

HOME USER GUIDE



Spinning Acres Lane
Headingley
Leeds
LS6 4FF



CLOTH
HALLS

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USER MANUALS

Included within this information pack you will find various Data & information sheets that provide instructions on how to use appliances in your home correctly and safely. The full list of supplied data & information can be found at:

pickardproperties.co.uk/spinning-acres/moving-in-guide

Please take some time to familiarise yourself with the manuals.

FIRE SAFETY

In the user data and information section, it shows you how to use and maintain your Smoke & Heat Alarms within your apartment. In the event that a fire emergency starts in your apartment, please evacuate the premises as quickly and safely as reasonably practicable. On leaving please raise the alarm to the full building by means of the fire points located at the exit of each floor. Some apartments benefit from a mist sprinkler system, which in the event of severe heat will disperse water over certain areas of your apartment. The apartments that benefit from this, are noted in Section 4 of this document.

As the aforementioned information, the full building benefits from a fully integrated fire alarm system with a full smoke ventilation system that has been designed to remove smoke from the communal areas, in the event of an emergency. If the main building fire alarm sounds, the building is designed and constructed to a fire strategy of a 'Stay Put policy'. This is only a recommendation, but if you feel you have to vacate the premises, do so only if instructed or it's safe to vacate.

The ground and first floor apartments have at least one escape window to vacate in the event of an emergency, but the second and third floors don't benefit from this feature.

Where it is safe to do so please alert any other people that may be in the building. In all situations please alert the emergency services on 999 and ask for the fire services.

On the first day in your new home please plan the best emergency evacuation route from each room in the event of a fire.

PROPERTY INFORMATION GUIDE

PROPERTY INFORMATION

House Number	1–15
Address	Tetley Gate Headingley Leeds LS6 4FE

CONTACT DETAILS

Letting Office	0113 274 6642
26-30 North Lane	
Headingley	pickard@pickardproperties.co.uk
Leeds	
LS6 3HE	pickardproperties.co.uk

SERVICES

WATER

Stop tap location:	In the Cylinder Cupboard in each apartment and a Master stop tap in the wet riser cupboard located in the corridor on each floor
Water meter location:	In the wet riser cupboard located in the corridor on each floor. Please contact office for readings.

ELECTRICITY

Consumer unit / fuse box location:	Located in the wardrobe
Meter location:	In the ground floor plant room. Please contact office for readings.

SMOKE VENTILATION SYSTEM

Main controls situated:	Located in the first-floor plant room
Main duct, Fans & ATS Switch:	Located in the roof plant room above apartment 28

FIRE ALARM PANEL

Main Panel located:	Entrance Foyer to the main building
Smoke detectors / Sounders:	Located in your apartment and throughout the main corridors, cupboards and ceiling voids
FIRE Alarm Points:	Situated in the communal areas and the exit staircase on each floor

CCTV MONITORING

CCTV Cameras: Positioned in all communal areas and externally

BT & VIRGIN INTERFACES

Connection boxes Location: Virgin Media connection box is located in the wardrobe to the main bedroom

The connection Hubs Location: Situated in the electrical riser on the ground floor opposite the plant room

PHOTOPHOLTAIC PANELS & INVERTOR

PV Panels: Installed part of the roof finishes

Invertor & battery Storage: Located in the roof Plant room

MVHR UNITS

Unit location: The main unit is located in the cylinder cupboard in each apartment

Control Location: The controls have been set to comply with Part F of the building regulations and can only be adjusted by a trained engineer

Grille Locations: On the ceilings in every room to the apartments

MISTING SYSTEM

Pump Location: Beneath the kitchen sink in apartments 7, 15, 18, 19, 22, 23, 24, 26, 27, 30 & 31 only A sign advising that the pump isn't turned off at any time has been added to the pump

Sprinkler Head Location: In the ceilings to the living spaces and exit routes to the apartment

MAP OF THE LOCAL AREA



MEANWOOD

Leeds Beckett University, Headingley Campus



Beckett Park

HEADINGLEY

Emerald Headingley Stadium

HYDE PARK

Brudenell Social Club

CHECKLIST FOR NEW CUSTOMERS

Please make sure you inform the following of your change of address:

- Electric and water suppliers – Inform your existing supplier of your change of address giving the following details:
- Previous address
- Date of departure
- Whether or not you had a customer account at that address
- Your new address with postcode and the date your
- Date Tenancy commenced
- Meter readings at the time of your move in/out

pickardproperties.co.uk/spinning-acres/moving-in-guide/utilities

Local Council – inform the Council Tax Officer of your change of address.

Telephone and mobile company

Bank, Building Society, and Credit Card Company

Your GP, Dentist, and Optician

pickardproperties.co.uk/spinning-acres/moving-in-guide/services-health

TV Licensing

REMINDER:

YOUR HOME CONTENTS – PLEASE, NOTE THAT IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THE CONTENTS OF YOUR HOME ARE INSURED.

LOCAL AMENITIES / CONTACT INFORMATION

LIBRARY

pickardproperties.co.uk/spinning-acres/moving-in-guide/local-services

Address:	Opening Hours:	Saturday 10am–4pm Sunday 11am–3pm
Headingley Library North Lane Headingley Leeds LS6 3HG	Monday 9am–6pm Tuesday 9am–7pm Wednesday 9am–6pm Thursday 9am–7pm Friday 9am–5pm	Telephone: 0113 3781868

LEISURE FACILITIES

pickardproperties.co.uk/spinning-acres/moving-in-guide/leisure-gyms

Kirkstall Leisure Centre Kirkstall Lane Leeds LS5 3BE 0113 378 2086	Holt Park Leisure Centre Holdall Approach Leeds LS16 7RX 0113 3781301	Armley Leisure Centre Carr Crofts Leeds LS12 3HB 0113 3367880
Carnegie Sports Centre Headingley Campus Leeds LS6 3QQ		

LOCAL SCHOOLS

pickardproperties.co.uk/spinning-acres/moving-in-guide/local-services

NURSERY / INFANTS / PRIMARY SCHOOLS

Shire Oak CE
Primary School

Weetwood
Primary School

Wood Lane
Headingley
Leeds
LS6 2DT

Weetwood Lane
Leeds
LS16 5NW

0113 275 5890

0113 3230450

shireoak.org

weetwoodschool.co.uk

SECONDARY SCHOOLS

Cardinal Heenan
Catholic High School

Allerton
High School

Tongue Lane
Leeds
LS6 4QE

King Lane
Leeds
LS17 7AG

0113 887 3240

0113 203 4770

cardinalheenan.com

allertonhigh.org.uk

PUBLIC HOUSES / PLACES TO EAT

pickardproperties.co.uk/spinning-acres/moving-in-guide/dining

New Inn
68 Otley Road
Headingley
Leeds
LS6 4BA

The Three Horseshoes
98 Otley Road
Headingley
Leeds
LS6 5JG

The Arc
19 Ash Road
Headingley
Leeds
LS6 3JJ

Trio Bar & Grill
44–46 North Lane
Headingley
Leeds
LS6 3HU

Skyrack
2 St Michaels Road
Headingley
Leeds
LS6 3AW

The Original Oak
2 Otley Road
Headingley
Leeds
LS6 2DG

EMERGENCY SERVICE INFORMATION

IN AN EMERGENCY, ALWAYS DIAL 999.

PUBLIC TRANSPORT SERVICES

pickardproperties.co.uk/spinning-acres/moving-in-guide/travel

Headingley is well serviced by public transport.

Bus numbers 1 or 6 will take you from Leeds City Centre to Headingley.

Alternatively Headingley has a train station with frequent trains running from Leeds Railway Station

Go to wymetro.com for more information

Local Taxi firms

Amber Cars	0113 2022117
Ace Cars	0113 2304499
Royal Cars	0113 2305000

TOURIST INFORMATION CENTRE

Visit Leeds and Art Gallery Shop
The Headrow
Leeds
LS1 3AA

0113 3786977

Facebook: Leeds Visitor Centre

Twitter: @moreLeeds

CYCLING PROVISION

- Find local cycling routes at mapmyride.com/gb/leeds-eng
- Online journey planners now include a lot of cycle routes - try Cycle Streets to plot a route by visiting cyclestreets.net
- Try quiet routes parallel to busy roads
- There are many cycle lanes (on and off the road)

CYCLING ALONGSIDE DRIVERS AND PEDESTRIANS

Follow the Highway Code. When you are in shared use areas with pedestrians remember that they have priority. Be careful and polite to others and use your bell to tell people you are approaching.

CYCLING ALONG CANALS

See the waterscape website canalrivertrust.org.uk/contact-us/faqs/cycling to find out about cycling along canals, getting a cycle permit and the code of conduct.

LOCAL CAR SHARE OPTIONS

WHAT IS CAR SHARING?

Car sharing is when two or more people share a car and travel together. It allows people to benefit from the convenience of the car, whilst alleviating the associated problems of congestion and pollution.

WHEN CAN I SHARE A CAR?

You can share a car for any journey-getting to work, doing the weekly shop, taking the children to school, going to the match at the weekend, travelling to a festival, event or show, getting to or from university, visiting friends or getting to the airport.

WHAT ARE THE BENEFITS OF SHARING A CAR?

- Saves you money – travelling with others enables you to reduce your transport costs by up to £1000 a year
- Reduces the number of cars on the roads – resulting in less congestion, less pollution and fewer parking problems
- Provides a real solution to the transport problems of rural areas
- Gives employees and employers more transport options
- Reduces the need for a private car

For more information of opportunities to get involved in car sharing in your area contact Lift share for more details on their scheme: liftsharesolutions.com
Free phone: 0870 078 0225

RESPONSIBLE PURCHASING

ENERGY LOGOS

Energy logos can help you to make an informed decision when buying new appliances and fittings for your home.

These logos can be found on all new appliances and show how efficient the appliance is.

The blue energy saving logo on the right can also be found on items such as light bulbs.

Please, look out for these logos when buying new products for your home as these will not only help you to save money on household bills but will save energy, too. Further information is provided on the next few pages of this pack.

For more information, please, visit the Energy Saving Trust website energysavingtrust.org.uk or telephone their main call center on 020 7222 0101.

You can also write to: Energy Saving Trust, 21 Dartmouth Street, London, SW1H 9BP.

LIGHTING

In most homes, lighting accounts for around 10–15% of the electricity bill. So, if you have ordinary light bulbs, then it's time to replace them with some brand new energy efficient ones.

Each 'Energy Efficiency Recommended' bulb will reduce your lighting cost by up to £10 a year. That's just one light bulb – think how much you would save if you replaced them all!

Because they use only a fraction of the energy needed to light a traditional bulb, they also help the environment by demanding less energy from the power stations that pump damaging greenhouse gases into the atmosphere.

'Energy Efficiency Recommended' light bulbs work in the same way as fluorescent strip lights. An electric current is passed through gas in a tube, making the tube's coating glow brightly. Traditional filament bulbs waste a lot of their energy by turning it into unnecessary heat.

Not only do they cost less to light, but also energy efficient bulbs last up to 12 times longer than ordinary light bulbs, so you don't have to change them as often!

BULB RATINGS

'Energy Efficiency Recommended' light bulbs use only a quarter of the energy that traditional light bulbs use to create an equivalent amount of light, therefore, they come in much lower wattages. The light is also radiated differently, so you may need to choose a higher wattage to achieve the same lighting effect.

For example, if you use a 25W traditional light bulb now, you will only need to buy a 6W energy efficient equivalent, but because the illumination is slightly diffused, you may prefer to buy an 8–11W bulb instead.

'Energy Efficiency Recommended' light bulbs are initially more expensive than traditional light bulbs, currently costing around £5 per bulb. But for each bulb that you replace with an energy efficient one, it will save you up to £10 a year on your annual electricity bill.

This is one of the simplest ways of saving money and energy. You'll recover the initial cost quickly – within the first six months – and everything you save afterwards will go straight into your pocket! This could be as much as £68 over the lifetime of the bulb.

Remember to look for the 'Energy Efficiency Recommended' logo when buying your replacement light bulbs – this will ensure you are buying a good quality energy efficient bulb.

You can purchase replacement energy efficient light bulbs for your home from many supermarkets or Home Suppliers outlet.

LOCAL MARKETS

Headingley Farmers Market
Rose Garden
North Lane
Headingley
LS6 3JJ

2nd Saturday of the month
9am–12:30pm

Horsforth Farmers Market
St Margaret's C of E Primary School
Town Street
Horsforth
Leeds
LS18 5BL

1st Saturday of the month
9am–12:30pm

Kirkgate Market
Vicar Lane
Leeds City Centre
LS2 7HY

Monday–Saturday
8am–5:30pm

RECYCLING & WASTE

Bin days can be found on the local council website:

pickardproperties.co.uk/spinning-acres/moving-in-guide/local-services

Household waste recycling centers are open every day except Christmas, Boxing and New Year's Day.

The disposal of waste not covered by existing household collection service are such items such as electrical items or large items.

Special arrangements can be made to collect items that are too large for normal waste collections, although there is a charge for this service.

BULKY WASTE

If you are unable to get rid of your items in the above ways and you are prepared to wait for up to 3 weeks, the council offer a limited service to remove items from homes. This will be chargeable at a subsidised rate of £20.

leeds.gov.uk/residents/bins-and-recycling/get-rid-of-unwanted-items

If a collection is not made on your appointment date then please leave the item(s) outside for a further 48 hours. Please ensure that your item/s are left in the exact location given during your booking.

Please note the crew will not collect your items if you haven't followed the rules. If this is the case, you will need to re-book. However, if you have followed the rules and the collection has failed then please contact the council after the further 48 hours have passed.

NEAREST PUBLIC WASTE TIP

Kirkstall Recycling Tip
Evanston Avenue
Kirkstall
Leeds
LS4 2HR

0113 3783030

Monday to Sunday, 8am–4pm

The weighbridge is open for business waste from 8am–4pm Monday to Friday, 8am–12pm Saturday.

The Revive Leeds shop is open all year round, seven days a week, 9am–3:30pm (GMT) and 9am to 5:30pm (BST) except for Christmas Eve, Christmas Day and Boxing Day.

Kirkstall recycling site and the waste transfer station is open seven days a week apart from Christmas Day, Boxing Day, and New Year's Day when the site is closed.

ENERGY SAVING TIPS

CHEAP AND SIMPLE TRICKS TO SAVE ENERGY... AND SAVE YOU MONEY!

- Plug it: always put the plug in your basin or sink. Leaving hot water taps running with the plug removed is akin to washing money down the plughole
- Curtains: close your curtains at dusk to stop heat escaping through the windows
- Lights: always turn them off when you leave the room and adjust your curtains or blinds to let in as much light as possible during the day
- Move furniture away from radiators to allow the hot air to circulate Televisions, DVD players, stereos, computers, games consoles and cordless phones: to cut down on wasted energy, avoid leaving appliances on standby and remember not to leave them on charge unnecessarily. Check the operation manual to make sure that this will not reset the appliance's memory
- Fridges and Freezers: do not leave the door open for longer than necessary, as cold air will escape. Avoid putting hot or warm food straight into the fridge; allow it to cool down first. Defrost your freezer regularly to keep it running efficiently and cheaply. If it tends to frost up quickly, check the door seal. And if you absolutely have to site your fridge next to a cooker or boiler, leave a good gap between them
- Tumble dryers: do not put really wet clothes into a tumble dryer; wring them out or spin-dry them first. It is much faster and it will save you money
- Dishwashers: try and use the low temperature program and ensure you wash a full load
- Pots and pans: choose the right size pan for the food and cooker (the base should just cover the cooking ring) and keep lids on when cooking. With gas, the flames only need to heat the bottom of the pan. If they lick up the side then you are wasting heat. Do not use more heat than you need because it does not only waste energy, but it spoils food
- Taps: in just one day a dripping hot water tap can waste energy and enough water to fill a bath. Make sure they are off
- When making toast, use a toaster rather than the grill

IN THE KITCHEN

- When using a dishwasher, please, choose one with an economy was cycle or half load facility. Look for the ECO label and buy one with an 'A' or 'B' rating
- Always wash a full load of clothes and use the economy setting if your machine has one. If you use a washing powder and find that this does not fully dissolve on the economy setting, try using a washing liquid instead
- If you are gasping for a cup of tea, you will get one quicker if you only boil the amount you need. It will save electricity, too. Jug-type kettles need less water as they have smaller elements
- Instead of washing and preparing vegetables under a running tap, fill a bowl of water or part fill the sink
- Always wash up in a bowl or the sink rather than under a running tap and use another bowl or sink full of clean water to rinse. Use both sides of a double sink if you have one

IN THE BATHROOM

- Checking the temperature of your bath as it fills reduces the amount of water you use and cold water you have to add
- Have showers instead of baths if possible, as an ordinary shower uses only two-fifths of the water needed for a bath
- Always use the plug when washing your hands and do not clean your teeth with the tap running
- When cleaning the bathroom, turn the tap on only when you are ready to rinse down. You will use less water by filling a bucket or washing up bowl instead of rinsing the cloth under running water

GENERAL GUIDANCE

LISTED BUILDING STATUS

Your new home is within a conservation area, which has limitations to what can be constructed.

COLD WATER SUPPLY TO YOUR HOUSE

Mains drinking water is provided to the cold taps. The mains stopcock location is confirmed in section 4. Please, check that you know where it is and can turn it easily as you will have to turn off the supply if you have a leak. Please, contact us using the numbers at the front of this pack if you have any problems with this.

CENTRAL HEATING & HOT WATER

Your home has a Mechanical Ventilation with heat recovery system and Electric hot water Cylinder System. Please, make sure you read the instruction manual for the heating and hot water system before you use the system. If you have any problems using the systems in your home, please, use the numbers shown at the front of this pack to contact the correct person. The hot water comes from a economical electric water storage cylinder located in the store cupboard within the apartment.

SHOWER

When using the shower it is advisable to check the temperature of the water is satisfactory before stepping under the shower head. There will always be a time delay of a few seconds between selecting a temperature and the water reaching the selected temperature. Please, give special consideration to children and less able-bodied users.

WALLS

Most of the partition walls of your home are made of metal studding, fully insulated, which has been plaster boarded and skimmed. Pictures can be hung on these walls by prior permission from the landlord using steel pin picture hangers. If you want to hang heavier items, you should use special rawl plugs and screws. Care should be taken as there may be electric cables and pipe work to radiators behind the plaster. Always use a cable / pipework detector before penetrating the walls.

DECORATING

During the first year after your home has been built, various cracks may appear in the walls and ceilings. A lot of water is needed in the construction of a building and eventually it will dry out causing slight shrinkage and minor cracks. These cracks are not serious and they can be filled in quite easily before decorating. Do not report small cracks as defects.

CONDENSATION

It's very rare that a new property will encounter a buildup of condensation when the new facilities are being operated correctly. If condensation is encountered, it is usually due to cold weather, and when there's a lot of moisture or steam being produced, for example at bath times and when cooking. Extraction systems are throughout your property please switch them on to avoid excess condensation.

leeds.gov.uk/docs/5%20hia%20infosheet%20condensation.pdf
leeds.gov.uk/docs/condensation%20mould.pdf

ELECTRICITY SUPPLY

The electricity consumer unit's location is confirmed in section 4 of this guide. It has miniature circuit breakers (MCB's) which act like fuses but do not need rewiring. The MCB will switch off the electricity supply automatically if there is a fault. It can be reset by putting the switch back to the ON position. If you have any problems doing this, please, use the numbers at the front of this pack to contact the correct person for help.

TELEVISION

You can connect your television to the sockets located in various rooms throughout your property. This socket is connected to a cable, which runs up to your aerial.

TELEPHONE / INTERNET

Telephone points are provided in your living room, Master Bedroom & Study. If you want to have a phone connected you will need to make your own arrangements for this and pay the connection charge.

WASHING MACHINE

Space has been provided in your kitchen for a washer & a washer / dryer. The connections for the hoses for the washing machine are under the sink as is the waste connection.

WINDOWS

The windows installed are all UPVC with double glazed units. Security and opening safety restrictors have been added to your windows.

WINDOW VENTS

Window vents are not required as the apartments have their own MVHR systems.

EXTERNAL AND INTERNAL DOORS

The Entrance doors to the apartment block are of a composite material and are very robust with an approved multi-locking system installed.

The Individual Apartment doors are solid core 60 minute fire rated with associated seals installed.

The Internal Doors are oak veneered timber and all but the bathroom doors are fire rated.

INTERNAL JOINERY

Timber skirting boards fixed by nails and screws. Timber architraves fixed by nails or screws. All painted with an egg shell paint.

FLOOR FINISHING

The open plan Living space & Hallway floors finishes are finished with a Polyflor Camarro finish. The Bathroom floors are all tiled.

CEILINGS

Internal ceilings have plasterboard and skim finish.

PAINTING AND DECORATING

Internal walls and ceilings are finished in a Farrow & Ball Matt Emulsion paint finish. Internal joinery is of an egg shell finish.

HOUSE DRAINAGE

Foul and surface water drainage is provided both are connected to the mains sewer.

REFUSE BINS

Wheelie bins are provided by Leeds City Council.

GENERAL MAINTENANCE INFORMATION

CARE AND MAINTENANCE OF YOUR KITCHEN

CARCASSES AND BACK PANELS

Do not polish the laminate or use bleach, scouring powder, multi-surface cleaners or abrasive pads. A damp cloth with soapy water will clean off most spills. Concentrated juices, corrosive liquids and food colourants must be wiped off immediately.

DRAWER BOXES

When necessary clean with a damp cloth. Do not use bleach, abrasive pads or scouring powder.

WALL UNITS

Do not position any appliance which creates large amounts of heat or steam underneath a wall unit, e.g. kettles, excessive heat or moisture can damage unit carcasses and doors.

WORKTOPS

Although worktops are very hard wearing, a chopping board should be used at all times to prevent scratching by sharp knife. Do not place hot pans or utensils directly on top of the worktop – always use a heat resistant mat. When cleaning a damp cloth will clean most of the spills. Corrosive liquids, food colourants and concentrated juices should be wiped off immediately.

BUILT IN WARDROBES

When necessary clean with a damp cloth. Do not use bleach, abrasive pads or scouring powder on the sliding doors.

ROUTINE AND PERIODIC MAINTENANCE OF FLOORING

Depending on how often the room is used and the location you can use a combination of the following to help keep your new flooring in the best condition:

- Sweep or vacuum
- Damp mop or machine scrub using a neutral cleaner in clean, hot water
- Hand or machine scrub using a stiff bristle brush with an alkaline cleaner in hot water (this is particularly suitable for kitchen areas)
- Rinse thoroughly
- Allow to dry

Warning: rubber can permanently stain PVC floor coverings. Avoid using rubber backed mats, rubber furniture feet or rubber wheeled casters.

CARE AND MAINTENANCE OF WINDOWS

- Remove any hand jewellery before hand washing the windows to avoid scratching the glass
- Any household glass cleaner may be used with a soft cloth
- It is recommended that heavy external grime is removed with soap and water
- To clean the frames avoid using all solvent based or abrasive cleaners. Use soap and water every four months to remove any dirt
- Your windows are washed quarterly on the outside only

CARE AND MAINTENANCE OF THE DOORS

- Clean any glass panels with warm soapy water. Never use abrasive cleaners, strong detergents or solvents to clean the glass
- Clean the door frame and door at regular intervals with warm soapy water using a cloth or sponge
- Door hinges can be lubricated using WD40 or TD10, do not use heavy oils
- Do not oil the locks. Should the locks require any maintenance lubricate using graphite powder only
- Handles and letter plates can be cleaned using warm soapy water – do not use abrasive cleaners

SAFETY & SECURITY FEATURES

SAFETY FEATURES INCLUDE:

- Smoke ventilation system installed which is linked to the fire alarm throughout the apartment block
- Fire alarm sirens fitted to every apartment
- Smoke alarm & heat detector fitted in your apartments as well as detectors in the communal areas
- Window opening lockable restrictor devices are fitted for child safety on the top two floors
- Hot water temperatures set at a safe temperature range to prevent scalding
- Minimum of R10 Rated anti slip vinyl flooring is provided in all kitchens & Hallways
- CCTV in the communal areas and externally, which is on record
- Gold Standard security locking system to the main block entrance door
- External bollard and street lighting to the parking and entrance areas
- Burglar Alarms with Panic Alarm in master bedroom .
- All properties comply with Gold standard Leeds Safer Homes West Yorkshire Police recommendations.

SMOKE & HEAT SENSOR ALARMS

Smoke & Heat alarms play an important part in keeping your home safe. They are fitted to all apartments.

Your alarms are mains wired and contain a lithium battery which will power your alarm in the event of mains electricity failure. You should not paint or cover your alarms in any way.

In normal operation your alarms will be illuminated with a green light permanently, a red light will flash every 1 minute, which shows the circuit is in working order. Upon an alarm being triggered the red-light flash quickly to indicate which alarm is sounding.

Test your smoke alarm weekly.

To maintain the effectiveness of your alarm you should vacuum around the alarm every six months.

The guide on the next page shows what to do if your detector is making a noise. Your home is fitted with a heat sensor alarm. There is a handbook provided in this pack.

The heat sensor alarm, which has been installed in your open living area and kitchen, is a very important safety feature within your home. This will alert you to any excessive heat within your home.

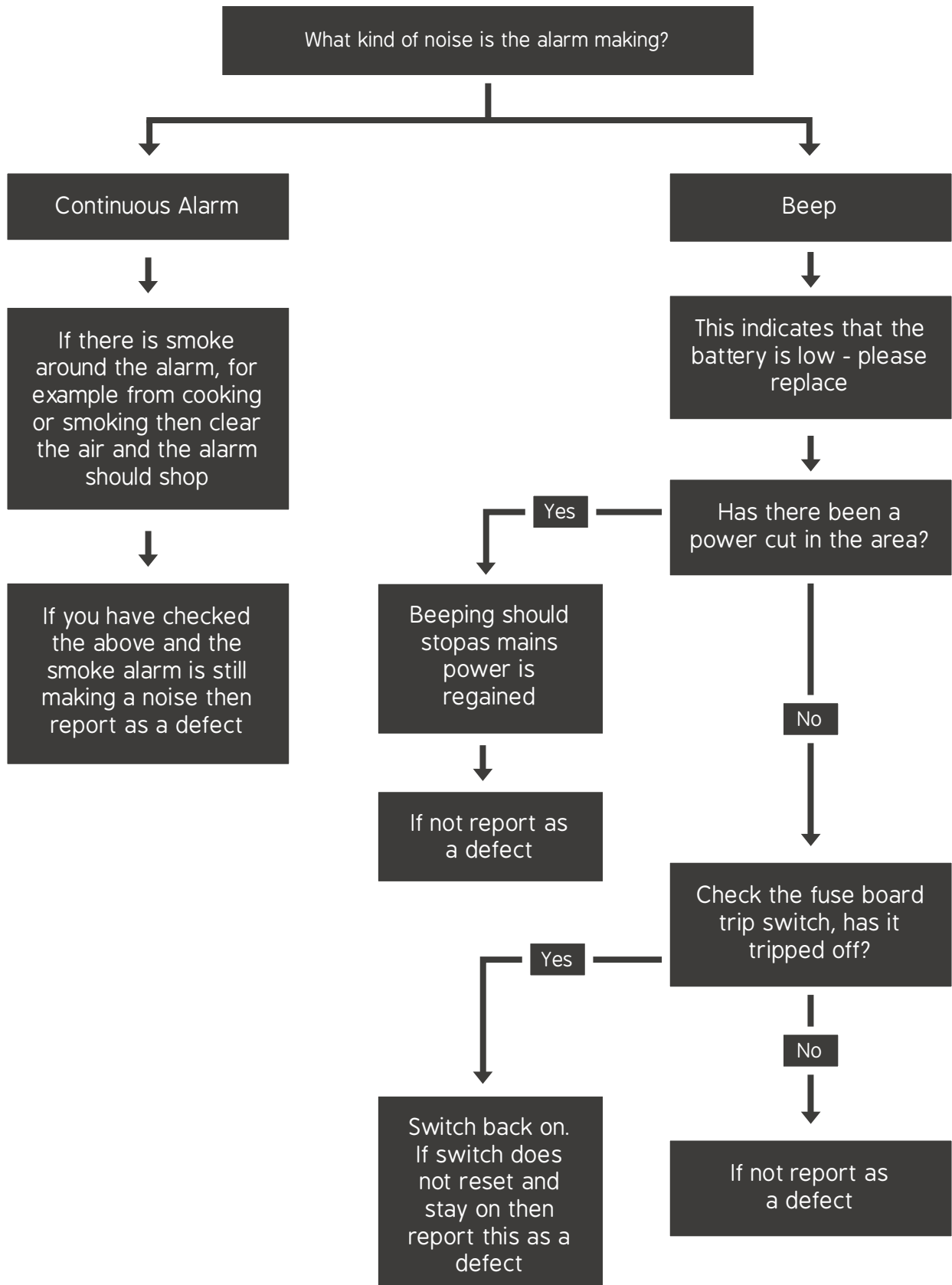
The detector has been situated within your kitchen as this is the area most at risk.

Note you should not paint over or cover your detector in any way.

Please look at all instruction manuals.

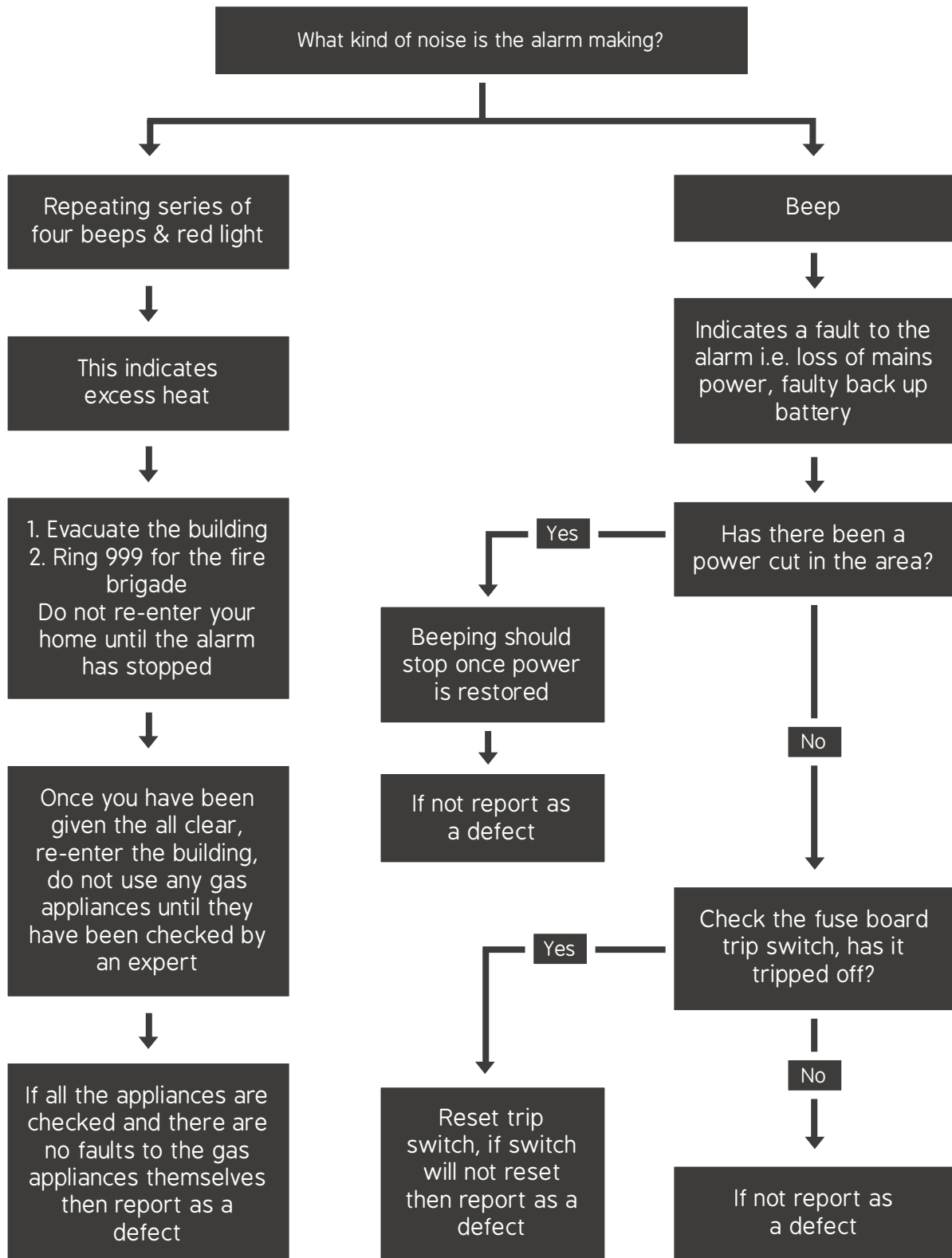
pickardproperties.co.uk/spinning-acres/moving-in-guide/maintenance-and-manuals/cloth-halls-manuals

SMOKE & HEAT SENSOR ALARM GUIDE



CARBON MONOXIDE DETECTOR GUIDE

A Carbon Monoxide Detector hasn't been installed or provided with this property. In the event that one is purchased or installed, then there is a brief guide below to assist.



MECHANICAL VENTILATION SYSTEM

Your home is fitted with a MVHR System with ceiling grilles located in all rooms in the apartment.

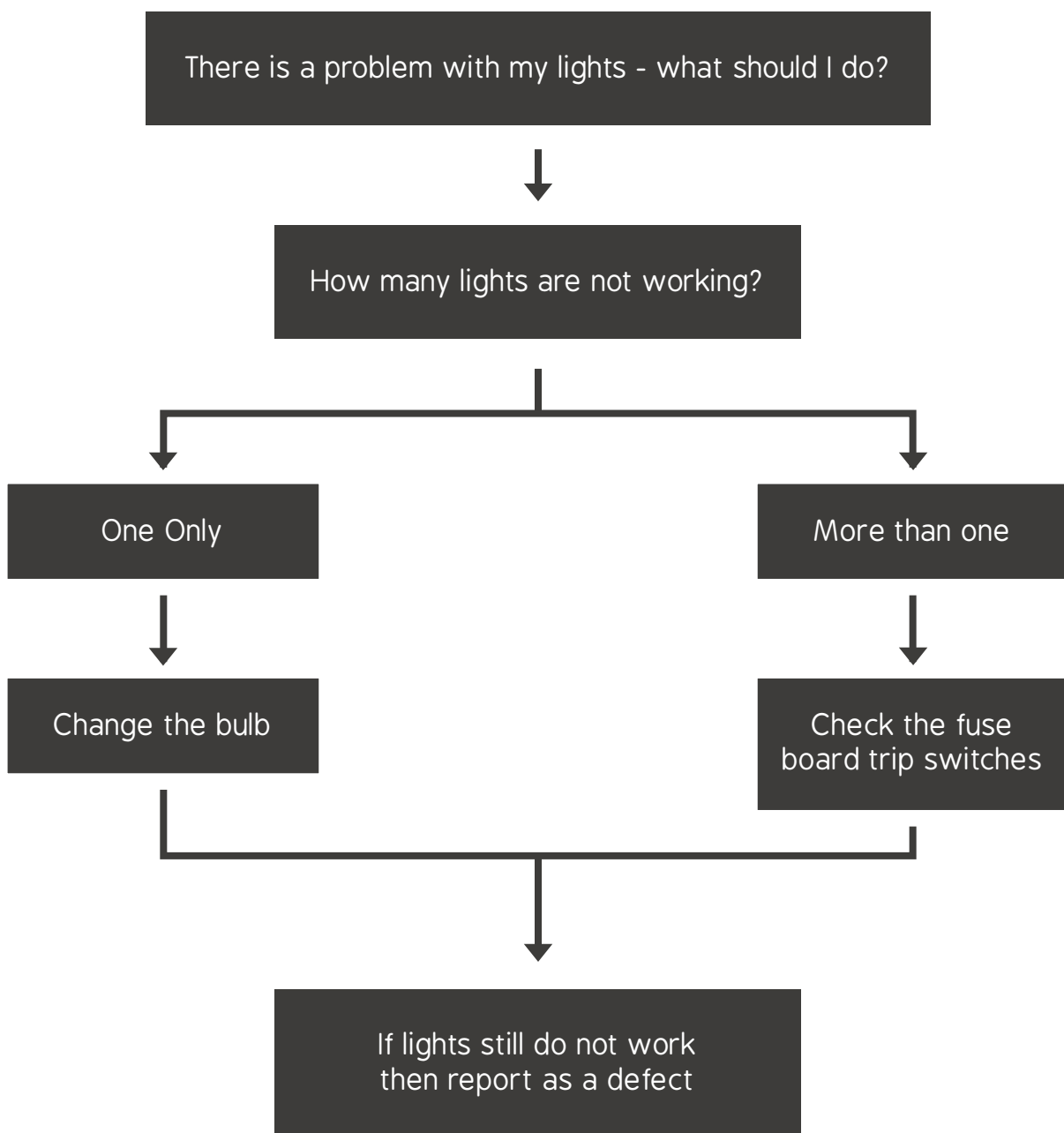
CLEANING THE FAN GRILLES & THE FILTERS IN THE UNIT

- Before cleaning, isolate the MVHR system completely from the mains supply
- Only clean the external surface of the Grilles using a damp lint free cloth
- Do not use string detergents, solvents or chemical cleaners
- Allow Grille to dry thoroughly before use
- Apart from cleaning, no other maintenance is required
- The filters in the main unit are recommended to be cleaned or changed every 12–18 Months.

nuaire.info/userguides/MRXBOX-ECO2.pdf

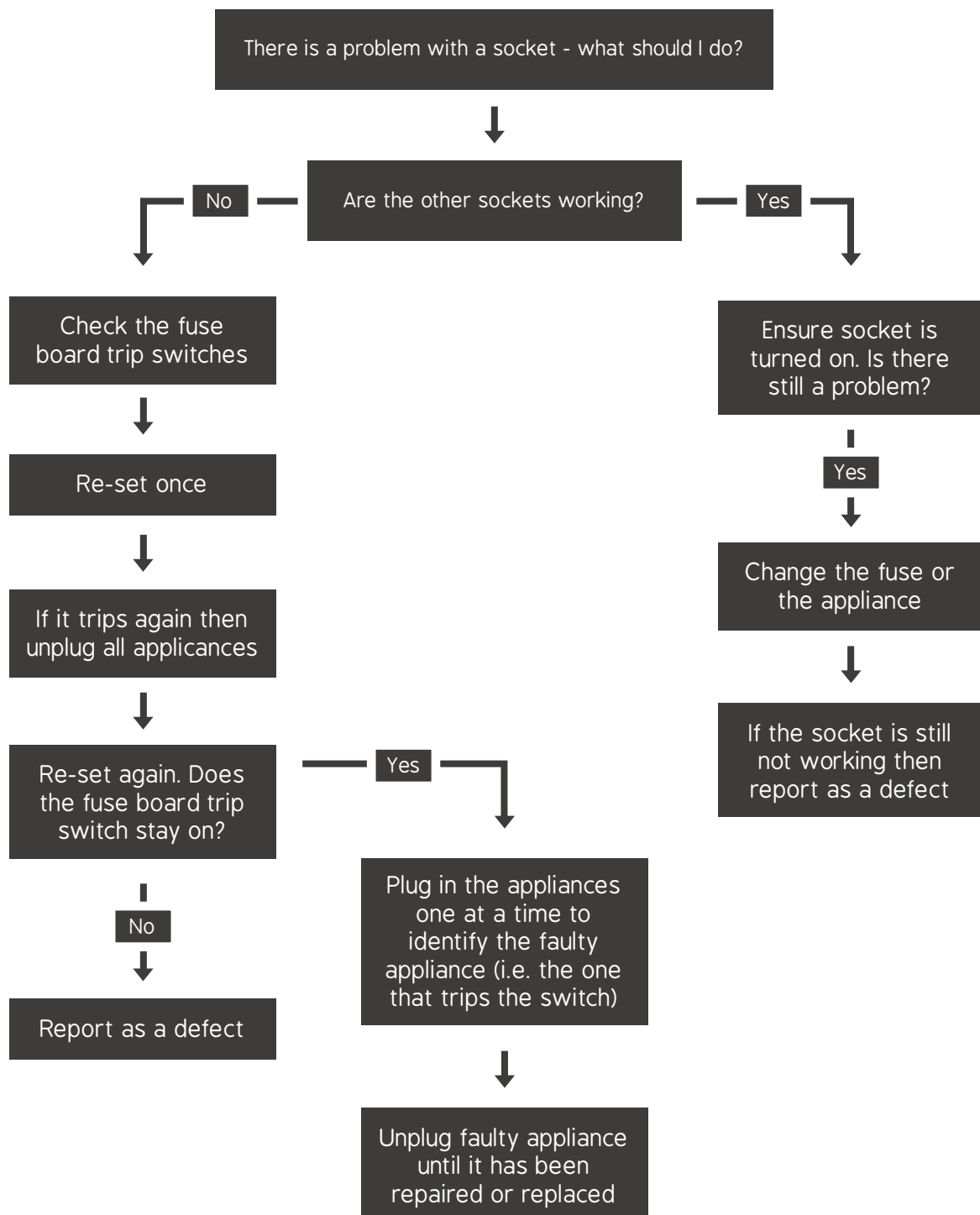
LIGHTING GUIDE

If your lighting is not working, please, follow the chart below before reporting a fault:



ELECTRICAL SOCKETS GUIDE

If an electrical socket does not work, please, follow the chart below before reporting the fault:



LINKS, REFERENCES, CONTACTS & WEBSITES

UTILITIES

ELECTRICITY: E-ON ENERGY

0345 052 0000

eonenergy.com WATER: YORKSHIRE

WATER

0845 124 2424 **

yorkshirewater.com

*Lines open: Monday to Friday: 8am–8pm, Saturday: 8am–6pm

**Lines open: Monday to Friday: 8am–8pm, Saturday 9am–5pm

If you detect a water leak call 0800 57 35 53

pickardproperties.co.uk/spinning-acres/moving-in-guide/utilities

OTHER USEFUL CONTACTS

Your Local Authority

Leeds City Council
Civic Hall
Calverley Street
Leeds
LS1 1UR

leeds.gov.uk

Energy Saving Trust

21 Dartmouth Street
London
SW1H 9BP

est.org.uk
0800 512 012

Sustran

2 Cathedral Square
College Green
Bristol
BS1 5DD

sustrans.org.uk
0845 113 00 65

WRAP

wrap.org.uk
01295 819 900

RECYCLE NOW

recyclenow.com

GREEN BUILDING STORE

greenbuildingstore.co.uk
01484 461705

FSC

fsc.org

FRIENDS OF THE EARTH

foe.co.uk

UK BUILDING REGULATIONS

safety.odpm.gov.uk/breg/brads/htm

UK WATER COMPANIES

water.org.uk

MAIN CONTRACTOR

Your home was built by
Dobson Construction Ltd