up to 85% of the energy they use when switched on. Turn them off at the wall to save money. A typical property could save between £45 and £80 a year just by remembering to turn off appliances left on standby.
- Fill the kettle with only the amount of water you need. If you are making a cup of tea, fill the cup with cold water and then pour this into the kettle. This can save £7 a year on its own.
- Charge your phone before you go to bed. Switch your charger off when your phone is charged. The average phone only needs three hours to charge and leaving it on all night will bump up your electricity bill.

Keep the oven door shut as much as possible. Every time you open it, nearly a quarter of the heat escapes, so more energy is needed to heat the oven up again.

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EU Energy-Efficiency Labels

When buying a new electrical appliance, check the energy label. Energy-efficient products use less energy and will help you save on your electricity bill.

By law, the following appliances must have an EU energy-efficiency label.

- Fridges, freezers and fridge freezers
- Washing machines
- Tumble dryers
- Dishwashers
- Lamps
- Electric ovens
- Air conditioners

The label provides clear information about how much energy the appliance uses and its performance. The energy-efficiency rating is an important part of the label. It provides a simple scale of the product's efficiency, which ranges from 'A+++' (the most efficient) to 'G' (the least efficient).



The way a product is used will also influence how much energy it uses. Fridges and freezers, for example, work harder than any other kitchen appliance and are on 24 hours a day. An energy-efficient fridge freezer uses only a third of the energy to do the same job as a 10-year-old model.

More information on energy-efficiency labelling is given in part F.

Solar PV

Uren house has solar panels. These have been installed on roof to generate electricity using daylight to reduce the amount of electricity brought from the National Grid.

The electricity generated from the solar panels is used to provide power for the communal (shared) areas. For example, the electricity is used for powering lifts, security and door entry systems and lighting in hallways. Generating free electricity from sunlight means your building's running costs are lowered. This will result in a cheaper service charge.

All maintenance and operation of this system will be taken care of by the Building Owner and there is no action that you will need to take. If you notice any issues or have questions regarding the strategy that has been implemented, contact Far East Consortium Limited 020 3370 6804 Direct.

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Lighting

In most homes, lighting accounts for around 10 to 15% of an electricity bill. Your home has been built with low-energy light fittings in all rooms. We suggest that you always use low-energy light bulbs as they last up to 10 times longer than ordinary bulbs and are just as bright. Switching from a standard bulb to an energy-saving bulb can save you around £45 over the lifetime of a bulb.

To save money on your energy bill, turn the lights off when you leave a room. This can save you £7.50 a year.

It doesn't take any more electricity for a light bulb to turn itself back on. If it's on, it's using electricity and if it's off, it isn't. Modern low-energy light bulbs do use a small amount of extra energy when you first turn them on, as do fluorescent strip lights. But with both, if you are leaving a room for more than a couple of minutes then turn the light off and you'll save money.

Using Water In Your Home

Water is often called the 'forgotten' environmental problem. Most people don't think water is a problem in our country because it rains so much.

Most of the people in our country live in southeast England, which is a 'water stressed' area. That means there isn't enough water to meet the demand. We keep having droughts and then periods of flooding. This is one of the consequences of climate change – changes to when it rains and how much it rains. The UK is trying to improve its water reserves and water bills will need to increase to achieve this.

As well as the environmental benefits, saving water in the home will help you to save on your water bills.

Both your water bill and your heating bill are affected by the amount of water you use.

- 1) Your Thames Water bill, sometimes referred to as your cold-water bill, is based on meter readings. So every litre you use adds to your bill.
- 2) Your heating bill is based on the energy used to heat your hot water. According to the Energy Saving Trust, about £140 of a typical property's total heating bill is from heating water.

There are two big reasons why reducing the amount of water you use will help you save money. The next few pages will have a look at how you can save on your water bills.

Water-Saving Tips

Some simple changes to the way you use water in your home can start to help save you money. Try introducing some of these changes and see if you notice a reduction in your water bill.

Showers

Shower instead of having a bath. Taking shorter showers saves on your water bill. The following table gives guidance on the amount of water used in a shower and a bath.

	Average volume of water used (liters)	Water cost per person per year* (£)
Bath	80	61
Eight-minute shower	62	47
Eight-minute power shower	136	104
Four-minute shower	32	24

* Based on Thames Water rate of 0.21p per liter and average water use

Dripping taps

If you have a dripping tap you should report it to us/fix it as soon as possible. A dripping tap wastes enough hot water to fill 69 baths a year, costing you £12.

Turn it off

A running tap can waste more than six liters of water a minute. Turn the tap off while brushing your teeth, shaving, or washing your face and use cold water if you don't need hot. Turning off the tap while brushing your teeth could save you around 18 liters at a time. That's around £27 a year!

BUILDING DESIGN

Consumer Unit and Fuse Ratings

The consumer unit is an important piece of electrical equipment that protects the electrical circuit in your home.

The consumer unit contains the main on/off switch (which is red) and several circuit breakers (which are black). The circuit breakers protect individual circuits. Each circuit breaker is labelled to show which circuit it protects.

When one of the circuit breakers 'trips', it will go to the OFF position and cut off the power to that circuit. To get the power back on, flick the circuit breaker back to the ON position. If it trips again, follow the procedure set out below.

- 1 Turn off all appliances and lights on that circuit.
- 2 Flick the circuit breaker back to the ON position to reset it.
- 3 Turn each light and appliance on one by one.

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- 4 If the circuit breaker trips again when you turn a particular appliance or light back on, this means that the light or appliance is faulty and is causing the circuit breaker to trip out.
- 5 If this happens, turn off the light or turn off and unplug the appliance that caused the circuit breaker to trip and then reset the circuit breaker. You will then be able to continue to use the remaining lighting and appliances on that circuit.

Within the first year of the defects liability period, you should report any faults to FEC's Customer Service Department. After the end of the defects liability period, leaseholders should call a competent electrician to investigate the cause of the problem and not keep resetting a circuit breaker that trips repeatedly.

In the consumer unit there may also be a residual current device to provide extra protection. The residual current device is labelled in the picture of a consumer unit on page 9. If the residual current device has tripped, you can reset it by flicking it back to the ON position. From time to time, you should check that the residual current device is working properly. You do this by pressing the test button.

Electrical Fuses

It is essential that you use the correct fuse for your appliances to avoid damage to these and to guard against electrical fires.

A UK plug is generally fitted with a 3amp (3A) or 13amp (13A) fuse. For appliances up to 700watts (W), you need to use a 3A fuse and for appliances over 700watts you need to use a 13A fuse. For example:

3A fuse – table lamp, floor lamp, television, DVD player, computer, food mixer, blender, fridge, freezer, power drill, jigsaw, soldering iron

13A fuse – washing machine, dishwasher, microwave, kettle, toaster, iron

Nowadays, appliances are fitted with 3A or 13A plugs. However, 5amp fuses are still used in some older equipment. Please check fuse ratings for any of your appliances.

Security

Your home has been assessed and developed in accordance with the Secure By Design (SBD) criteria relevant to your property and building type. Secured by Design (SBD) is the official police security initiative that works to improve the security of buildings and their immediate surroundings to provide safe places to live.

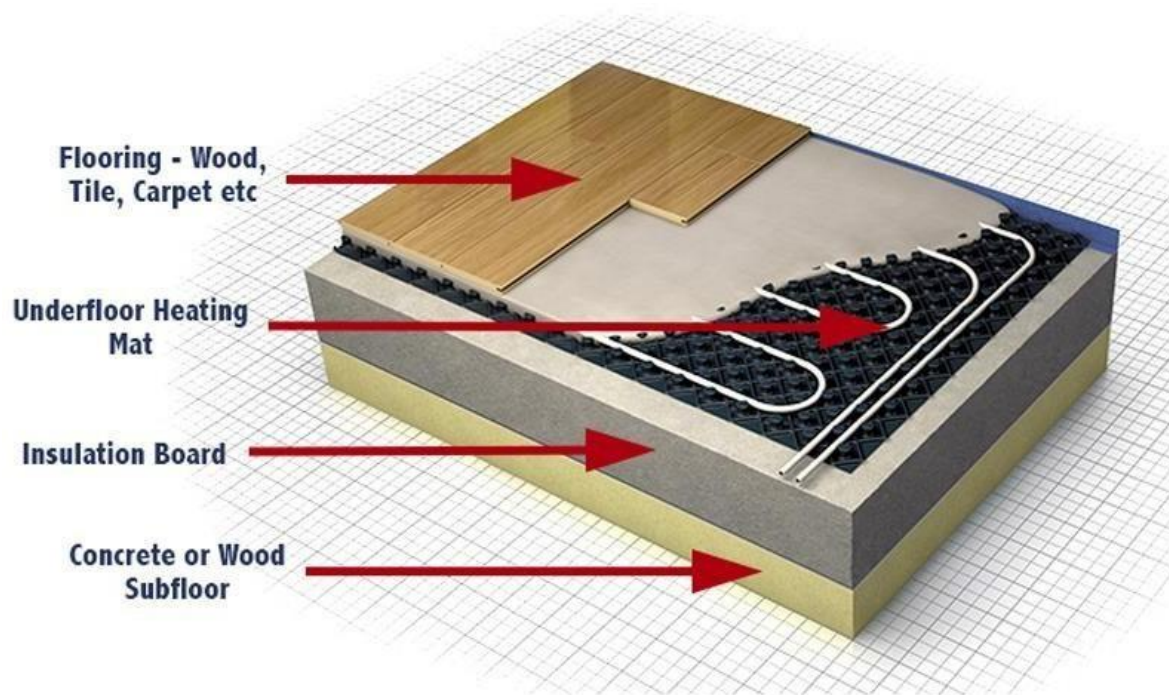
Your home has been supplied with a Paxton Net 2 access control system. The Net 2 system will control access to the residential blocks and the Town Hall. Open the doors locked by the system by holding your token within close proximity of the reader. If access is granted, the green light flashes. If access is denied, the red light flashes.

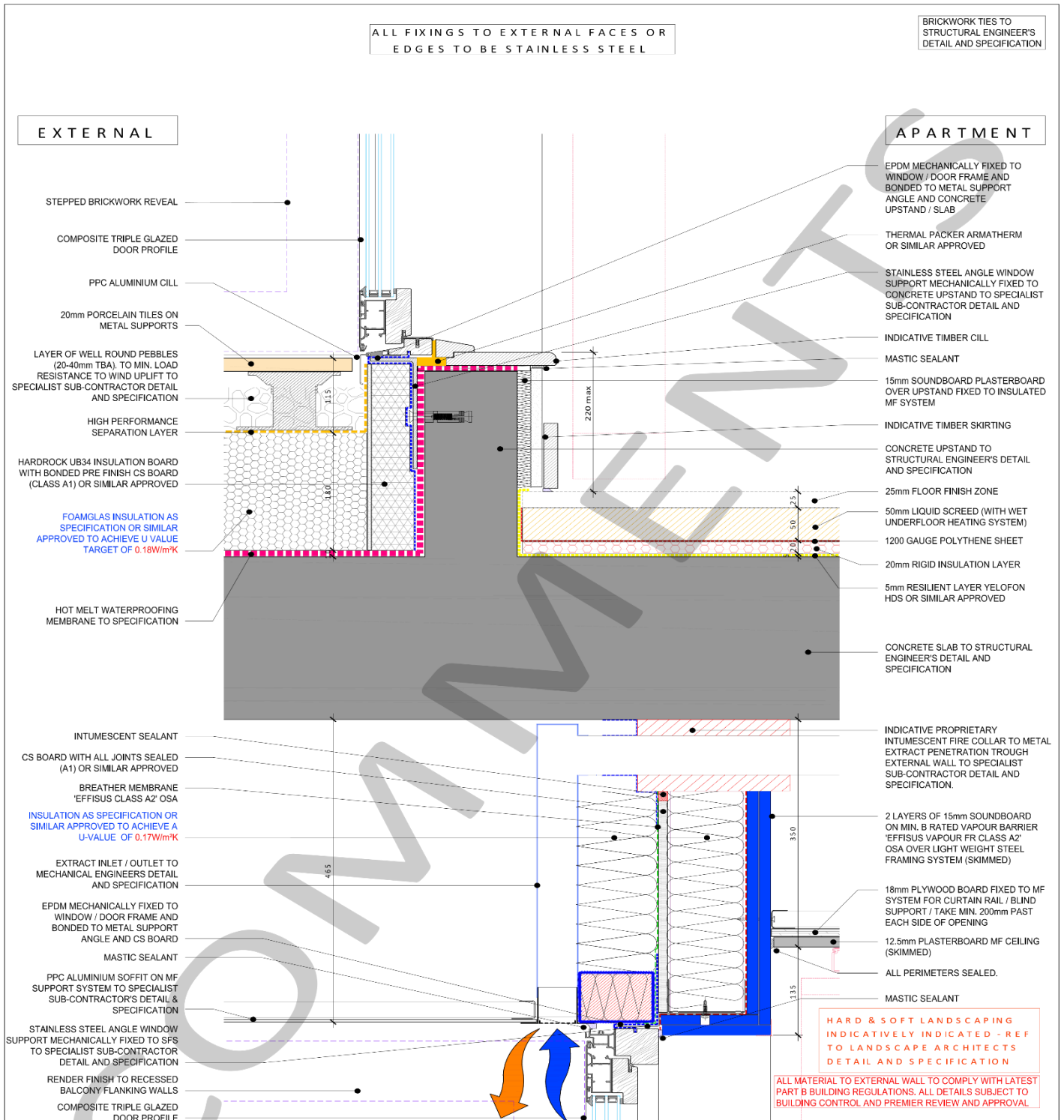
Video entry is also installed in your home which allows you to let visitors into the building. The video entry system allows you to see, hear and speak to any visitor at the door stations. This system is integrated with the Net 2 access control system which allows you to release the door locks remotely, to allow people into the building.

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Floors

Your floor has been built using:





5 BLOCK A - TYPICAL EXTERNAL DOOR CILL DETAIL AT ROOF LEVEL (INTERNAL STEP TO TERRACE)

REVISION NOTES		
C01	200316	JK CONSTRUCTION ISSUE
C02	200707	JK AMENDMENTS TO CONCRETE STRUCTURE FRAME CONNECTIONS AND BALCONY FINISH
C03	200730	JK NOTES REVISED

6 5 VVRFDWV / VJ

No part of this drawing may be reproduced without written consent.
All contractors must visit site and be responsible for taking and checking all dimensions relating to this work.
Do not scale from this drawing.

CONSTRUCTION		
 ARDMORE CONSTRUCTION LTD 6 WYNNIE STUDIOS, FARM ROAD, GORDON, N. 7 7 0 TEL: 01875 444 0100 www.ardmoregroup.co.uk		
PROJECT / DRAWING TITLE MAKE / FEC HORNSEY TOWN HALL DRAWING TITLE BLOCK A - DETAIL BA46 TYPICAL EXTERNAL DOOR CILL DETAIL AT ROOF LEVEL (INTERNAL STEP TO TERRACE) DATE / DRAWN BY 1712 JK SCALE 1:5 @ A3 PROJECT / DRAWING NO 3596-KDS-BA-XX-DR-A-21-7046 REV C 03		

exaprojects

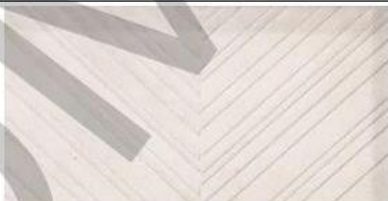
It has been finished using:

Chevron Timber Floor 14mm board thickness Warm tone chevron timber floor 350mm x 90mm Angle - 60 degrees		Living / Kitchen	FL - 801
--	---	------------------	----------



The color of the carpet is London Stone, FL-651

Bedroom carpet: Clarendon

Bathroom Floor Tile Gubi Floor tile Light Natural (DLGF 01) 900mm x 300mm Grout colour to match tile		Bathrooms	FL - 701
Chevron Bathroom Wall Tile Gubi Chevron Wall tile Light (DLGW 01) 900mm x 300mm Grout colour to match tile		Bathrooms	LIN - 601
Plain Bathroom Wall Tile Gubi Plain Wall tile Light Natural (DLGF 01) 900mm x 300mm Grout colour to match tile		Bathrooms	LIN - 602

Regular maintenance will protect the appearance and durability of the floor. See 5a on page 31 for tips on maintaining your floor.

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Ceilings

Your ceiling is a plaster board ceiling and you should redecorate it, when necessary, with white emulsion using a painting roller. The ceiling was built using a GTEC metal furring suspended ceiling system MF and was boarded using standard GTEC board to all areas apart from the bathrooms as these are classed as wet areas. The boarding used in bathroom are GTEC Moisture Board.

The panels can be cleaned using a damp cloth. For stubborn stains a mild non-abrasive detergent may be used. The panel can then be lightly buffed using a dry cloth.

Can be overpainted to match the surrounding areas. Prior to overpainting the surfaces should be clean and dust free also free from other contaminants.

To further improve 'keying' it may be considered beneficial to apply a light 'sanding' to the panel prior to overcoating.

Walls

Your property was built using – Masonry Cavity Construction

Masonry-cavity construction has an outer wall of bricks (finished with cladding or render) and an inner layer constructed with reinforced concrete frame to support the roof and floors.

Your internal walls are built from partition panels and are finished with plasterboard. All internal walls are dry lined partitions which can be easily adapted in the future if required.

Party walls are designed to reduce the sound passing through them and provide a fire barrier.

Kitchen Range

Chevron Timber Floor 14mm board thickness Warm tone chevron timber floor 350mm x 90mm Angle - 60 degrees		
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Sanitary Fixtures And Fittings, Including Taps

SAN - 002 16532000 S HANSGROHE AX MONTREUX 3TH WALL MOUNTED BASIN MIXER SPOUT 165-225MM CHROME



SAN - 002 10303180 S HANSGROHE AX CONCEALED PARTS FOR WM BASIN MIXER



SAN - 400 90090600300 S KALDEWEI 3159 PURO UNDER COUNTER WASH BASIN 460x385MM EASY CLEAN WHITE



SYPHON FOR BASIN (BY OTHERS) TBC IF REQUIRED

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SYPHON FOR BASIN (BY OTHERS) TBC IF REQUIRED

SAN - 400 50100000 S HANSGROHE PUSH OPEN BASIN WASTE CHROME



SAN - 400 07002500 S HG BASIN WASTE ADAPTER



WC SETUP

SAN - 003 1VSS50R+5KI S CATALANO SFERA 50 PAN WH WHITE NEWFLUSH WC 500X350MM



SAN - 003 CA5SCSTP0C S CATALANO SOFT CLOSE SEAT WHITE (SLIM) QUICK RELEASE HINGES

SAN - 004 111.061.00.1 S GEBERIT DUOFIX FRAME FOR WALL HUNG WC WITH OMEGA CISTERN HEIGHT 112CM - HEIGHT TBC?



SAN - 004 115.080.KH.1 S GEBERIT OMEGA 30 DUAL FLUSH PLATE - CHROME



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SHOWER SETUP

SAN - 001 16572000 S HANSGROHE AX MONTREUX EXPOSED SHOWER PIPE - CHROME



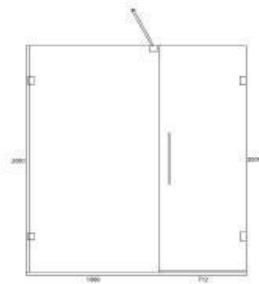
SAN - 005

S MAJESTIC RIO CASE 1 FRAMELESS DOOR HINGED FROM WALL WITH INLINE PANEL -DP **1600X2000MM** STANDARD ADJUSTMENT SIZE: 1568 - 1586mm



SAN - 005

S MAJESTIC RIO CASE 1 FRAMELESS DOOR HINGED FROM WALL WITH INLINE PANEL -DP **1800X2000MM** STANDARD ADJUSTMENT SIZE: 1768 - 1786mm



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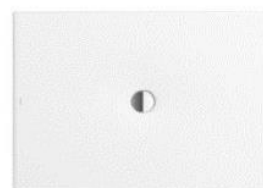
36360001272 S KALDEWEI CAYONPLAN 2276-1, HEAVY GAUGE ENAMELLED STEEL SHOWER TRAY. SIZE: 1600x800mm **ANTISLIP FINISH: SECURE PLUS**. EASY CLEAN FINISH: WITHOUT COLOUR: SEA SHELL CREAM MATT (728)



SAN - 300 53000014000 S KALDEWEI ADJUSTABLE SHOWER TRAY FOOT FRAME FR5300 150/180 (ESR II LEVEL INSTALLATION SYSTEM FRAME NOT COMPATIBLE)



49960001272 S KALDEWEI SCONA 996, HEAVY GAUGE ENAMELLED STEEL SHOWER TRAY, SIZE: 1800X800MM **ANTISLIP FINISH: SECURE PLUS** EASY CLEAN FINISH WITHOUT COLOUR: SEA SHELL CREAM MATT (728) (SIZES IN S2 (A), S2 (B) M, S2 (a) & S2 (a) m APPEAR TO BE 1800MM)



SAN - 300 64000050000 S KALDEWEI ESR II LEVEL ACCESS INSTALLATION SYSTEM FRAME WITH DRAIN OFF TO WASTE CONNECTION AND SEALING KIT SIZE: 1800x800mm



SAN - 300 68777260099 S KALDEWEI SHOWER TRAY WASTE FITTING KA90 UK (HO) INC PF 50/40 REDUCER AND HAIR CATCHER



SAN - 300 68777259271 S KALDEWEI SHOWER TRAY WASTE COVER KA90 (NEW) - SECURE PLUS FINISH



SAN - 300 68767572000 S DWADS KALDEWEI SHOWER TRAY SOUND ABSORBING PAD SET DW-ADS SET CONSISTS OF 4 NO 250x250mm SOUND- ABSORBING ADHESIVE PADS



68972049000 S KALDEWEI SEALING KIT- FLOOR LEVEL SHOWERING, 1 x sealing tape WDB 6.2m, 2 x wall corner pieces, 4 x multifunctional corner pieces



SAN - 500 42838000 S AX UNIV. ACCESSORIES SHELF 300MM CHROME



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WETROOM FOR **SOLID/CONCRETE** FLOOR BUILD UP FLOOR BUILD UP TBC?
TIMBER FLOOR IN *OPTIONS* REFER TO WETROOMS DOCUMENT FOR THESE



BATH SETUP

SAN - 103 27510001000 S KALDEWEI 751 CAYONO 180X80 NTH - NO GRIPS 170 LITRES (DRAWING TO BE SIGNED OFF FOR 170L)



SAN - 103 68972052000 S KALDEWEI SEALING KIT FLEX FOR BATHTUBS & SHOWER TRAYS



SAN - 103 58317000000 S KALDEWEI LEGSET



SAN - 105 S MAJESTIC GENOA BATH SCREEN 800X1500MM CHROME FINISH HANDING TBC & 12 WEEK LEAD TIME



SAN - 103 58143000 S HG COMPLETE SET FLEXAPLUS WASTE AND OVERFLOW SET CHROME



SAN - 103 07002501 S BATH WASTE ADAPTER



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SAN - 102 16540000 S HG AX MONTREAUX WALL MOUNTED BATH MIXER CHROME



SAN - 101 27424000 S HG RAINDANCE C 240 AIR OVER HEAD SHOWER WITH ARM 383 CHROME



SAN - 106 16800000 S HG AX MONTREAUX RECESSED ONE WAY VALVE AND SHUT OFF



SAN - 106 01800180 S HG IBOX CONCEALED PART



SAN - 203 PHCOFSB15(S CP HART CONISTON BATH 1500X820MM INTEGRATED OVERFLOW GLOSS WHITE

PRICE FOR LOWERED OVERFLOW X 4 @ 170 LITRES



SAN - 203 sABECBOF S BATH WASTE KIT SLOTTED CLICK CLACK CHROME

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SAN - 202 16547000 S HG AX MONTREUX FREESTANDING BATH SHOWER MIXER CHROME



SAN - 202 16549180 S HG AX MONTREUX BASIC SET FOR 16547



ACCESSORIES

SAN - 104 41713000 S HG LOGIS GRAB RAIL 300 mm **QUANTITIES TBC**



SAN - 006 41716000 S HG LOGIS TOWEL RAIL 600 mm **QUANTITIES TBC**



SAN - 501 &
SAN 502 40517000 S HG LOGIS SPARE ROLL HOLDER



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Paint Colours

Your home has been painted with Crown Trade. Your doors, internal and external are painted with Crown Trade Fast Flow Quick Dry Sating RAL-9010 and RAL-7022. The bathrooms walls and ceiling are painted with Crown Trade Clean Extreme Stain Resistant Scrubbable Matt -RAL-9001. Living room walls and ceiling are painted with Crown Trade Cover Matt – RAL 9010.

To allow the plaster in your home to dry out completely, it has been decorated with special paint that allows air and moisture to pass through it. Drying out can take up to 12 months. During this time, do not redecorate your home.

We are not liable for any faults that arise because of you redecorating during this 12-month period.

Sustainable Urban Drainage Systems

Urban drainage systems collect rainwater and direct it back to natural water sources, usually a river. In the countryside this happens naturally as rain soaks into the ground and then runs back to the rivers. However, in built-up areas such as London, rain cannot soak into the ground so it must be collected in drainage systems.

The increasing number of buildings in London, combined with increased levels of rain due to climate change, mean that rainwater needs to be carefully managed. When rainwater is diverted to rivers too quickly, the rivers can overflow and cause flooding.

Your new development has been built with a sustainable urban drainage system (SUD system). An SUD system is an alternative to conventional piped ways of managing surface water. They aim to imitate the way rainwater drains naturally on land.

The benefit of SUD systems is that they:

- reduce the risk of flooding.
- protect or improve water quality, as rainwater is not polluted as it is returned to the river
- provide an attractive habitat for wildlife.

All maintenance and operation of this system will be taken care of by the Building Owner and there is no action that you will need to take. If you notice any issues or have questions regarding the strategy that has been implemented, contact Far East Consortium Limited 020 3370 6804 Direct.

Timber

Timber is a natural product and so the colour and grain can vary. When wood, especially light varieties, is exposed to natural light, its colour will mellow and develop subtle variations

All doors are painted and should be cleaned only using a cloth when is necessary (do not use solvents). The internal and external are painted with Crown Trade Fast Flow Quick Dry Satin – RAL-7022.

LOOKING AFTER YOUR HOME

Floor Coverings

Vacuum cleaners can be used on all floor surfaces but be careful that they do not scratch the floor.

You can clean your kitchen floor with a damp cloth or mop. If you spill anything on the floor, wipe it up immediately. Be careful with spray polish and other silicone-based products as they may make your floor very slippery.

- You can protect your flooring by using felt pads or castor cups under furniture and avoiding dragging heavy objects over the floor.
- Do not allow cigarettes, matches or other hot items to meet the floor.

Kitchens

Always use a chopping board and never put hot pans directly onto the worktops.

All visible edges of worktops are sealed with a waterproof sealant however, you should wipe up all spills, especially harsh liquids, food colourings and concentrated juices, immediately.

When cleaning, it is important to use the appropriate product to avoid damage. Check the packaging of cleaning products before using them on any surface.

- Clean acrylic fittings regularly, but don't use abrasive cleaning products, such as cream cleaners, as acrylic will scratch.
- You can occasionally use abrasive cleaning products on ceramic fittings.
- Do not leave bleach to stand in stainless steel sinks.

Wall tiles

Avoid using abrasive cleaners and strong cleaning agents (for example, bleach) on wall tiles. Day-to-day cleaning with a damp cloth and warm, soapy water should be all that is needed. After the defect's liability period, redecorate when necessary to maintain an acceptable and satisfactory finish.

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Windows

Some of your windows are fixed, so you must not try to clean the outside of them. Far East Consortium Limited Direct can tell you more about how to get your windows cleaned.

Do not use abrasive cleaners on the glass or window frame as they will damage the surface and destroy the glazing seal. Instead, wash down windows and frames with warm water and a mild detergent at least every six months.

Wipe off condensation immediately to prevent mold from growing. If mold does grow, wipe the area with a suitable household cleaner.

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Loss Of Heating

If you lose the heating in your home, contact Far East Consortium Limited 020 3370 6804 Direct.

If the loss of heating is caused by misuse or damage you are responsible for, you will have to pay the cost of any necessary repair.

Loss Of Hot Water

If you have no hot water in your home, contact Far East Consortium Limited 020 3370 6804 Direct.

If the loss of hot water is caused by misuse or damage you are responsible for, you will have to pay the cost of any necessary repair.

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DIY

Please be considerate about the time of day that you carry out your DIY and tell your neighbours before you start a noisy job.

DIY causes a significant number of accidents in the home. If you have any concerns about the work you want to do, you should contact a suitably qualified tradesperson.

Wall Fixings

We strongly recommend that you do not fix anything to your wall for 12 months while your walls are drying out. We are not liable for any faults caused by you fixing anything to your wall during this 12-month period.

Beware of wiring and pipes within the wall. Never nail or drill anything into the wall directly above or below a switch or socket, or within 300mm (approximately 12 inches) of either side of a switch or socket. You can buy wiring and pipe detectors from most DIY and hardware stores and you should use these before drilling or nailing into a wall.

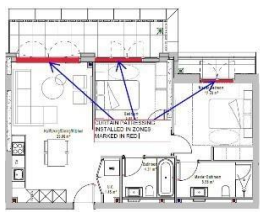
Take care when fixing anything to plasterboard walls. You can fix very light items to them using appropriate adhesives but be careful – the bond can be very strong and if you decide to remove the item in the future you may damage the paintwork or the plasterboard.

Small pictures and other light items can be hung on all types of walls using steel picture hooks or masonry nails. Heavy pictures and mirrors should not be hung on picture hooks. Instead use a special wall plug fixing specifically designed for fixing to plasterboard, timber, or masonry walls. The special wall plugs are available from hardware and DIY shops.

If you are fixing anything to wall tiles, put the wall plug in the grouting and not through the tile.

Electrical wiring could run in any position in a ceiling or under a floor. Before fixing anything to walls, floors, and ceilings, always check for buried pipes and cables using a detector available from DIY stores.

Doors or windows not opening or closing



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Window/door in closed position



Rotate the handle 90 degrees for side hung position

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Rotate the handle 90 degrees for tilt position



Rotate the handle 180 degrees for turn position



Rotate the handle 90 degrees for ventilation position.

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Rotate the handle 180 degrees for side hung position.

Operating the KISI child safety restrictor
(For non-lockable handles)



To operate the handle, press the two "buttons" on the side (as pictured above) and rotate the handle whilst pressing the buttons.

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Outward opening door (LUD)



Door in closed and secured position. The handle must be turned to the downwards position to engage the locking mechanism and hold the door securely in the closed position. If the handle is not turned downwards the door will not be secured.

To open the door, turn the handle upwards 90 degrees and then push the door outwards.



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The door has an inbuilt friction stay that will lightly hold it in the open position when activated. To activate this function, open the door to the desired position then rotate the handle down 90 degrees and leave it in this downwards position (as shown in picture 3). To disengage the friction stay raise the handle back up 90 degrees to the open position (as shown in picture 2).

The friction stay is only designed to lightly hold the door in position and will be overdriven if mild pressure is applied. Examples of mild pressure would be a person physically pushing on the door or if the door is held open during windy conditions.

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Before closing the door, the friction stay must be released. To release the friction stay raise the handle up through 90 degrees to the open position (as shown in picture 4). The door can now be pulled into the closed position. Once closed the handle must be turned back through 90 degrees to the downwards position (as shown in picture 1). This engages the locking mechanism and holds the door securely in the closed position. If the handle is not turned downwards the door will not be secured. If you cannot open or close a door or window, do not try to force it. Contact Far East Consortium Limited Direct instead. If the problem means that your home is not secure, contact Far East Consortium Limited Direct immediately.

See page 4 for Far East Consortium Limited Direct's contact information.

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Sustainable DIY

Sustainable DIY is about:

- reducing the need to buy expensive products
- avoiding products that could harm yourself and the local environment
- choosing to buy materials that have been made or grown in a sustainable way (by not using up too many natural resources) and that help local economies (by using materials that are sourced locally).

When you need to carry out DIY work at home, have a look through the following sections to make sure you choose the right products. You may find you can save yourself a bit of money while doing so.

Re-use materials and reduce the use of new materials

Buying a new item can seem like a quick fix, but with a little bit of effort you can soon save money by re-using items. Rather than a whole replacement, perhaps only a certain part of the product needs fixing. Or maybe someone is selling (or even giving away) what you are looking for. To learn more about this, see section 7, 'Re-using items', on 52 p.

Choosing products that do not harm the environment

Try to avoid using toxic products as they will cause pollution and damage to the local environment. You should avoid using the following items.

- **PVC**, sometimes known as 'Vinyl', is used in a wide range of products, including wallpapers, waste pipes and packaging however, despite its popularity it is not degradable which means it is bad for the environment. Substances added to flexible PVC materials have also been shown to cause cancer in animals. You can look out for PVC products by looking for the following label (despite looking like a recycling sign, this means this product is not commonly recycled):



- **MDF** Medium density fiberboard is a popular DIY material. However, it contains formaldehyde, which is toxic, carcinogenic, and allergenic (can cause allergic reactions). The dust produced when cutting and sanding causes dangerous irritation to eyes and lungs. Levels of EU produced MDF contain safe levels of formaldehyde; however, caution must still be taken when cutting or working with MDF. When working with MDF; you should always wear respiratory protective equipment, which can be purchased in most DIY shops, work in a well-ventilated area and ensure all dust is cleared up with a vacuum cleaner. Use a 'no added formaldehyde' MDF board or low-emission MDF board if practicable to do so.
- **Wood preservatives** – these can be harmful to the environment and toxic to many animals and plants. You should try to minimise your use of solvent-based preservatives. Regularly review the preservatives you use and where possible use water-based alternatives
- **Paint strippers, coating removers, brush cleaners** – these products usually contain harmful solvents. Safe, water-based alternatives are available. You can seek advice about this in your local DIY shop.
- **Paints containing VOCs (volatile organic compounds)** – these are harmful to humans, wildlife, plants and even building materials. Many paints now carry VOC labels to let you know there is VOC in the

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paint. Always check the VOC rating before you buy. For paints to be used indoors, also look for the European Ecolabel, which indicates they do not contain lead, mercury, or other heavy metals and are manufactured with lower solvent emissions and fewer waste byproducts.

Dispose of leftover DIY materials responsibly. Contact your local authority for advice on disposing of oil, paint, chemicals, batteries, fiberglass resin, glue, solvents and other toxic DIY waste.

Sustainable Timber

For new furniture made from timber, try to buy products which have made using sustainable timber. Sustainable timber has come from forests that are managed by replacing trees that have been cut down. Local people and wildlife are also protected.

There are now a number of independent certification schemes than allow you to choose timber from well-managed forests. Some of the widely recognized schemes are listed below.

CSA	Canadian Standard's Association
FSC	Forest Stewardship Council Certification Scheme
MTCC	Malaysian Timber Certification Council
PEFC	Program for the Endorsement of Forestry Certification
SFI	Sustainable Forestry Initiative

WASTE AND RECYCLING

WHY WE SHOULD RECYCLE

Almost everything can be recycled these days, but how does recycling keep costs down?

Putting rubbish into landfill is very expensive. For every 1 tonne of rubbish, your council must pay around £90. A borough such as Islington will produce about 100,000 tonnes of rubbish every year. That's about £9m of council tax money that is spent throwing stuff in the ground.

Recycled rubbish has value. The rubbish you put out for recycling will be sold to be reprocessed. This dramatically reduces the council's costs. You probably won't see any of this saving directly but, with the reductions in council budgets, helping to reduce waste-disposal costs could be the difference between keeping a library or Sure Start Centre open or losing it.

HOW TO RECYCLE YOUR WASTE

This part of the guide provides details of arrangements within your home, and within the local area, to help you recycle as much of your household waste as possible.

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In one of your kitchen cupboards there is a waste bin split into sections. This allows you to separate recyclable materials from the waste to go to landfill. Once the recycling bin in your home is full, empty it into the designated recycling bins in the communal bin store.

Your local council is responsible for taking away your waste. In most blocks this means emptying the communal bins in your waste storage area. You are responsible for taking waste from your home to the bins and using the communal bins correctly. On page 69 there is a map showing where your nearest communal recycling bin is.

Do not put your recycling in a black bag. Black bags will lead to the communal recycling bins being rejected by the council. You should have been provided with clear recycling bags from your council. If not, you can buy these from most local supermarkets.

WHAT YOU SHOULD RECYCLE

Put the following materials in your kitchen recycling bin.

PLASTIC Plastic carrier bags, milk bottles, squash bottles, mineral water bottles, Washing up liquid bottles, Fabric conditioner bottles, Sun cream bottles, Shampoo bottles, Bleach bottles, Plastic trays, Fruit punnets, Plastic pots, Yoghurt pots, Plastic tubs, Margarine tubs	 cardboard plastic packaging
All tins and cans should be rinsed Food tins, Baked bean tins, Pet food tins, Drink cans, Cola cans, Beer cans, Aerosols (only when empty)	 food and drink cans
All bottles and jars should be rinsed, and the lids should be removed. Wine bottles, Juice bottles, Mineral water bottles, Jam jars, Pasta sauce jars.	 mixed glass all colours

Paper, Cardboard and Cartons

White office paper, Newspapers, Magazines, Junk mail, Envelopes (including those with plastic, windows, but not with padding), catalogues, telephone directories and Yellow Pages, shredded paper, cardboard boxes, cereal boxes, cardboard sleeves from food, packaging, greetings cards, gift wrap (non-metallic), cardboard tube from toilet rolls, drink cartons (such as 'Tetra Packs'), juice cartons, milk cartons.



FOOD AND GARDEN WASTE

The contents of each type of bin (green dry recycling, garden, food) are collected separately in different vehicles. Some of our vehicles collect more than one of these waste streams in separate compartments on the same vehicle. We recycle the contents of your recycling bin as long as it contains the correct materials. If any of it can't be recycled because it is not the right material or is spoilt by other waste, it may be taken to an energy-from-waste centre.

How to recycle food and garden waste

You can collect food waste in bin provided in your home. You will need to use biodegradable bags, which you can buy from most supermarkets.

Try to make sure you remove all packaging from your food waste, especially plastics.

You should collect the following items in your bin.

Food Waste	Bread, cakes and biscuits, cheese, coffee grounds, eggs including the shell, fish (no bones), fruit, meat (no bones), noodles, pasta, rice, tea bags, vegetables, approved compostable liners only
Garden Waste	Grass cuttings, hedge clippings, pruning's, leaves, flowers, small branches, and twigs (less than 3 inches / 8 cm thick)

LOCAL RECYCLING FACILITIES

You can also recycle electronic equipment, textiles, and batteries. You can take these items to the recycling bank at Western Road, Wood Green N22 6UG.

Many people do not know that items such as irons, toasters, mobile phones and clothes can be recycled. These items tend to sit in a cupboard or drawer and gather dust, when in fact they could be put to better use. For example, the electronic circuits in your broken iron can be recycled into new products. Recycled textiles can also be used to make new products.

However, these items are not always suitable for your kitchen recycling bin. They must be taken to specialist recycling banks. See the table below to find out which items can be recycled and where they can be taken.

Batteries		https://www.nlwa.gov.uk/places-to-recycle/haringey-western-road
Food waste and garden waste		https://www.nlwa.gov.uk/places-to-recycle/haringey-western-road
Liquids and chemicals Car oil, domestic oil, gas bottles, property hold cleaning materials, paints, varnishes, white spirit and so on		https://www.nlwa.gov.uk/places-to-recycle/haringey-western-road

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Textiles Clothes and shoes		https://www.nlwa.gov.uk/places-to-recycle/haringey-western-road
Waste electronics		https://www.nlwa.gov.uk/places-to-recycle/haringey-western-road
Tyres		https://www.nlwa.gov.uk/places-to-recycle/haringey-western-road
Printer cartridges		https://www.nlwa.gov.uk/places-to-recycle/haringey-western-road

LARGE, BULKY ITEMS

Your council has a bulky waste collection scheme for items like fridges, freezers, furniture, televisions, computers, mattresses and so on. Please contact your local council to arrange a collection. Your Estate Manager will let you know where you can leave bulky items for collection. Please do not dump them anywhere. This is considered fly-tipping, and the cost of clearing dumped bulky waste increases your service charges.

Before you arrange for your bulky items to be taken away by the council, you should consider whether they could be re-used.

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RE-USING ITEMS

The London Re-use Network is a network of charities working together to find new homes for good-quality furniture and appliances that are no longer wanted. They are willing to collect bulky waste such as the following.

- Furniture, including beds, cabinets, chairs, desks, sofas, storage units and tables
- Appliances, including cookers, dishwashers, fridges, freezers and washing machines
- Electrical items, including hi-fi equipment, lighting, microwaves and televisions
- IT equipment, including computers, laptops and monitors
- Textiles, including clothing, bedding, carpet tiles and rugs
- DIY and gardening items, including garden equipment and furniture, paint and tools
- Children's equipment, including cots, highchairs, prams and toys
- Leisure equipment, including bicycles, exercise equipment and musical instruments
- Homeware, including kitchen items, mirrors and pictures

Alternatively, someone else's old furniture may be exactly what you have been looking for. Across London there are several re-use shops where you can buy re-conditioned items at a good price. For information on how you can have re-usable waste collected, or to find re-use shops, look on the website at www.londonreuse.org.uk.

We also recommend using Freecycle. Freecycle works on a similar principle as the London Re-use Network. Items which are in good condition, but unwanted by the owners, are advertised on the website. All you have to do is collect them. Have a look on the website at www.freecycle.org.uk/groups/unitedkingdom to find your local Freecycle group.

For more information on the benefits of items being re-used, have a look on the website at www.recyclenow.com/re-use/why-re-use.

HAZARDOUS WASTE

Waste such as asbestos, chemicals, petrol and pesticides need to be handled very carefully.

To arrange a collection, call the Corporation of London on 0207 332 3433. You can also call your local council to see what your options are.

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JUNK MAIL

If you would like to stop receiving junk mail, or mail for a previous resident, you can register your address online at www.mpsonline.org.uk/mpsr/.

The Mailing Preference Service (MPS) is a free service to remove your name and home addresses in the UK from lists companies use to send you junk mail. It is supported by Royal Mail, all directly involved trade associations and the Information Commissioner's Office.

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RESPONSIBLE PURCHASING

Many of the products we buy can have a negative effect on the environment, as well as on the local economy and the working conditions of the people who have made these products.

There are many schemes to help us make informed choices and to support the local economy.

LOCAL AND SEASONAL FOOD

A good way to support your local economy, while doing your bit for the environment, is to try to buy food which is seasonal and local.

Food from around the world has travelled in many ways (air, sea, road, and rail) to get to local supermarkets. For example, strawberries, which have a relatively short season in the UK, are supplied to supermarkets all year round, meaning they have to come from places such as Holland, Spain, or the USA. They may have travelled thousands of miles by air to reach our tables, meaning large amounts of green property gases are released. Eating food which is in season and grown locally means you can avoid adding to these green property gases. Most importantly you will be supporting your local farmers and the local economy.

To find out what fruit and vegetables are in season now have a look on www.eatseasonably.co.uk

Many supermarkets will show where fruit and vegetables are grown. This will help you to pick locally grown foods.

FAIRTRADE

Another way to shop responsibly is to buy food which meets 'sustainability' standards.

We encourage buying locally grown foods, but some products will inevitably have come from around the world (for example, tea and coffee). Your choices can make sure that companies supplying products grown abroad have met standards which support local economies, avoid poor working conditions and protect the environment.

The following logos on food packaging show that suppliers have met the fair standards for farmers and their communities.



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SAFETY AND EMERGENCIES

SAFETY

We are not responsible for the security of bicycles and other equipment kept in bicycle stores. You are responsible for securing any equipment you put in them.

INSURANCE

We insure the building, but not the contents of your home. We recommend you take out contents insurance to protect your belongings.

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EMERGENCY SERVICES

Contact information for your local emergency services and medical centres is given below.

Please remember if you have an emergency dial 999.

Your nearest....	Location	Telephone
Police station	Hornsey Police Station 71-91 A103, London N8 9BE	General enquiries: Emergency: 999
Fire station	Hornsey Fire Station, 108 Park Ave S, London N8 8LS	General enquiries: Emergency: 999
Ambulance service	Edmonton Ambulance Station H3, Windmill Rd, London N18	General enquiries: Emergency: 999
Hospital	Whittington Health, Magdala Ave, London N19 5NF	General enquiries: Emergency: 999
Medical centre	Crouch End Health Centre, 45 Middle Ln, London N8 8PH	General enquiries: Emergency: 999
GP practice	The Vale Practice, 50 Park Rd, London N8 8SU	General enquiries: Emergency: 999
Dentist	The Middle Lane Dental Practice, 34 Middle Ln, London N8 8PL	General enquiries: Emergency: contact your local practice
Vet	Hill's Veterinary Practice Ltd, 178 Park Rd, London N8 8JT	General enquiries: Emergency: contact your local practice

FIRE SAFETY

Follow the guidance below to reduce the risks associated with a fire in your home.

Smoke and heat alarm

Heat and smoke detectors have been installed in your home.

- Where your detectors are battery powered, test the batteries every week.
- Change the batteries once a year.

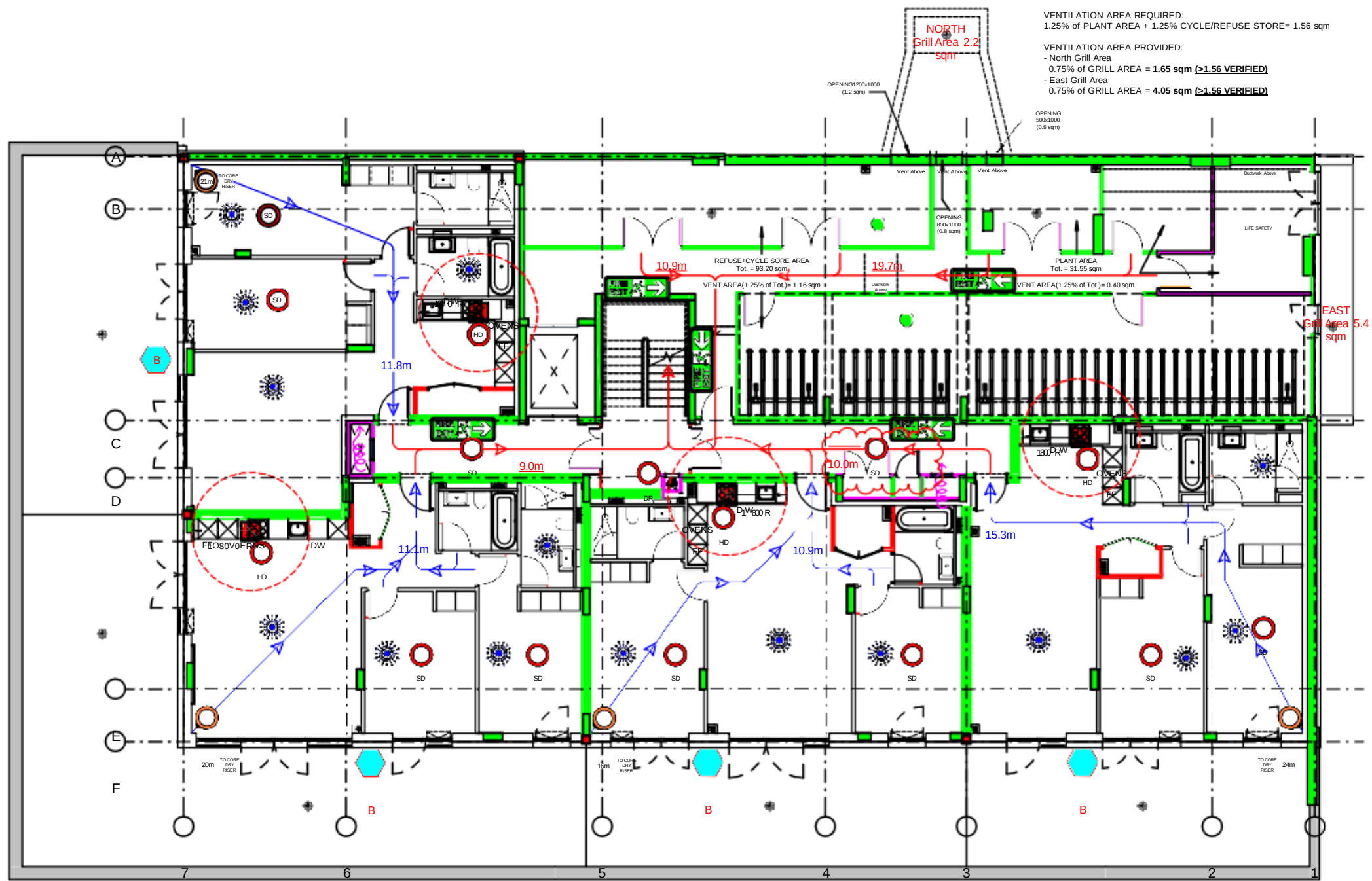
**If there is a fire, don't
tackle it yourself, call
999.**

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- Never remove the batteries.
- Clean your alarms regularly to remove dust.

Escape route

- Don't tackle the fire yourself.
- If there is a fire, call 999.
- Plan a route to escape from your home if there is a fire.



1 FIRE STRATEGY - Lower Ground
1 : 100

	PARTY WALL FIRE BREAK
	DRY RISER INLET POSITION
	DRY RISER OUTLET POSITION
	STAIRCASE AOV (1.0m2)
	POSITION AND NUMBER OF SMOKE DETECTORS TO M+E DRAWINGS AND SPECIFICATIONS
	POSITION AND NUMBER OF HEAT DETECTORS TO M+E DRAWINGS AND SPECIFICATIONS
	FIRE FIGHTING DOOR / GATE OVERRIDING KEY (GERDA LOCK OSA)
	COOKER LOCATION INDICATING (1800 ZONE)
	BALCONY BEACON/ FLASHING – IN ACCORDANCE WITH BS 5839-6
	FD 30 FIRE DOOR
	FD 30S FIRE DOOR
	FD 60 FIRE DOOR
	FD 60S FIRE DOOR
	FD 120S FIRE DOOR
	FD 20 (20MIN FIRE DOOR WITH INTUMESCENT STRIP TO LEADING EDGE)
	30 MINS FIRE RATED WALL
	60 MINS FIRE RATED WALL
	120 MINS FIRE RATED WALL
	ESCAPE LENGTH TO FRONT DOOR (20m MAX)
	PRIMARY DIRECTION OF ESCAPE
	OPEN PLAN BEDROOM ESCAPE LENGTH
	FIRE ESCAPE SIGNAGE
	FIRE HOSE FROM DRY RISER OUTLET MAX LENGTH OF HOSE IN METERS (45m MAX)
	FIRE SPRINKLER (POSITION INDICATIVE OF SPRINKLER SYSTEM TO BE INSTALLED IN THE ROOM)
	IMPULSE FAN
	MECHANICAL SMOKE EXTRACT

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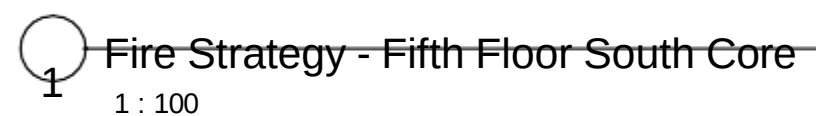
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FOR CONSTRUCTION

PROJECT / DRAWING TITLE	Hornsey Town Hall
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DRAWING TITLE
RESIDENTIAL BLOCK B
Fire Strategy - Lower Ground

DATE / DRAWN BY 20/12/17 MD					SCALE 1 : 100	
PROJECT NO 3596-KDS	ZONE -BB-	LEVEL B1-	TYPE DR-	ROLE CLASS DR. NO. A- 68-2000	REV C2	



Fire strategy to be read in conjunction with latest version of: 622399-MLM-ZZ-XX-RP-YF-001-Hornsey Town Hall Fire Strategy Report_Hornsey Town Hall Fire Strategy Report

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AS BUILT						
PROJECT / DRAWING TITLE Hornsey Town Hall						
DRAWING TITLE RESIDENTIAL BLOCK A Fire Strategy - L05 South Core						
DATE / DRAWN BY 20/12/17 MD					SCALE 1 : 100	
PROJECT NO	ZONE	LEVEL	TYPE	ROLE	CLASS	DR. NO.
3596-KDS	-BA-	05-	DR-	A-	68-	1013
						REV C3



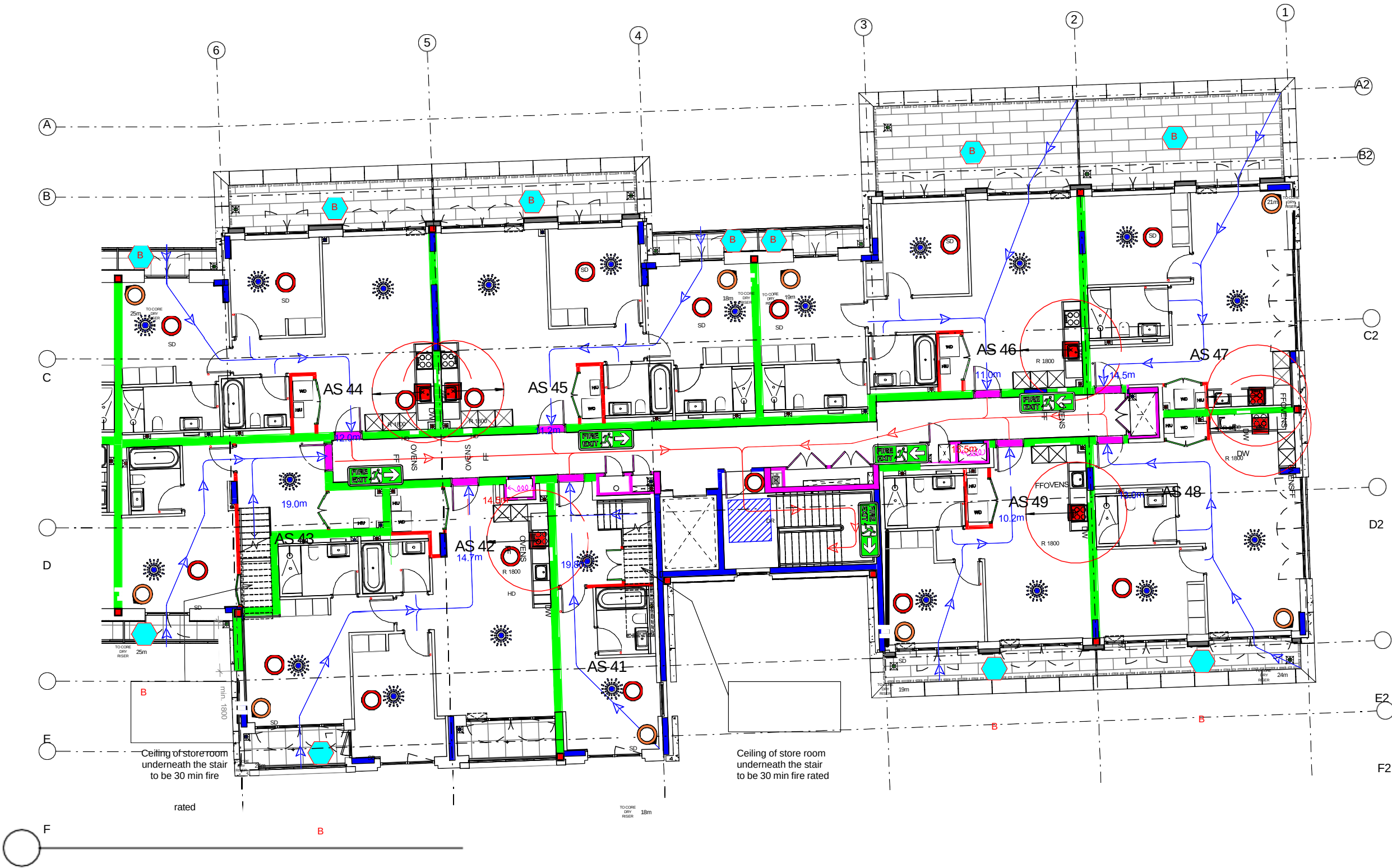
Fire strategy to be read in conjunction with latest version of: 622399-MLM-ZZ-XX-RP-YF-001-
Hornsey Town Hall Fire Strategy Report

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AS BUILT

PROJECT / DRAWING TITLE Hornsey Town Hall									
DRAWING TITLE RESIDENTIAL BLOCK A Fire Strategy - L05 North Core									
DATE / DRAWN BY 20/12/17 MD							SCALE 1 : 100		
PROJECT NO	ZONE	LEVEL	TYPE	ROLE	CLASS	DR.NO	REV		
3596-KDS	BA	05	DR	A	68	1012	C3		

C:\Users\francisco.franca\Documents\Hornsey Town Hall Fire Strategy\Hornsey Town Hall Fire Strategy - Fourth Floor South Core.dwg 10/05/2022 13:12:32



1 Fire Strategy - Fourth Floor South Core
1 : 100

	PARTY WALL FIRE BREAK
	DRY RISER INLET POSITION
	DRY RISER OUTLET POSITION
	STAIRCASE AOV (1.0m2)
	POSITION AND NUMBER OF SMOKE DETECTORS TO M+E DRAWINGS AND SPECIFICATIONS
	POSITION AND NUMBER OF HEAT DETECTORS TO M+E DRAWINGS AND SPECIFICATIONS
	FIRE FIGHTING DOOR / GATE OVERRIDING KEY (GERDA LOCK OSA)
	COOKER LOCATION INDICATING (1800 ZONE)
	BALCONY BEACON/ FLASHING - IN ACCORDANCE WITH BS 5839-6
	FD 30 FIRE DOOR
	FD 30S FIRE DOOR
	FD 60 FIRE DOOR
	FD 60S FIRE DOOR
	FD 120S FIRE DOOR
	FD 20 (30MIN FIRE DOOR WITH INTUMESCENT STRIP TO LEADING EDGE)
	30 MINS FIRE RATED WALL
	60 MINS FIRE RATED WALL
	90 MINS FIRE RATED WALL
	120 MINS FIRE RATED WALL
	ESCAPE LENGTH TO FRONT DOOR (20m MAX)
	PRIMARY DIRECTION OF ESCAPE
	OPEN PLAN BEDROOM ESCAPE LENGTH
	FIRE ESCAPE SIGNAGE
	FIRE HOSE FROM DRY RISER OUTLET MAX LENGTH OF HOSE IN METERS (45m MAX)
	FIRE SPRINKLER (POSITION INDICATIVE OF SPRINKLER SYSTEM TO BE INSTALLED IN THE ROOM)
	IMPULSE FAN
	MECHANICAL SMOKE EXTRACT

Fire strategy to be tested in conjunction with latest version of: 622399-MLM-ZZ-XX-RP-YF-001-Hornsey Town Hall Fire Strategy Report_Hornsey Town Hall Fire Strategy Report

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REVISION NOTES			
NO.	DESCRIPTION	DATE	NAME
P1	Preliminary Issue	18/10/19	FF
C1	First construction issue	10/12/19	FF
C2	Issued for Construction	05/03/20	CM
C3	All riser doors changed from FD60 to FD60s fire rating	27/04/21	ZZK
C4	LAST CONSTRUCTION ISSUE FOR AS BUILT PURPOSES	09/05/22	FF



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PROJECT / DRAWING TITLE Hornsey Town Hall									
DRAWING TITLE RESIDENTIAL BLOCK A Fire Strategy - L04 South Core									
DATE / DRAWN BY 20/12/17 MD							SCALE 1 : 100		REV C4
PROJECT NO	ZONE	LEVEL	TYPE	ROLE	CLASS	DR. NO.			
3596-KDS	BA	04	DR	A	68	1011			