

Tenant's information leaflet

> Preparations for the replacement work <

- ⇒ **Provide clear access to the windows**
Furnishings that have not been cleared away before work begins could get damaged during replacement work. Please provide clear access to the windows. Before building work starts remove furniture, plants and curtains as well as curtain rail pelmets or ventilation devices that you have fitted yourself.
- ⇒ **Keep the landing in the flat clear**
A way must be cleared to enable the workmen to come through with the new windows, without hindrance.
- ⇒ **Lock up your valuables**
We recommend you to lock up valuables such as clocks, pictures etc while work is under way.
- ⇒ **Protect objects from dust**
While construction work is going on some generation of dust is unavoidable. If you want to protect any sensitive objects, we recommend you keep them covered or remove them from the rooms affected.

> What to do during replacement work <

- ⇒ **Who is your contact?**
If there is a matter of concern to you, please only ask the landlord, the management or the caretaker. We would particularly ask you not to give any instructions to the workmen.
- ⇒ **Construction work is dangerous**
Setting foot on the scaffolding is not permitted. Please instruct your children to keep away from the construction site. We accept no liability for accidents.
- ⇒ **Access to flats for checking**
We would ask you to leave the doors to your flat open during the day for the site management to carry out quality checks, or alternatively to leave the key with a neighbour or with the caretaker. If you do leave the key with someone, please leave a note to this effect on the door to the flat.
- ⇒ **Acceptance of work**
On completion of work the building management will draw up a list of defects. You will save us some work if you make a note of any complaints and pass the note on to the management at the time of the acceptance.
- ⇒ **Construction site organization:**
The hours of work for the workmen are (subject to alteration):
07.00 to 12.00, 13.00 to 17.00