

KENILWORTH COURT

CO-OWNERSHIP HOUSING ASSOCIATION LTD

Registered Office:

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General Manager:

Mr Steve Logie

Association Secretary:

Mrs Monika Senk-Sandercock

Office Hours:

Monday-Friday 9 am to 3 pm

GENERAL RULES FOR CONTRACTORS

1. INTRODUCTION:

Contractors should introduce themselves to the General Manager and the Maintenance Manager on commencement of the works.

2. CONTRACTORS WORKING HOURS:

Monday to Friday: 8am to 5pm – Noisy work is allowed from 9am

Saturdays: 9am to 1pm – Noisy work is not allowed on Saturdays

3. LIFTS:

Lifts should not be used for transporting any building materials, furniture, etc.

4. COMMUNAL AREAS:

Floors should be covered with protective materials when carrying building materials. No work is permitted in the communal hallways. The staircase should be left clean at the end of each day.

Contractors should make sure the walls and ceilings are not scratched while carrying materials up and down the stairs.

5. CAR PARKING:

Car parking is subject to availability on a day to day basis. It should be pre-arranged with Kenilworth Court staff. The charge is £10 per space per day, payable at the gates.

6. INSURANCE

Contractors must provide their insurance details to the Association's Management Office. This should be done via the flat Leaseholder.

7. HOT WORKS

Contractors cannot carry out any "hot works" without the Leaseholder obtaining a "Hot Works Permit" to cover the relevant date.

8. REMOVAL OF RUBBISH AND RUBBLE

All rubbish and debris must either be kept inside the flat or collected on a daily basis from outside the Block. Skips are not allowed.

9. DEPOSITS

A deposit of £500 needs to be paid by the leaseholder or their contractor to cover any damage or extra cleaning costs in the common areas.