



Residents of Edinburgh House

Westminster City Hall
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Amoy Ing
Property Services Team

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Ref: P160a

Dear Resident,

Emergency lighting at Scottish Towers: Edinburgh, Falkirk and Glasgow Houses (project P160a)

I am pleased to tell you that Oakray, our long term electrical repairs service provider, have completed the emergency lighting work to Glasgow and Falkirk Houses, under number **P160a**.

Oakray will start work to **Edinburgh House** week commencing **Monday 20 May 2019**. It is expected to take **seven weeks** to complete. We will notify you should there be any changes to the programme and timescales.

What work is being carried out?

- Permanent emergency lighting will be installed to the communal stairwells
- Temporary emergency lighting will be installed to the corridors

How will the work affect me?

The work will take place within the communal areas, Monday to Friday, between the hours of 8am and 5pm. Please note that access to your home will **not** be required during the work.

How will Oakray ensure residents' safety and security throughout the work?

The work will adhere to current Health and Safety and electrical regulations and requirements. Oakray will be working on a floor by floor basis and will do everything possible to minimise the disruption to you and your neighbours.



For your safety Oakray will ensure that:

- operatives carry a photo identification badge at all times when working in and around your block
- their staff and sub-contractors will wear Oakray branded clothing
- signage will be in place throughout the work
- their staff will make it a priority to keep the work area tidy and clear up thoroughly at the end of each day and upon completion of the work.

What can I do to help?

- please consider the area Oakray are working in and take extra care while the work is being carried out
- notify any visitors to your home in advance of the work to keep them safe
- keep any pets away from the area to avoid any incidents or accidents.

How can I get more information?

Should you have any questions or concerns regarding these works please contact your resident liaison officer, **David Donovan**, on 07970 125477, Monday to Friday between the hours of 8am and 5pm.

We would like to take this opportunity to thank you for your help and cooperation during these works.

Yours sincerely

Amoy Ing
Communications co-ordinator, Property Services Team
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