

PO Box 2175, Warwick District Council, Riverside House
Milverton Hill, Royal Leamington Spa, CV32 5QE

direct line: 01926 456129

fax: 01926 456448

email: cleaning.defects@warwickdc.gov.uk

web: www.warwickdc.gov.uk

The Resident,

14th June 2017

Dear Resident

Fire Safety in High Rise Blocks Flats

After the tragic fire at Grenfell Tower in London last night, I wanted to write to all residents in our high rise blocks to reassure you regarding our fire safety arrangements.

We want to assure you that resident safety is a priority and we are doing everything possible to ensure our blocks are safe. We comply within the fire safety regulations (The Regulatory Reform (Fire Safety) Order 2005).

In order to provide a safe environment for you to live in, we carry out the following actions:

- Weekly fire alarm testing and health and safety checks by our Neighbourhood Officers
- Daily checks on our landings for obstructions and fire hazards
- Our repairs and maintenance contractor will quickly repair any emergency repairs in communal areas to fire doors, glass panels, closers, blocked chutes etc.
- Work closely with Warwickshire Fire and Rescue Service to ensure that our risk assessments are up to date and relevant.
- Test and service our fire panels on a regular basis on planned maintenance and provide emergency response to any issues
- All flats have smoke detectors fitted in them which should be regularly tested by residents
- Our Neighbourhood Officers test our emergency lighting on a monthly basis and we test all our emergency lighting on a 6 and 12 monthly basis
- Regular servicing and maintenance of dry risers installed in buildings
- 24/7 Lifeline Control Centre who deal with any repairs and issues out of hours including weekends
- Fire evacuation notices are displayed in all communal areas.

As well as the actions that we regularly take, can I also stress the importance of resident's responsibility to actively ensure that communal areas are free of fire risks and obstructions. Please report any repairs or issues in the block via the details at the end of this letter.

Tenants and leaseholders should also be reminded that we as a landlord have a duty to conduct yearly gas safety inspections and 5 yearly electrical safety checks and Tenants and leaseholders must allow us access to their property to complete these tests.

To report repairs please call 01926 456129 between 08:45 to 17:15 Monday to Thursday and 08:45 to 16:45 Fridays. At all other times emergency repairs can be reported on the same number where our control centre will make an assessment and log any works required.

I hope this gives reassurance that effective arrangements are in place. I attach a notice regarding fire safety in communal areas for your information. If there is any further news I will write to you again about this matter.

Thank you for your cooperation in this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P. Sheen'. The signature is written in a cursive style with a large initial 'P'.

Neighbourhood and Estates Services Team
Sustaining Tenancies Team
Housing Services