A site-manager is onsite to look after the safety and well-being of the residents and the dwellings. Contact details can be seen below:

|  |  |
| --- | --- |
| **SITE NAMES** | |
| **Site manager** |  |
| **Contact number** |  |
| **Address** |  |

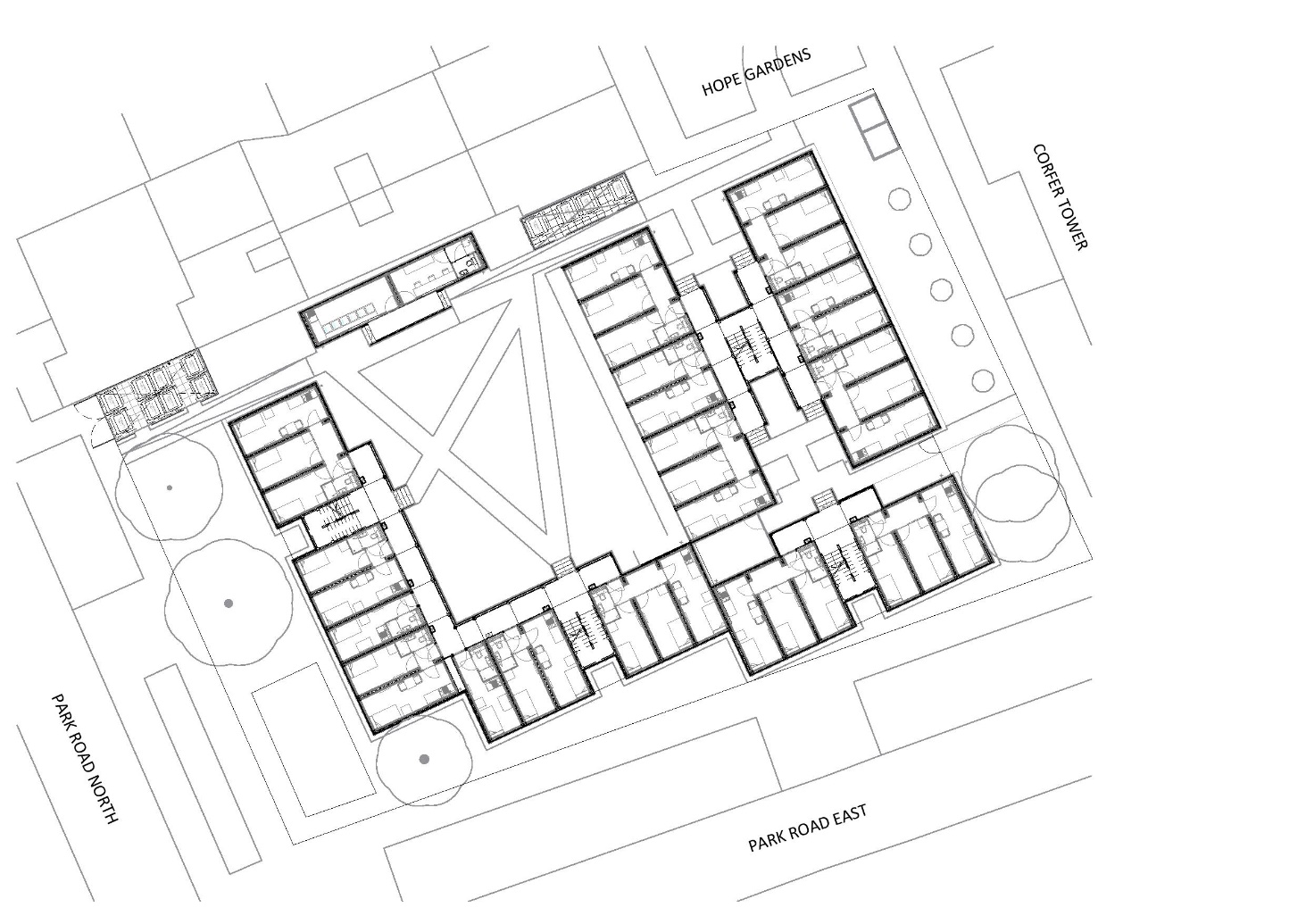
Under no circumstances must the fire or smoke alarms be removed or tampered with. If they do not function or start emitting a periodic bleeping noise, contact the site manager as soon as possible.

If the fire alarm sounds, leave the apartment as quickly and safely as possible and assemble at the Fire Assembly Point which is marked with the following symbol. **Do not leave rubbish on the stairs or walkways as this could cause a fire and tripping hazard.**

**Bin stores** can be found at the north-west corner of the site, located along the path from the laundry and management office. It is important refuse and recycling waste are disposed of in the correct receptacles.

To open - insert key into the window handle and turn anticlockwise. Push the window away from you gently as far as required. To lock the windows; close the window by pulling it towards the window frame and then move the handle clockwise. Insert the key and turn until it clicks. On warm days, the windows

can be locked slightly open for ventilation. **Doors and windows should be locked when you are leaving the apartment.**



**Heating**

Heating is provided by wall-mounted panel heaters in each room which are controlled by thermostat. They are pre-set to turn on between **07:00 and 10:00**, and again at **17:00 and 22:00**

To override the timer and turn the heating on, press the **+** or **-** button on the top right edge of the heater to select the desired temperature.

**Hot water**

Hot water is generated automatically using an instant heating system. The mains plug for the water heater can be found in the bathroom adjacent to the water heater, however it should be left on by default.

**Shower**



The shower has two dials and three different showering modes; hot, cold and eco. There is a separate dial to adjust the temperature.

To turn the shower on, move the top dial to the required setting and press the I/O button. The bottom dial is used to adjust the temperature of the water. Press the I/O button again to switch off.

**Extractor fans**

The kitchen area has a dedicated extractor fan which can be boosted by pressing the button located on the wall at the top-right of the work top.

The bathroom extractor fan is on an overrun timer and will activate when the bathroom lights have been switched on, and will continue to operate

**Hob**



To turn the hob on, use the dial at the front of the unit to select the desired heat setting.

A ‘Hob Angel’ is connected which cuts power to the hob after 15 minutes of use. To reset the hob, press the button marked ‘Hob Re-set’ and continue using.

**Microwave oven**

The microwave oven has a quick start feature which is activated by pressing the ‘start’ button when the door is closed.

The pre-set modes can be used by turning the ‘Menu/time’ dial anticlockwise, setting the weight of the food to be cooked by pressing the ‘Clock/weight’ button and then pressing ‘Start’. The microwave oven will automatically calculate how long to cook the food for. The microwave mains switch can be found on the wall by the top right of the kitchen work top.

**Fridge**



The fridge is designed to work automatically and without user input. The internal temperature can be adjusted using the dial located at the top of the inside of the fridge.

The mains switch can be found on the wall by the top left of the kitchen work top.