



THE GRAMPIANS - HOUSE RULES

These House Rules (also intended as a guide for newcomers) are based on the covenants in your lease and have been developed for the benefit of all residents, to ensure good neighbourly relations and quiet enjoyment of your homes, and to maintain the premises to the highest standard.

Thank you for respecting these rules. Please share them with any tenants or visitors you may have at the Grampians.

Security

Please ensure that the door at the main entrance to the block is **always PROPERLY CLOSED behind you** and never leave it unattended whilst open. If it is not closing properly, please inform reception immediately. If you are bringing large items in or out of the building, the porter can open both sides of the double door for you.

Do not let in anyone not known to you. Burglars may gain access by following residents or misusing the entryphone. Never give out the door entry code to delivery companies, couriers, or occasional visitors. If your entryphone does not work, contact the managing agent who will advise you how to arrange a repair; alternatively, ask visitors to ring you when they arrive. The duty porter can then let them in.

Rubbish/Recycling Collection

Rubbish is collected daily from Monday through to Saturday (9 a.m.) and should be placed in refuse cupboards/outside your flat in securely tied bags. There is no collection on Sundays or bank holidays. Larger items or rubbish bags should be taken down to the Refuse Bay at Mezzanine level opposite Flat 11 (please inform the porter on duty). To keep our staff safe, please make sure all rubbish is in sealed bags, and wrap any broken glass, china or other sharp objects in paper. Clear council recycling bags are available from the building lobby and from local libraries, and should only be used for recyclables. Tied clear bags of clean recycling are to be placed outside on the pavement **only on Mondays and Thursdays after 9 p.m.** The council may fine people who leave recycling bags out at other times!

If you have large articles for disposal, please speak to Hammersmith & Fulham Council on 020 8753 1100 to arrange a collection. Please also inform the Resident Building Manager of any such arrangement.

Lifts

There is one passenger and one passenger/goods lift. Any damage to the lifts will be charged to the flat owner responsible for the damage. Goods* must only be carried in the goods lift. *Goods: all heavy items, especially furniture, contractor's tools and materials, and bicycles.

Noise

Please have consideration for others and keep noise levels down, particularly in warm weather, when many windows are open.

Your lease stipulates that no musical instrument or device of any kind shall be played or noisy mechanical device (electrical appliances/tools/washing machines) may be used between 11 p.m. and 7 a.m., **AND** that no noise should be audible outside your flat at any time. This applies also to parties, which must be kept strictly within your own flat. Please be approachable to your neighbours at all times. If you are disturbed by noise from another flat, please report this to the duty porter.

Your lease also stipulates that all floors in your flat, with the exception of the bathroom and kitchen, are to be covered with carpet to avoid disturbance to others. If you do not observe this regulation and we receive complaints about noise from your flat, we will be obliged to take action to enforce the terms of the lease.

Works to Individual Flats (Structural and Non-Structural)

Consent is required in all instances. Please contact the managing agent regarding such proposed works in order that they comply with the requirements described in our 'Conditions for Consent to Execute Works'. No contractors should work on weekends except in a genuine emergency.

Contractors' work and DIY must only take place between 8.30am and 5.00pm on weekdays and must not be carried out at any time on Saturdays, Sundays or Public Holidays.

As we are a listed building, works may require an alterations licence and/or planning permission from Hammersmith & Fulham council. Please consult the managing agent for advice when you are considering any alterations to your flat.

Windows/Curtains

Window replacement is not allowed without Landlord's and Hammersmith & Fulham Council approval (as we are a listed building). Only curtains or blinds may be used to cover windows. Windows and curtains are to be kept clean.

Satellite Dishes

Private satellite dishes are not allowed.

Water Leaks

There have been many cases of water leaking into the flats below, often caused by carelessness or negligence. Check your shower and washing machine and all other equipment plumbed into your system. Due to the critical condition of the pipes in the building, it is necessary to employ qualified plumbers or seek advice from the Building Manager. The insurance company may not consider a claim if there has been an element of negligence. Even when a claim is accepted, such leakage will cause your neighbours worry and inconvenience. You will also be expected to pay the policy excess to your neighbour.

Balconies

To enhance the appearance of the exterior of the building, no washing, furniture or any other discarded items may be placed on the balconies. Please don't pour out dirty water (e.g. from mop buckets) through the rain drainage holes in your balcony. This may upset your downstairs neighbours!

Fire Escapes

All stairs and walkways must be kept clear at all times and fire exit doors should not be opened, nor should the fire escapes be used except in an emergency.

Fire Safety

Smoking is not permitted in any common areas including balconies, lifts, staircases, walkways, gardens, and the forecourt at the Grampians.

No lit candles or any other form of flame should be placed near any flammable material including window curtains or left unattended in your flat at any time.

Barbecues are strictly forbidden, both on your own balcony/roof terrace and in any common areas of the building.

Long-term letting

Lets of more than six months (e.g. "assured shorthold tenancies") are permitted subject to consent from Hammersmith & Fulham council in the form of a selective licence AND consent from the landlord in the form of a Licence to Sublet. Please contact the managing agent if you are intending to rent out your flat, bearing in mind that you should have your licence from the council before applying for your Licence to Sublet. Flat owners are ultimately responsible for your tenants' conduct during their tenancy and should ensure they receive a copy of the House Rules.

Short-Term/Holiday Sub-Letting

Short-term subletting e.g. AirBnB is forbidden both by your lease and by Hammersmith & Fulham Council.

Bicycles

Bicycle owners must take care to avoid damage to walls, floors and the interior of the lifts when transporting their bicycles, and will be held responsible for any damage caused. Any bicycle found on a balcony or in the interior or exterior common parts of the building may be removed without notice; bicycles must be kept either inside flats or in the bike shed, which requires registration and payment of a small monthly fee. The bike shed is managed by residents in a voluntary capacity; to request a space, please email grampiansbikeshed@gmail.com.

Pets

Your lease does not allow any pets that may cause annoyance to other residents. Dogs must be kept on a lead at all times in the communal areas and on the forecourt. Please observe this covenant of the lease for the benefit of all residents. Communal areas must not be used for dogs' exercise or toileting.

Common Parts

Please be considerate when using any common parts of the building, including gardens and walkways. Noise should be kept to a minimum. Parties and other gatherings are not permitted in any interior or exterior common areas. Any damage to common parts, whether accidental or deliberate, may be charged to the lessee responsible. The managing agent's decision in these situations is final.

Birds

Please do not feed pigeons or any other birds. They quickly form a habit of coming back. Their fouling spoils the building and is a health hazard. Feeding them also attracts other vermin such as rats.

Resident Building Manager

The Resident Building Manager, Mr M. Jamil, lives at Flat 25, The Grampians, Shepherds Bush Road and can be contacted at the front desk, by telephone on 020 7602 1024, or on his mobile 07940 724 059. His normal working hours are Monday - Friday from 8 a.m. - 12 p.m. and 2 p.m. to 6 p.m. After normal working hours he should be contacted only in the case of an emergency.

Enquiries/Complaints

Any enquiries or complaints that cannot be resolved on site with Mr Jamil's assistance should be directed to the managing agent, Willmotts, tel. 020 8748 6644. Your Property Manager is Zoe Phipps (020 8222 9939/z.phipps@willmotts.com).

The Grampians is a historic building and a local landmark, with many long-term residents. These house rules are intended to protect it as a special and pleasant place to live and to maintain our community of considerate neighbours. Thank you for your cooperation.