

**The Tenth Schedule**  
**(Referred to in the Lease as “Regulations”)**

1. In these Regulations the expression “Owner” means (where the context so admits) The Owner or Occupier of a Flat forming part of the Estate and their respective licensees’ invitees and visitors and “Owners” shall have a corresponding meaning
2. No Owner shall: -
  - a. Leave or permit to be left on any part of the Reserved Property any invalid carriage or chair or pedal bicycle or perambulator mail cart or house hold or other refuse or rubbish save in the Stores or receptacles provided on the Reserved Property for the same
  - b. Leave or permit to be left on any part of the Reserved Property any box parcel article chattel or thing so as to cause obstruction nuisance or annoyance nor will cause or permit the Reserved Property to be damaged or unreasonably soiled in any manner whatsoever
  - c. Permit any child person or animal under his control to loiter on any part of the Reserved Property
3. Every Owner shall maintain all living rooms at First Second and Third Floor levels carpeted overall and shall keep the windows of the Premises properly cleaned and curtained
4. No Owner shall without the consent of the Lessor fix or place any aerial wires poles or projections blind flowerpot window box or any other article notice sign picture legend advertisement or other chattel or thing outside the Premises
5. No bird cat dog or other pet or animal shall be kept on the Estate or any part thereof which shall cause a nuisance or annoyance to the Owners or Occupiers of any other Flat forming part of the Estate or after the keeping thereof shall have been objected to by the Lessor
6. No laundry or articles of clothing or adornment shall be hung or exposed nor carpet or mat shaken upon any part of the Estate
7. No Owner or Occupier of any Flat forming part of the Estate or their licensees invitees and visitors shall make or permit any undue noise or conduct upon any part of the Estate so as to cause nuisance or annoyance to any other Owner or Occupier of a Flat on the Estate or to the neighbourhood
8. No dancing fencing athletics or sale by auction shall be allowed upon any part of the Estate
9. No Owner shall place or permit to be affixed any picture legend advertisement or notice of any description on the windows or the outside of the walls or door of any Flat or any part of the Reserved Property except that the name of the Owner (without any notice of the trade profession or business of the Owner) may be painted or affixed outside the entrance door of the Premises in such style as the Lessor shall previously approve

- 10.** Owners shall keep all sinks waste pipes and sanitary apparatus in their Flats clean and open and shall be responsible for all damage occasioned through the bursting or stopping up of pipes caused through the improper use or negligence of themselves and licensee's invitee's visitor's servants or workmen. All defects in their Flats of which they become aware and which in any way may affect the other Flats or the Reserved Property shall be forthwith notified by the Owners to the Society
- 11.** Every Owner shall at all times during the said term keep all the windows and cisterns of his Flat properly clean and in particular shall clean all the windows once at least in every month and at all times will keep properly emptied and scoured all closet pipes sinks and drains forming part of his Flat and immediately after litter or disorder shall have been made on any part of the Reserved Property shall remove the same and clean up any part of the Reserved Property so disordered by the Owner
- 12.** No Owner shall without the consent of the Lessor alter any electric wiring gas or water supply or heating system which consent shall not be unreasonably withheld to any alteration as aforesaid affecting only his Flat
- 13.** Each Owner will comply with any fire regulations under the Bye-Laws or otherwise affecting the Premises
- 14.** Where under these regulations the consent of the Lessor is made requisite such consent shall be previously obtained in writing and shall not be unreasonably withheld
- 15.** No Owner shall keep any dustbin or container or refuse rubbish or household garbage anywhere on the Estate except in the place stipulated for that purpose in his Lease or by the Society
- 16.** No Owner shall cause or permit on the Reserved Property or any part thereof any motor car or other vehicle belonging to him or to his licensees invitees servants or visitors or under his or their control to:-
  - a . travel at an excessive speed or in excess of any speed limit which may from time to time be imposed at their discretion by the Lessor or the Society
  - b . travel or be driven over or remain on any grass verges lawns gardens or footpaths
  - c . be parked or remain stationary except in the car parks provided for that purpose
  - d . be parked or suffered to remain in any of the said car parks for longer than such period as shall be reasonable having regard to the reasonable requirements of the Owner in connection with the user of his Flat and the Estate and to the similar rights of other owners of Flats on the Estate
  - e . be dismantled or repaired
  - f . be washed or cleaned except in the car park at the rear of the Flats
- 17.** Each Owner shall in addition to these regulations comply with and observe any further reasonable regulations which the Lessor or the Society may consistently with the provisions of this Deed make to govern the use of the Premises and the Estate. Such regulations may be restrictive of acts done on the Estate detrimental to its character or amenities and any costs charges or expenses incurred by the Lessor in preparing or supplying copies of such regulations shall be paid by the Society

## **DOOR ENTRY SYSTEM**

The principal components of the door entry system are an entry panel outside the front door to each main entrance, a press to exit button inside each of those doors, and a handset inside each flat. The entry panel has an intercom with call buttons, a keypad and a VproX key fob reader. (Note that the handset has a switch to turn the buzzer on and off.)

### **Using the intercom**

Each flat has a call button on the entry panel that allows a visitor to sound a buzzer on the handset inside the flat. After the buzzer is sounded, the handset may be lifted so as to talk to the person who buzzed, and the button on the handset may be pressed to release the front door lock. (It is advisable to make sure of the identity of the person who buzzed, e.g. by asking them to step back to a place where they are visible from the flat, before releasing the lock.)

### **Using the 'Trades' button**

Pressing the 'Trades' button during a certain period of the day will release the lock (leaseholders will be advised of the times). It is intended for use by trades, utilities and services, such as mail services.

### **Using the key fob**

To unlock the door using the key fob, the fob must be held near the 'VproX' reader, which is lit with an amber light when ready. The light turns green while the lock is released, and red if the fob is not recognized.

### **Using the keypad**

To unlock the door using the keypad, a security code must be keyed in, **followed by pressing the 'Enter' key** (leaseholders will be advised of the codes). (If a key is pressed in error, the entry can be cleared by pressing the 'Clear' key.)

### **Exit**

The 'Press to Exit' button near the door handle releases the lock, allowing the door to be opened. (If this fails, then the 'Emergency Door Release' should be used, and St Andrews Bureau should be informed.)

Please report any issues to St Andrews Bureau (01223 352170, [estatemangement@sab.co.uk](mailto:estatemangement@sab.co.uk))

## Fire Procedure

### **IF FIRE BREAKS OUT IN YOUR APARTMENT**

- **DO NOT** attempt to tackle the fire.
- **Inform others present.** If possible, close doors and windows to contain the fire and exit the apartment.
- **Sound the alarm by breaking the glass at a call point on the stairs.** The alarm is a continuous high-pitched sound.
- **After sounding the alarm, or on hearing the alarm, evacuate the building via the shortest route to the Fire Assembly Point, which is the front of the driveway.** Any disabled or elderly persons in the apartment may need help to escape. In block 13-20, if there is fire or smoke on the stairs the appropriate route to safety could be via the emergency exit to the roof.
- **Dial 999 or 112 and ask for the Fire Service.** Give the operator the telephone number you are calling from. State clearly the full address where the fire exists. **DO NOT** replace the receiver until the address has been repeated back to you by the Fire Service.
- **Residents should carry out a form of "roll call" of their flat to ensure that everybody is accounted for.**
- **Once safely out DO NOT re-enter the property until advised to do so.**

### **IF YOU ARE CUT OFF BY FIRE**

- **Try to remain calm, dial 999 or 112 and ask for the Fire Service**
- **Close the door nearest to the fire and use towels, sheets, or other suitable materials to block any gaps around the door.** This will help stop smoke from entering the room. If possible go to the window, open it and shout for help.
- **If the room becomes smoke filled, go down to floor level.** It will be easier to breathe as the smoke will rise upwards.
- **If you are in immediate danger from fire and are not higher than the first floor of a building, it may be possible to drop to the ground without injury providing you can get out of the window feet first and lower yourself to the full extent of your arms before dropping.** Soft furnishings dropped first from the window may break your fall and limit the danger of injury.