



CITYWEST HOMES



Residents of Glasgow House

Glasgow Stud
Burnt Farm Ride
Enfield
EN2 9DY

Dear Resident,

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

Further to CityWest Homes major works update in October of last year, we are pleased to tell you that Oakray will start work to your block from **Monday 11 February 2019**.

The work is expected to take **seven weeks** to complete and 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 works affect me?

The work will take place within the communal areas, Monday to Friday, between the hours of 8:00am and 5:00pm.

Please note that access to your home will **not** be required during the work.

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

The work will adhere to current Health and Safety and electrical regulations and requirements.

We 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 we will ensure that:

- operatives carry a photo identification badge at all times when working in and around your block
- Oakrays staff and sub-contractors will wear Oakrays branded clothing
- signage will be in place throughout the work
- our 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 we 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 we are doing so they are aware of safety
- 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 8:00am and 5:00pm.

We would like to take this opportunity to thank you for your help and cooperation with our work to ensure your safety.

Yours sincerely,

Oakray Ltd