

	<b>All blocks</b>	security purposes.
	<b>Communal Hallways</b>	Storing items or placing furniture in the communal landings, lobbies, stairwells and hallways or jamming open the entrance doors may obstruct the emergency services, impede exit, invalidate the insurance and breach fire safety regulations. The individual concerned will be responsible for any damage or claim resulting from the obstruction. Please give careful consideration when undertaking anything within the communal areas that your actions will not invalidate the insurance policy or safety to other residents.
	<b>Fire Safety</b>	Fire notices are displayed in each block detailing the procedure to follow in the event of a fire. Heritage Management Ltd should be advised promptly if any person occupying a flat is disabled or infirm to discuss any special arrangements.
	<b>Flat Doors</b>	Flat doors are demised to individual flats and therefore fall under the leaseholders' responsibility to maintain. All flat doors must be fire doors compliant with the current standard FD30S/FD60S or notional fire doors appropriately maintained to an accepted condition for the location.
<b>ESTA</b>	<b>Flooring in flats</b>	In accordance with the Lease and to alleviate noise, floors must be covered in good quality carpet and underlay or similar sound insulating material. Floors of all flats (including those on ground floors) must not be covered with wooden flooring or material of a similar nature with the exception of kitchens and bathrooms which may be covered with vinyl or similar material. Failure to comply with the Lease requirements will result in action being taken requiring inappropriate flooring to be replaced.
	<b>Building Insurance</b>	In accordance with the lease the Freeholder appoints an insurance broker from whom BMWCL seeks building insurance renewals annually. The renewals are due on 1st July for all houses except for Rendel House which is due on 29th June. The insurance policies cover the financial cost of repairing damage to the physical structure of a property in the event of damage. This includes the roof, floors, walls as well as any fitted or permanent fixtures. An insurance claim procedure guide is available from Heritage Management or the BMWCL's website. The building insurance is covered within the service charges. Flat owners should consider obtaining further private insurances including contents etc to protect their properties.
	<b>Lifts</b>	Most blocks have a passenger lift for the use of residents and their guests only. The lifts must not be used to transport heavy/bulky items by trades people, contractors or removal companies. Strict requirements must be complied with to meet the terms of the insurance cover and maintenance agreement. A lift failure should be reported to Heritage Management as soon as possible.

**The rules are for EVERYONE'S BENEFIT and must be strictly adhered to.**

**Issued on behalf of: BANSTEAD WOOD MANAGEMENT CO LTD**

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