



Working in Partnership with



Project Number: 20260

15 November 2024

Dear Resident

Re: Scaffolding Notification

As you know United Living are working with Westminster City Council to carry out improvement work to your home. To allow us to carry out these works, scaffolding will need to be erected around your home, over the roof, and access to the rear of your property will be required.

We will be erecting scaffolding week commencing 18 Nov 2024

Please be aware that while the scaffold is being erected, altered, or dismantled you may have limited access to your garden, this is to ensure the safety of you and your family is maintained during these works. The scaffold may restrict the opening of some windows for the duration of works. You may experience some interference with reception from your television aerial or satellite dish (where possible we will endeavour to temporarily re-locate your satellite dish).

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 home or block. This should not normally affect your premium. Please remember to close all your windows when leaving home. Please note there may be restricted parking during working hours.

United Living and Westminster City Council staff should only access scaffolding. Please ensure pets and children do not play beneath or attempt to climb the scaffold, as this could result in serious injury. If you see anyone on the scaffold outside of our working hours, please call the police immediately.

We advise you to remove and clear any plant pots, garden ornaments or solar lights that may be affixed to walls, in the ground or on your balcony. We cannot accept responsibility for any damage to items that are not removed from these areas. Our access ladders will be lifted to higher levels at the end of each day, or a security plate will be installed over the rungs.

If you have any queries or concerns regarding the work we are doing, please call me on, 01322 612320, Monday - Thursday, between 9am - 5.30pm and Friday between 9am - 4.30pm, and I will be pleased to assist you.

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

A handwritten signature in black ink, appearing to be 'Maria', written in a cursive style.

Maria
Project Administrator
United Living Property Services