

6<sup>th</sup> December 2023  
Our Ref 6014 A0006

Re: N025 Friars Walk Management Plan

1. Consideration must be given to the neighbours, as this property is a semi-detached property and noise travels vertically and horizontally. These are some of the most common noise complaints that neighbours make to York City Council:
  - Music and party noise
  - Music/instrument practice noise
  - Any type of noise after 11pm and before 7am
2. Refuse and recycling facilities are provided to dispose of your waste and to prevent vermin from entering the house. York City Council expect residents to manage their waste in the following manner:
  - Bins and recycling boxes must be kept outside in the side garden/yard
  - X2 Recycling boxes have been provided. Separate your recycling into these two types and place in the correct container:
    - o Plastic, glass, tins and cans (metal)
    - o Paper and cardboard
  - Waste is collected fortnightly on a Tuesday morning. Recycling is collected fortnightly on a Tuesday morning. Garden Waste Wednesday  
The dates for when the waste and recycling is collected can be found on York City Council's website: <https://myaccount.york.gov.uk/bin-collections> The waste bins need to be put out on the driveway next to the pavement the evening before (no earlier than 7pm) and brought



back in soon after collection (no later than 7pm in the evening). The same process applies to the recycling boxes.

- Further information regarding recycling can be found on York City Council's website: <https://www.york.gov.uk/HouseholdRecycling>
3. The shed in the side garden can be used for cycle parking. The padlocks can be used to lock the garden shed.
  4. The maintenance of the driveway and gardens will be minimal. It is important that litter, personal belongings, and household waste is not left on the drive or grass. Please use the refuse and recycling waste facilities provided. The landlord will arrange for the grass to be cut regularly.
  5. Property maintenance is important to keep the home in a fit and habitable state. It is important to report problems promptly to the landlord as this can avoid them getting worse. Some problems can be avoided with the following routines:
    - Before having a shower/bath it is important to turn on the extractor fan and preferably open the window. This will allow condensation to leave. After having a shower/bath leave the extractor fan on for at least 15 minutes and leave the window open until all the condensation has dried out. It is also important to wipe down any condensation from the tiles. This will prevent black mould from growing on the silicone, grouting, ceiling and walls which can be harmful to your health.
    - Light bulbs need to be changed when they have come to the end of their life. Good lighting is important in the house to prevent any accidents and potential injury.



- It's important to not put fat and food down the kitchen sink as this will block the drains and can cause flooding.
- Ensure to remove all hair in the bathroom from the sink and bathtub drain holes to prevent the drainpipes from blocking. In the case of the drainpipes blocking, you'll need to pick out the hair and pour a drain unblocker down the drain holes.
- The filter on the tumble dryer will need to be cleaned before every use as this will help to ensure the machine cleans and dries the clothes properly and prevents the tumble dryer setting on fire. The washing machine filter will need cleaning if it becomes blocked.
- The filter on the dishwasher will need to be cleaned on a regular basis to prevent the machine from blocking. Dishwasher cleaner can be used every few months to prevent limescale from forming on the plates, pans and cutlery.
- There is a tumble dryer provided in the utility room on the ground floor next to the kitchen for drying clothes. Clothes can be dried outside during the warmer months of the year. If you would like to dry your clothes using a drying rack inside the house, it's preferable to dry your clothes in the bathroom/utility with the window open and the extractor fan on. If that's not convenient for you and you'd prefer to dry your clothes in your bedroom, it's important to keep the window open. These good routines will prevent condensation from building up inside the house and black mould from forming which is bad for your health.
- During the colder months of the year, it's common for condensation to build up on the inside of the windows. It's important to open your windows and allow the condensation to dry out. Wiping the condensation off the windows can also help. This will prevent black mould from forming.



- A major water leak must be reported immediately to your landlord. If at all possible, it's important to turn the water off at the mains using the stop tap to prevent any more water leaking. LOCATION OF STOPCOCK: Under the sink
  - If the locks on the doors become stiff and are difficult to lock/unlock, spray some WD40 inside the lock on both sides of the door to loosen the lock.
6. Fire and safety measures are important to prevent injury and death from a fire:
- It's important to turn off the hob, grill and the oven once you've finished cooking. Failure to turn off these kitchen appliances can result in a fire. A fire blanket is provided in the kitchen in the case of a fire. Do not put water on burning fat, the fire blanket must be used to prevent the burning fat and fire exploding onto you.
  - It's important to keep the doors locked at all times and the windows closed when you are not at home to prevent burglars entering your property. The doors have thumb turn locks for ease of unlocking in the case of a fire.
  - It's important to keep the fire doors closed at all times. Do not prop open the fire doors with door stoppers. This will cause the fire to spread more rapidly in the event of a fire. The overhead door closers will also become defective.
  - Bicycles must be kept in the shed and not in the house. In particular, bicycles must not be kept in the hallway as they block the fire escape routes.



- It's important to keep heat producing appliances (such as irons and hair straighteners) on hard and non-flammable surfaces when in use. These must be immediately turned off after use to prevent a fire.
- Smoking must take place in the garden of your house to prevent any passive smoking for your house mates, risk of a fire and smoke damage to the upholstery, carpets and paint work. It's important to dispose of cigarettes in an ashtray and not on the floor.
- Candles must not be used in the house at any time as this significantly increases the risk of a fire.
- Pyrotechnics and fireworks must not be used in or near the house to prevent a fire and for consideration of your neighbours.
- Each floor in the house has smoke detectors which are interlinked. An alarm will sound in the case of a fire. Each bedroom has a detector and a heat detector within kitchen.
- Government fire regulations ban the use of bedroom door locks. This is in case the bedroom windows are needed as a fire escape route.
- If you smell gas, it's important that you leave the house and immediately call the national grid on 0800 111 999 who will come out and measure the gas readings. If they detect gas and/or carbon monoxide leak that's potentially harmful to your health, they will turn off the gas supply.

LANDLORD CONTACT DETAILS:

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