



## **Instructions to Contractors Who Work In Your Apartment**

It is absolutely essential that when a contractor is undertaking any work other than very minor repairs or attending a service call, plastic sheeting is laid from the entrances to the lifts, on the lift floors and then along the corridors from the the lifts to your apartment. Failure to do this could result in a charge being made to the owner of the apartment.

No trade waste of any description should be deposited in the bin stores and that includes old kitchens and wardrobes and packing boxes. In the event that trade waste is left behind a charge for disposal plus admin fees will be made to the apartment owner. Please note the car parks and the bin stores are covered by CCTV.

It is up to the apartment owner to take responsibility to ensure the contractor is fully aware of Oasis rules for contractors.

Contractors should not mix up cement or make any other mess in the car parks.

1. When undertaking work in the premises, contractors should observe the following points in order to reduce the risk of fire:
2. Smoking is prohibited throughout the communal parts of the building.
3. Contractors should make every effort to maintain a tidy environment, with waste material being removed from the building regularly. Under no circumstances should combustible material be stored in exit routes.
4. (Please note, the management company has passed a regulation that a £25 charge to the relevant flat-owner will be made by our cleaner for extra cleaning required in the common parts when these areas are not left clean and tidy at the end of the working day or following delivery or removal of flat contents.)

5. Exit routes should not be obstructed.
6. Every effort should be made to keep combustible material away from potential sources of ignition (e.g. heaters must be kept clear).
7. Warning signage should be placed adjacent to potential hazards.
8. A fire risk assessment for the task should be completed prior to commencement of the work. If the works are major or prolonged this assessment should be submitted in writing to the management company.
9. If 'hot-work' is being undertaken suitable precautions should be observed. Suitable fire fighting equipment should be provided by the contractor, appropriate to the task.
10. The contractor should read the emergency procedure and make themselves familiar with the stairwell exit routes.
11. In the event of queries relating to the above points, the contractor should contact the management company.
12. Contractors (including removal firms) should be suitably qualified and insured for the work they are doing.