

## CONTENTS

<b>Subject</b>	<b>Page No</b>
<b>1. Introduction</b>	<b>2</b>
<b>2. Base Flooring</b>	<b>3</b>
<b>3. Floor Coverings</b>	<b>3</b>
<b>4. Heating &amp; Hot Water System</b>	<b>4</b>
<b>5. Cold Water Supply</b>	<b>5</b>
<b>6. Windows &amp; Balcony Doors</b>	<b>6</b>
<b>7. Front Door, Frame &amp; Delivery Box</b>	<b>7</b>



## 1. Introduction

Leaseholders are responsible for the maintenance and repair within their apartments including the Front door and frame, Windows and Balcony door, flooring, heating and hot water systems and how the cold-water supply circulates within their apartment. Seascope Management Limited (SML) are responsible for providing the hot water feed to the apartment. SML have a contract with Dynamic FM to maintain the heating system from the plant room through to the feed into each apartment. If there is any repair or maintenance required for this SML are responsible.

United Utilities and Seascope Management Limited (SML) are responsible for providing the cold-water feed to the apartment. In the case of water supply interruption or dirty water the first point of contact should be United Utilities to ascertain if there is an area wide issue. Their telephone number is 0345 672 3723.

How and who the leaseholder chooses to maintain the heating and hot water system in their apartment is their decision. Under the terms of the lease (Fifth Schedule), maintain repairing and replacing all pipework, valves, and heating apparatus that serve only a leaseholders' is the responsibility of the leaseholder.

Please note therefore that any leak or other failure of the system within the apartment is the responsibility of the leaseholder, and if this affects other apartments, garages or the communal areas making good any damage sustained is also the responsibility of the leaseholder of the apartment where the leak originated.

SML can provide advice, set out in this document, that leaseholders can refer to if they want to make alterations within their apartment however SML must be advised and will need to provide written agreement before any work is commissioned.

This is to ensure that any work planned is carried out to current regulatory & industry standards and will not be detrimental to other leaseholders.

## 2. Base Flooring

The original flooring boards are fifty years old now and they are susceptible to damage from water leakage.

It is recommended that if they are having a full or partial refit people replace the flooring with the following.

P5 Grade Tongue and Groove High Density Moisture Resistant flooring boards. The dimensions are 18mm x 600mm x 2400mm.

This should minimise damage should there be any future water leaks.

## 3. Floor Coverings

Many people have installed laminate flooring, and this can lead to excessive noise transfer.

If laying laminate flooring it is recommended that the following sound reducing underlay is used.

Woodfibre 5mm thick with a high compressive strength of 150 KPA. This offers a 19db sound reduction. This is available from Wickes.

Please note that the laying of anything other than carpet or vinyl in an apartment is technically a breach of the Terms of the Lease; hence, you may be instructed to remove it if there are complaints of excessive noise transfer. The provision of the above underlay, or one offering at least the same sound reduction, should mitigate this.

Seascape Management Limited will not accept any liability if you do have to remove any flooring under the terms of the lease as the comfort and wellbeing of all leaseholders is our prime responsibility. The company therefore reserves the right to enforce the terms of the lease if we receive complaints of noise from leaseholders' of adjoining apartments due to a leaseholder laying anything other than carpet or vinyl in their apartment.

## 4. Heating & Hot Water System

Many people want to fit modern radiators as they are more efficient and aesthetically pleasing.

### **Radiators**

There is a special TKM connection for this purpose and it is available from Eurob 2000 and the contact details are below.

Website: [www.eurob2000.co.uk](http://www.eurob2000.co.uk)

Website: [eurob2000ltd@aol.com](mailto:eurob2000ltd@aol.com) Mobile: 07971 878071

They also stock valves and related products.

The connection can also be used for heated towel rails. However, this requires a pair of 90° bends which are available from any good plumbers' merchant.

Unfortunately, some people have had radiators/towel rails plumbed directly into the heating pipes following the removal of the valve. This means that the radiator/towel rail cannot be switched off, which is uncomfortable in the summer as well as being wasteful.

This work should only be carried out by a suitably qualified plumber/heating engineer.

### **Hot Water Tank**

SML would recommend fitting a tank with integral insulation. The tank should not exceed 117 ltrs capacity. If the leaseholder wants to have a back-up in case of additional hot water being required, they can have an electric immersion heating fitment installed. SML are not recommending this as it is likely to be over and above what most leaseholders will require. This is an option though.

This work should only be carried out by a suitably qualified plumber/heating engineer [United Utilities link for information](#)

### **Heating & Hot Water Controls**

The heating system in most apartments is controlled through two thermostats, one for the heating system and one for the hot water. Some leaseholders have opted for more sophisticated heating and hot water control systems, and this is perfectly acceptable. Leaseholders are asked to consider fitting effective controls as this reduces the overall gas consumption for the buildings, the cost of the gas, and therefore every

individuals' heating charge. SML are investigating the possibility of introducing metered billing for leaseholders, and if they already have controls installed this will make it easier for them to control their costs.

SML has provided some links below to companies that provide heating and hot water control systems, these are not recommendations, purely information.

A control valve that a number of apartments have for the Heating System is a Drayton TV4 with remote sensor and for the Hot Water Tank a Drayton TV4 with a tank thermostat

[Drayton Controls](#)

[Hive](#)

[Honeywell](#)

[Corgi](#)

## **5. Cold Water Supply**

The cold-water pipes are hard plastic and they require a special fitting to connect them to 15mm copper pipe.

These fittings are available from [BSS](#), as is the specialist adhesive and cleaning solvent.

There are branches of BSS in Liverpool and Ellesmere Port.

There have been instances of flooding in the past when people have used incorrect fittings.

### **Water Meter**

If you require a water meter fitting you will need to have a section of the plastic pipe replaced with copper pipe; otherwise, United Utilities will not be able to carry out the work. Please contact SML and we will get the company Maintenance Operative to check and see if SML can instal the section of copper pipe. There will be a nominal charge of £30.00 if we can carry out the work and you want SML to do this for you.

### **Water Pump**

If you experience issues with cold-water pressure it is acceptable to have a water pump installed for the hot-water supply, and/or for a shower fed from the hot water tank rather than an electric shower fed from the cold water mains.

## 6. Windows & Balcony Doors

All replacement window frames, balcony doors and glazing units must comply with the current standards. To ensure this, they must be installed by a FENSA registered window installer who can self-certify their work. FENSA informs local authorities of all completed registered installations and will issue a certificate to the homeowner confirming compliance. If you've had work done on your apartment and plan on selling in the future, it's imperative that you keep relevant paperwork to disclose to potential buyers.

Any installation undertaken by a company that isn't registered has to have full local authority building control approval. This is both expensive and time consuming.

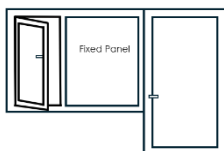
In addition, because the metal sills corrode and this can create gaps under the frames the existing metal windowsills must be removed in their entirety, along with any loose bedding mortar. In addition, rusting sills can lead to unsightly staining on the painted render.

Any gaps created by the removal of the windowsills should be filled by either sand/cement mortar or a proprietary sealant.

Any gaps created by the removal of balcony door must be filled with a sand/cement mortar. There have been many examples of these gaps been left unfilled, or poorly filled with expanding foam. This can lead to water penetrating the building structure leading to damp and/or water damage to the apartment itself or the apartment directly underneath.

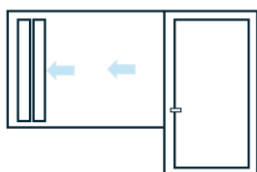
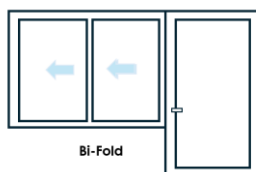
It is essential that you comply with the above note and share this specification with your window installer when asking them to quote for the work.

It is possible to change the configuration of the windows on balconies as these are the only ones where it is permissible for them to open outwards.

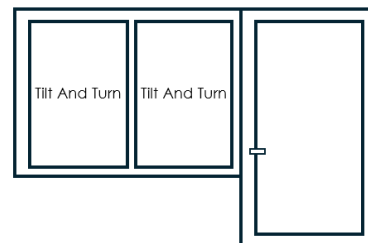


We have shown two possible re-configurations below. Leaseholders must get permission from the company to re-configure their balcony windows in the same way that they must apply to make internal structural changes.

**Bi Fold**



**Tilt & Turn**



## 7. Front Door, Frame & Delivery Box

The maintenance of the front door, the frame and the delivery box included next to some apartment doors is the responsibility of the leaseholder.

### Front Door & Frame

Whilst the leaseholder is responsible for maintaining the front door SML have over the years repainted them as part of overall programme of internal maintenance. The intention is that this will continue, but in the case of damage or personal choice the leaseholder does want to repaint the doors if it is done to an acceptable standard and no change is made to the colour (brilliant white satin) and the black panels are not removed or painted over, then this is acceptable. As with all other alterations leaseholders should advise SML and get written approval before any work commences.

### Delivery Box

The Delivery Boxes that front facing apartments have were sealed shut due to the asbestos panel on the reverse of the door. This appears to have been decided on by the management company some years ago but there are alternative ways to remove the asbestos risk of exposure to asbestos and re-open these delivery boxes. There is a need for residents to have options when accepting deliveries of parcels and opening up the delivery boxes is one that can now be explored.

SML has had two delivery boxes opened up using a reputable contractor. Leaseholders do not have to use the SML approved contractor but if they do not then the work will have to be signed off by the company once completed.

The door with the asbestos panel on the rear must be taken off site, the asbestos safely removed and the box door re-installed. The SML approved contractor will replace the door hinges as well.

You may want to improve the overall fire resistance by cladding all the internal wooden panels of the box with either 12.5mm Fire Resistant Plasterboard or STS 6mm Fibre Cement Construction Board. The latter has an A1 fire rating/non-combustible and is more durable than plasterboard. This has the double advantage of maintaining the fire resistance but also protecting the apartment if anything was ignited in the box.