

What safety precautions should I take in my home?

There are a number of sensible and easy precautions which you can take to make your home safer:

- Never leave a pot, or particularly a chip pan while the cooker is on;
- Keep fire resistant doors closed;
- Test your smoke alarm monthly, by pressing the test button for a short while until it sounds;
- Do not leave loose wires or flexes trailing across the floor;
- Do not overload electrical sockets by using multi-plug adaptors, and ensure that electrical plugs are correctly wired and fused;
- Do not leave carpets or linoleum turned up at the edges;
- Do not clutter rooms with too much furniture;
- Never smoke in bed.

NEVER leave your home unlocked when you are away from it, even for only a few minutes and do not let anyone into your home that you don't know, until you have checked their identification. Do not leave keys in your front door.

What happens if I lose my keys?

If you have to break windows or force doors because of lost keys, you will be responsible for the damage. The Association will not change your locks for you. You should keep a spare key in a safe place, or leave it with someone you can trust.

Can I use my garden for parking?

No, you are not allowed to park on grassed areas of your garden. If you do and damage underground services, or the lawn, you will be liable for the cost of repairs. If you want to create a hard standing area, you must contact the Maintenance Co-ordinator for written permission first.

Where parking bays are provided, these are for the use of residents and their guests. Cars parked in these bays must be in current use, and display current Road Fund Tax. The bays must not be used for parking boats, caravans or trailers.

What about floor coverings?

Floor coverings should never be glued down in case your floor has to be lifted to inspect or carry out repairs. If flooring has to be lifted in order for us to carry out a repair or inspection, you are responsible for lifting and/or replacing it.

When laying foam carpets or vinyl covering, you should use a foam or paper underlay to stop the carpet or vinyl sticking to the floor.



I'm going away, is there anything I should do?

If you're going to be away for more than a couple of weeks, you should let your Housing Officer know, so that we don't think you've abandoned the property.

If you're going away for a while and even for a short while during the winter and you don't want to leave the heating on, you should turn off all services at the mains and ensure that the water is turned off and drained down. To do this, you should turn off the stopcock and then turn on all the sink, basin and bath taps until the water stops running. **DO NOT TURN OFF THE TAPS.** Don't leave until all the water has stopped running in case the waste pipes are frozen and the water can't drain away. You should also put salt in the toilet pan to prevent the water from freezing.

When you return you should turn the stop cock back on and ensure that there is an adequate flow of water from all the taps. Do not light any fire with a back boiler, or switch on the immersion heater until the system is fully recharged. This is to check that there are no air locks in any of the pipes which can be dangerous when the heating is turned back on.

If you discover a burst pipe turn the water off immediately at the stop cock and open all the taps to drain the water as quickly as possible. Switch off the electricity if the water is in contact with the fittings or wiring, put out any fires with back boilers and switch off immersion heaters. Contact the Association immediately.

Remember, it is a tenants responsibility to ensure all necessary measures have been followed if you leave your property unattended in cold weather.

Can I keep a pet?

You must ask your Housing Officer for written permission to keep a pet. If you are given permission, it will be on the condition that you keep your pet under control and do not allow it to be of any nuisance. Please read the information sheet '**Keeping a Pet**'.

How do I prevent condensation?

Condensation occurs to some extent in all houses. It happens when warm moist air comes into contact with cold surfaces such as windows and external walls. The air cools very quickly and the moisture held within the air is then deposited as condensation on the cold surface.

For more information and advice on how to prevent Condensation, please read the information sheet '**Condensation Within Your Home**'.

I have a pest infestation – who is responsible for control of this?

You are responsible for the control of any pest infestation, such as mice, carpet beetles and ants, unless there is a defect within your property that has caused the infestation.

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