

Client Logo

Welcome to Your Home

Homeowner's Manual

**Apartment No. 1
Address of Property**



Issue 01 – February 2014



Contents

| No: | Description | Page No |
|-----|---|---------|
| | | XX - XX |
| 1. | Company Name Introduction | XX |
| 2. | How To Contact Us | XX |
| 3. | Introduction to the Manual | XX |
| 4. | Useful Contacts | XX |
| 5. | Emergency Information | XX |
| 6. | Environmental Strategy, Design and Features | XX |
| 7. | Installations | XX |
| 8. | Energy | XX |
| 9. | Water Use | XX |
| 10. | Recycling and Waste | XX |
| 11. | Sustainable DIY | XX |
| 12. | Provision of Information in Alternative Formats | XX |
| 13. | Sustainable (Urban) Drainage Systems (SUDS) | XX |
| 14. | Public Transport | XX |
| 15. | Local Amenities | XX |
| 16. | Responsible Purchasing | XX |
| 17. | Links, References and Further Information | XX |

*Prepared by SafeScope (www.safescope.com) on behalf of **Company Name***



1 Company Name INTRODUCTION

Information about the company

2 HOW TO CONTACT US

| | 2.1 PRINCIPAL CONTRACTOR | 2.2 LANDLORD |
|-----------|--------------------------|--------------|
| Company: | | |
| Address: | | |
| Website: | | |
| Contact: | | |
| Tel No: | | |
| Email: | | |
| Comments: | | |

HOME OWNER'S MANUAL

Address of Property



3 INTRODUCTION TO THE MANUAL



4 USEFUL CONTACTS

4.1 LOCAL AUTHORITY

| | |
|--------------------------|--|
| Name: | |
| Address: | |
| Housing Office Services: | |
| Your Councillors: | |
| Email: | |
| Website: | |
| Tel No: | |
| Opening Hours: | |

4.2 GAS

| | |
|----------|--|
| Company: | |
| Address: | |
| Website: | |
| Contact: | |
| Tel No: | |
| Email: | |

4.3 ELECTRIC

| | |
|----------|--|
| Company: | |
| Address: | |
| Website: | |
| Tel No: | |
| Email: | |

4.4 WATER/SEWERS

| | |
|----------|--|
| Company: | |
| Address: | |
| Website: | |
| Tel No: | |
| Email: | |





5 EMERGENCY INFORMATION

5.1 SMOKE DETECTORS

| | |
|--|--|
| | |
|--|--|

5.2 A&E SERVICES

| | | |
|-----------|--|--|
| Name: | | |
| Address: | | |
| Tel No: | | |
| Distance: | | |
| | | |

5.3 MINOR INJURIES

| | | |
|-----------|--|--|
| Name: | | |
| Address: | | |
| Tel No: | | |
| Distance: | | |

5.4 LOCAL GP'S

| | | |
|--------------|--|--|
| Name: | | |
| Address: | | |
| Tel No: | | |
| Distance: | | |
| Name: | | |
| Address: | | |
| Tel No: | | |
| Distance: | | |

5.5 POLICE

| | | |
|-----------|--|--|
| Name: | | |
| Address: | | |
| Tel No: | | |
| Distance: | | |



| 5.6 FIRE STATION | |
|------------------|--|
| Name: | |
| Address: | |
| Tel No: | |
| Distance: | |



6 ENVIRONMENTAL STRATEGY/ DESIGN AND FEATURES

6.1

EXAMPLES: Environmental & economic savings and any alternations restrictions

| | |
|----------|--|
| Address: | |
|----------|--|

| | |
|----------|--|
| Website: | |
|----------|--|

| | |
|----------|--|
| Contact: | |
|----------|--|

| | |
|---------|--|
| Tel No: | |
|---------|--|

| | |
|--------|--|
| Email: | |
|--------|--|

| | |
|-----------|--|
| Comments: | |
|-----------|--|

6.2

EXAMPLES: Passive solar design, super insulation, energy efficient timber windows, heat recovery of certified timber or SUDS within the boundary of the property

| | |
|----------|--|
| Address: | |
|----------|--|

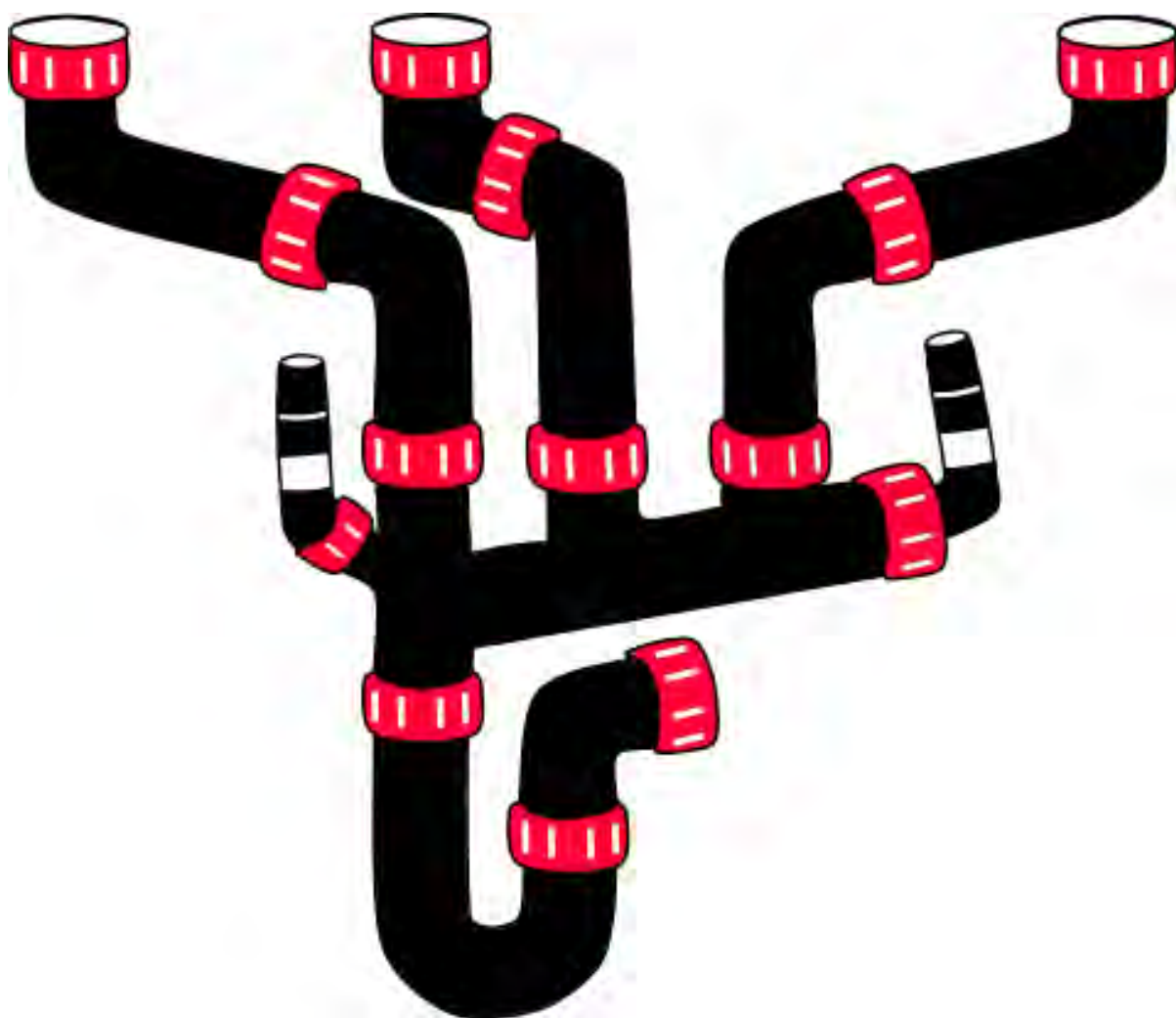
| | |
|----------|--|
| Website: | |
|----------|--|

| | |
|----------|--|
| Contact: | |
|----------|--|

| | |
|---------|--|
| Tel No: | |
|---------|--|

| | |
|--------|--|
| Email: | |
|--------|--|

| | |
|-----------|--|
| Comments: | |
|-----------|--|





| | | |
|---------------------------------|--|--|
| 7 INSTALLATIONS | | |
| 7.1 BOILER | | |
| Company: | | |
| Website: | | |
| Contact: | | |
| Tel No: | | |
| Email: | | |
| Maintenance: | | |
| 7.2 PRESSURISED CYLINDER | | |
| Company: | | |
| Website: | | |
| Contact: | | |
| Tel No: | | |
| Email: | | |
| Maintenance: | | |
| 7.3 SANITARYWARE | | |
| Company: | | |
| Website: | | |
| Contact: | | |
| Tel No: | | |
| Email: | | |
| Maintenance: | | |
| 7.4 IRONMONGERY | | |
| Company: | | |
| Website: | | |
| Contact: | | |
| Tel No: | | |
| Email: | | |
| Maintenance: | | |



7.5 LIFT INSTALLATION

| | | |
|--------------|--|--|
| Company: | | |
| Website: | | |
| Contact: | | |
| Tel No: | | |
| Email: | | |
| Maintenance: | | |

7.6 FLOORING

| | | |
|--------------|--|--|
| Company: | | |
| Website: | | |
| Contact: | | |
| Tel No: | | |
| Email: | | |
| Maintenance: | | |



7.7 KITCHEN INSTALLATION AND APPLIANCES

| | | |
|----------|--|--|
| Company: | | |
| Website: | | |
| Contact: | | |
| Tel No: | | |
| Email: | | |

Maintenance and Spare Parts:

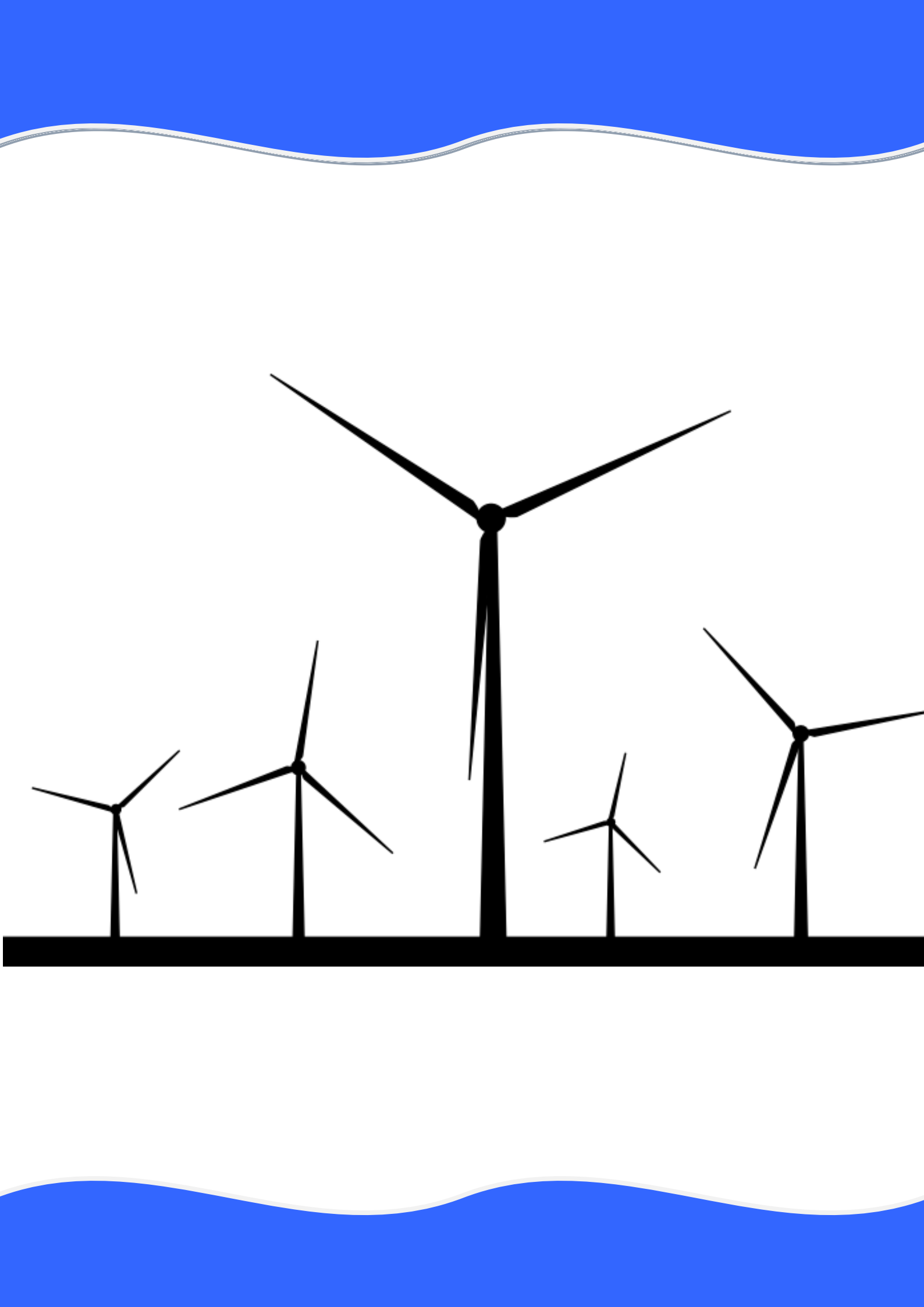
| Product Description | Task | How to carry out | Frequency |
|---------------------|------|------------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

7.8 LIGHT FITTINGS AND ELECTRICAL ACCESSORIES

| | | |
|--------------|--|--|
| Company: | | |
| Website: | | |
| Contact: | | |
| Tel No: | | |
| Email: | | |
| Maintenance: | | |

7.9 EXTERNAL DOORS AND WINDOWS

| | | |
|--------------|--|--|
| Company: | | |
| Website: | | |
| Contact: | | |
| Tel No: | | |
| Email: | | |
| Maintenance: | | |





8 ENERGY

8.1 EFFICIENT WAY OF USE

A large, empty rectangular area with a thin black border, intended for content related to the "8.1 EFFICIENT WAY OF USE" section.



8.2 NO COST SAVING

Empty content area for section 8.2.

8.3 EU ENERGY LABEL

Empty content area for section 8.3.





9 WATER USE

9.1 WATER SAVING MEASURES AND TIPS

A large, empty rectangular area with a thin black border, intended for content related to the section header "9.1 WATER SAVING MEASURES AND TIPS".





10 RECYCLING AND WASTE

10.1 LOCAL AUTHORITY COLLECTION SCHEME

| | |
|-----------|--|
| Name: | |
| Address: | |
| Website: | |
| Tel No: | |
| Email: | |
| Comments: | |

10.2 RECYCLING

| | |
|--|--|
| | |
|--|--|

10.3 LOCATION AND USE OF RECYCLING BINS

| | |
|-----------|--|
| Location: | |
| Map: | |



10.4 COMPOST BINS

[Empty space for notes or drawings related to 10.4 COMPOST BINS]

10.5 GUIDANCE

| | |
|----------|--|
| Company: | |
| Website: | |
| Tel No: | |
| Email: | |

[Empty space for notes or drawings related to 10.5 GUIDANCE]

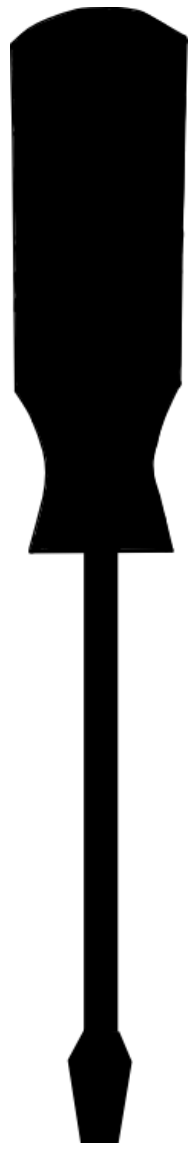
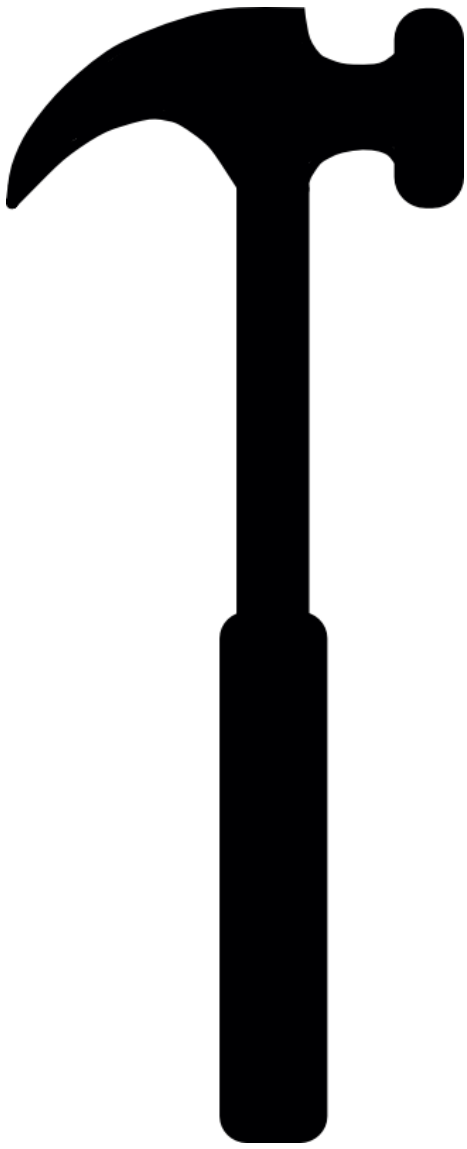


10.6 LOCAL RECYCLING FACILITIES AND WASTE TIPS

| | |
|-------------|--|
| Location: | |
| Map: | |
| Waste tips: | |

10.7 WASTE NOT COVERED BY THE LOCAL AUTHORITY COLLECTION SCHEME

| | |
|---|--|
| List of items that will not be collected: | |
| Address: | |
| Website: | |
| Contact: | |
| Tel No: | |
| Email: | |
| Comments: | |





11 SUSTAINABLE DIY

11.1 ENVIRONMENTAL RECOMMENDATIONS

A large, empty rectangular area with a thin black border, intended for content related to the "11.1 ENVIRONMENTAL RECOMMENDATIONS" section.

Kalos orisate
Velkomin
Wilkóm
Benvenuto
Qaimarutin
Soo dhowow
Dobro požalovat
Maruhabaa
Croeso cynnes iawn
Bienvenue
Selamat datang
Dobrodošli
Sveiki atvykę
Bonvenon
Välkommen
Shalom
Witam
Welkom
Isten hozott
Laa-i-ye
Mabuhay
Laipni ludzam
Bienvenido
Mirë se vjen
Salve
Tervetuloa
Vítáme te
Benvenuti
Merhaba
Aloha
Willkommen
Velkommen
Sannu da zuwa
Välkommen
Fáilte romhat isteach

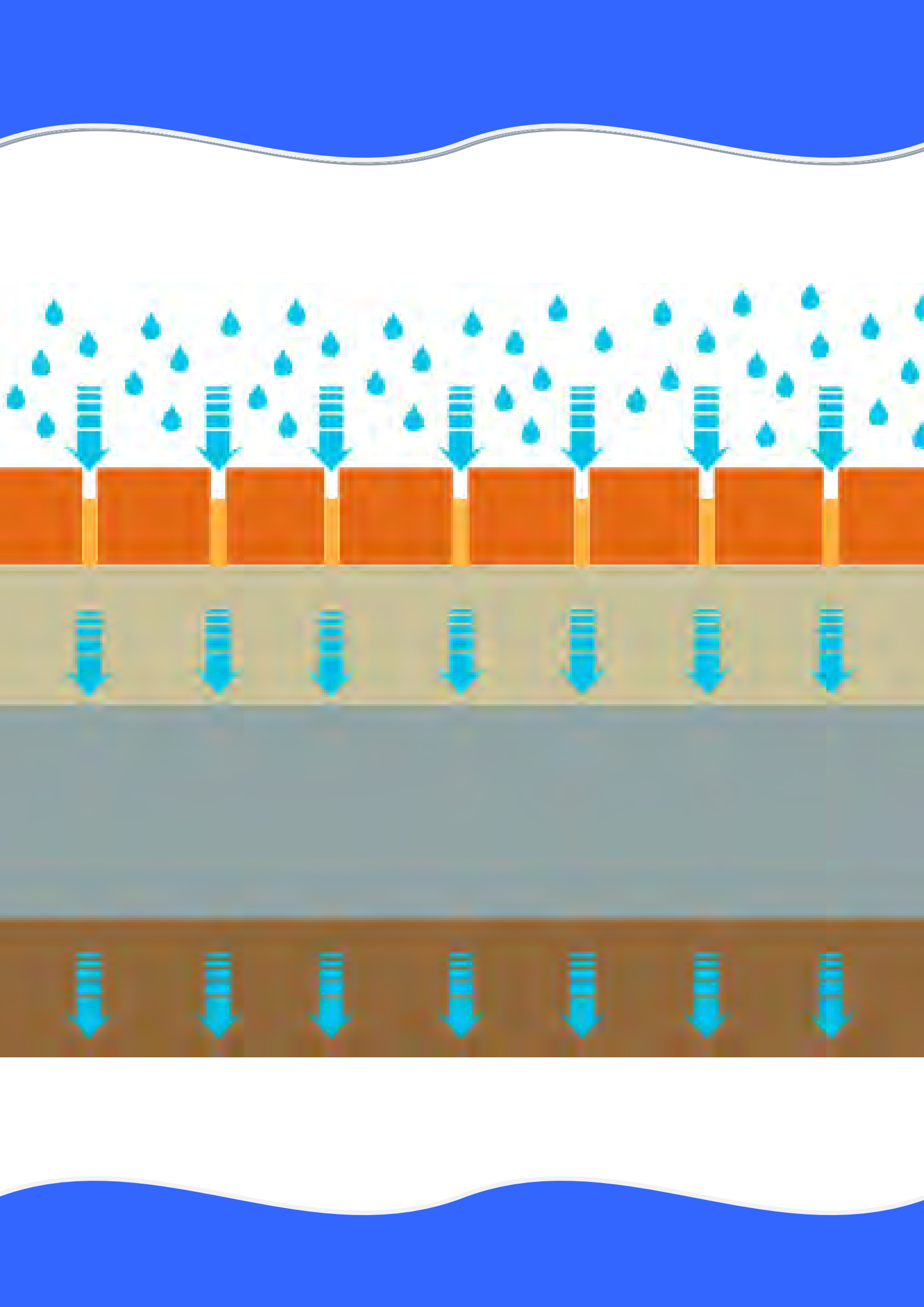
WELCOME



12 PROVISION OF INFORMATION IN ALTERNATIVE FORMATS

12.1

| | |
|--------------------|--|
| | |
| Formats available: | Braille, Large Read, German, French, Spanish, Polish, Latvian, Italian, etc. |
| | |
| | |
| | |
| | |
| | |

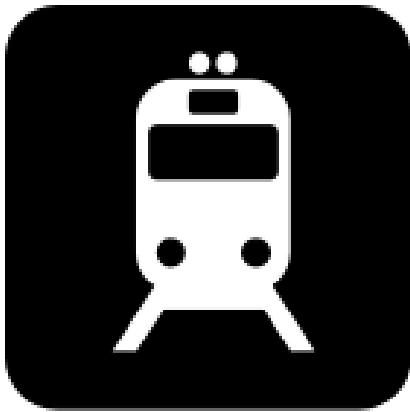




13 SUSTAINABLE (URBAN) DRAINAGE SYSTEMS (SUDS)

13.1 SUDS





14 PUBLIC TRANSPORT

14.1 BUS

Website:

Nearest bus stop:

| Monday to Friday | | | | | |
|------------------|----------------------|--------------------------------------|--------------------------------------|--------------------------------------|--|
| First bus | 5 to 6am | 6 to 7am | 7am to Midnight | Last buses | |
| 0456 | 0516 0536 0556 | 0611 0626 0636 0646 0654 | about every 5-8 minutes | 0004 0012 0020 0028 0036 | |

| Saturday | | | | | |
|-----------|----------------------|----------------------|--|---------------------------------------|--------------------------------------|
| First bus | 5 to 6am | 6 to 7am | 7 to 8am | 8am to Midnight | Last buses |
| 0456 | 0516 0536 0556 | 0616 0636 0651 | about every 10-12 minutes | about every 6-10 minutes | 0004 0012 0020 0028 0036 |

| Sunday | | | | | |
|-----------|---|--|---------------------------------------|--------------------------------------|--------------------------------------|
| First bus | 5 to 7am | 7 to 8am | 8 to 9am | 9am to Midnight | Last buses |
| 0456 | At these minutes past the hour | 16 0711 36 0741 56 0753 | about every 9-12 minutes | about every 7-9 minutes | 0004 0012 0020 0028 0036 |

| Monday to Friday | | | | |
|------------------|----------------------|---------------------------------------|--------------------------------------|------------------------------|
| First buses | 5 to 6am | 6 to 7am | 7am to Midnight | Last buses |
| 0433 0453 | 0513 0533 0548 | about every 8-11 minutes | about every 6-8 minutes | 0003 0011 0019 0027 |

| Saturday | | | | | |
|--------------|----------------------|------------------------------|--|---------------------------------------|------------------------------|
| First buses | 5 to 6am | 6 to 7am | 7 to 8am | 8am to Midnight | Last buses |
| 0433 0453 | 0513 0533 0553 | 0613 0628 0643 0655 | about every 10-14 minutes | about every 6-10 minutes | 0003 0011 0019 0027 |

| Sunday | | | | | |
|--------------|----------------------|----------------------|--------------------------------------|---------------------------------------|------------------------------|
| First buses | 5 to 6am | 6 to 7am | 7 to 8am | 8am to Midnight | Last buses |
| 0433 0453 | 0513 0533 0553 | 0613 0633 0648 | 0703 0718 0730 0742 0754 | about every 8-12 minutes | 0003 0011 0019 0027 |

14.2 TUBE

Nearest tube stations:



14.3 TRAIN

14.4 CAR PARK





15 LOCAL AMENITIES

15.1 SCHOOLS

PRIMARY – including nursery

| | | |
|-----------|--|--|
| Name: | | |
| Address: | | |
| Distance: | | |

SECONDARY

| | | |
|-----------|--|--|
| Name: | | |
| Address: | | |
| Distance: | | |

15.2 LIBRARY'S

| | | |
|----------------|--|--|
| Name: | | |
| Address: | | |
| Telephone: | | |
| Email: | | |
| Opening Times: | | |

15.3 LEASURE CENTRES

| | | |
|----------------|--|--|
| Name: | | |
| Address: | | |
| Telephone: | | |
| Opening Times: | | |
| Transport: | | |



15.4 BANKS

| | | |
|----------------|------|--------|
| Name: | HSBC | Lloyds |
| Address: | | |
| Telephone: | | |
| Opening Times: | | |
| Distance: | | |
| Name: | | |
| Address: | | |
| Telephone: | | |
| Opening Times: | | |
| Distance: | | |

15.5 FREE CASH POINTS

| | | |
|--------------|--|--|
| Name: | | |
| Address: | | |
| Distance: | | |
| Name: | | |
| Address: | | |
| Distance: | | |

15.6 POST OFFICES

| | | |
|----------------|--|--|
| Name: | | |
| Address: | | |
| Distance: | | |
| Opening Times: | | |

15.7 POST BOXES

| | | |
|-----------|--|--|
| Address: | | |
| Distance: | | |



15.8 PHARMACIES

| | | |
|----------------|--|--|
| Name: | | |
| Address: | | |
| Telephone: | | |
| Distance: | | |
| Opening Times: | | |
| Name: | | |
| Address: | | |
| Telephone: | | |
| Distance: | | |
| Opening Times: | | |

15.9 COMMUNITY CENTRES

| | | |
|--------------|--|--|
| Name: | | |
| Address: | | |
| Telephone: | | |
| Distance: | | |
| Name: | | |
| Address: | | |
| Telephone: | | |
| Distance: | | |

15.10 PUBLIC HOUSES

| | | |
|--------------|--|--|
| Name: | | |
| Address: | | |
| Telephone: | | |
| Distance: | | |
| Name: | | |
| Address: | | |
| Telephone: | | |
| Distance: | | |



15.11 PLACES OF WORSHIP

| | | |
|--------------|--|--|
| Name: | | |
| Address: | | |
| Telephone: | | |
| Distance: | | |
| Name: | | |
| Address: | | |
| Telephone: | | |
| Distance: | | |
| Name: | | |
| Address: | | |
| Telephone: | | |
| Distance: | | |

15.12 LOCAL SHOPS

| | | |
|----------------|--|--|
| Name: | | |
| Address: | | |
| Opening Times: | | |
| Distance: | | |

15.13 CHILDREN PLAY AREAS

| | | |
|----------------|--|--|
| Name: | | |
| Address: | | |
| Telephone: | | |
| Opening Times: | | |
| Distance: | | |

15.14 MUSEUMS

| | | |
|----------------|--|--|
| Name: | | |
| Address: | | |
| Telephone: | | |
| Opening Times: | | |
| Distance: | | |





16 RESPONSIBLE PURCHASING

16.1 LOW ENERGY/ LOW WATER WHITE GOODS

Empty space for notes or details under section 16.1.

16.2 ELECTRICAL EQUIPEMENT

Empty space for notes or details under section 16.2.

16.3 TIMBER

Empty space for notes or details under section 16.3.

16.4 FOOD

Empty space for notes or details under section 16.4.





17 LINKS, REFERENCES AND FURTHER INFORMATION

A large, empty rectangular area with a thin black border, intended for content related to the section header above. The top portion of this area is highlighted with a solid blue background.