Name
Address

Date

Dear Mr (Surname)

Re: Wharncliffe Gardens - Scaffold Notification (Project AC103)

United Living is working in partnership with Westminster City Council to carry out the major works at Wharncliffe Gardens.

As part of these works, we will be replacing the windows and carrying out external repairs to your block. In order for us to do this, we will need to place a scaffold around the building.

We will begin erecting the scaffold tower your block, the week commencing 28 February 2021.

Before the works start, we would like to remind you to contact your contents insurance provider to inform them that works are being carried out and there will be scaffolding around your block. This should not normally affect your premium.

Scaffolding should only be accessed by United Living staff. Please ensure pets and children do not play beneath or attempt to climb the scaffold, as this could result in serious injury.

Should you notice anyone on the scaffold outside of our working hours, please do not hesitate to call the police. Our access ladders will be removed, and access hatches locked.

We remain committed to protecting our clients, their residents and our employees by safely completing all our work in line with Government guidelines.

If you have any queries or concerns about the work we are doing, please call me on 01322 612350 or 07715 069100, Monday - Thursday between 8.30am - 5.00pm, and Friday between 8.30am - 4.30pm and he will be pleased to assist you. Alternatively, please email WCCenquiries@unitedliving.co.uk

Please note that all our staff and operatives will carry full face identification cards. Should you have any doubts about the authenticity of the person(s), please contact me, and I will confirm their identity.

We would like to take this opportunity to apologise for any inconvenience and thank you in advance for your co-operation and look forward to working with you.

Yours sincerely

Debbie
Project Administrator
United Living Property Services