



WELCOME TO ONE WARRINGTON GARDENS

Property Managing Agent

Westbourne Block Management
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Here is some useful information about the building to ensure that you and your neighbours enjoy living at One Warrington Gardens.

PORTERS

The resident porter is Adrian Norin who lives at Flat No 39. Adrian can be contacted at the front desk or on 07466 525010. His role involves general duties in maintaining the communal parts of the building and grounds as well as providing a security presence throughout. He will assist with emergencies within individual flats.

His working hours are:

Monday-Friday 8am to 5pm with a lunch break between 1pm and 2pm and Saturday 8:00am to 12:00 midday
He has every 4th Saturday off.

The afternoon porter, Aziz Benrais, works between 1pm and 6pm Monday – Friday, and he covers for Adrian on Saturdays when he is off.

DELIVERIES

The post is delivered by the local postman to the front desk daily and placed in mailboxes by the porter. Deliveries, including parcels, can be received by the porter and collected by prior arrangement.

UNDERGROUND CAR PARK

The car park has 39 spaces, each of which is privately owned. Residents are not permitted to park anywhere other than their designated space. Visitor parking can be arranged through mutual agreement between owners. Importantly, the sub-letting of spaces is only permitted to individuals who reside in the building. This is to prevent

outsiders having access to the main building.

LIFTS

No more than 4 people and no items of large furniture are to be transported in the lifts. If the lift breaks down through negligence, the call-out fee for release will be recovered from whoever caused the problem.

KEYS

The key fobs for the main entrance cannot be copied. Additional fobs can be obtained through the caretaker for which there is a nominal charge. All residents should leave a set of their flat keys with the caretaker for emergency use. These are kept in a safe. If keys are not deposited and emergency access is required, the resident will be charged for a locksmith to gain entry.

RUBBISH

Household waste and recycling refuse is collected from outside each flat by the porter on a daily basis excepting Sundays. Please use the appropriate sacks for household and recycling refuse.

The bags should be left out between the 12:00 midnight and 9:00am. Larger items for disposal can be arranged by contacting the porter.

Please note: Refuse sacks must not be left anywhere else – especially on the fire escape staircases where they are a hazard.

COMMUNAL AREAS

Due to fire and safety regulations, nothing should be left in the communal hallways. This includes shoes and pushchairs. Please take care not to litter the entrance hall, landings and staircase as these areas are cleaned once a day only.

TV

There is a communal TV aerial on the roof connected to each flat with cables that conveys a Virgin signal- you can subscribe by contacting Virgin direct.

SUB-LETTING

Owners are reminded that Westbourne Block Management must be notified of the name and contact number of the resident at each change of tenancy.

EMERGENCIES

Please contact Adrian and advise of the problem. If out-of-hours or Adrian is unavailable please refer to the list of emergency contractors numbers on the notice boards in the entrance hall. Expenses can be recovered provided they relate to the communal building.

REMOVALS

Please ensure that your removal firm do not damage any common parts. A photographic record of the condition of the common parts along the exit route should be taken before items are transported as the repair of any damages will be recovered.

COMMUNAL GARDEN

Use of the communal gardens is permitted subject to the rules displayed in the gardens. Please bear in mind that noise is audible within the building.

BUILDERS

Before any work commences it is essential to have consent from Westbourne Block Management. You will need to provide an outline of the intended work and details of contractors insurance. You are responsible for cleaning up daily after the work. If works involves structural or layout changes a Licence will be required which is obtained from Westbourne Block Management.

The permitted hours for any building works are:

Monday-Friday 8.30am-5.30pm

No weekends.

Builders' rubbish must not be left in the communal areas or the garden.

NOISE

The building is not well soundproofed and residents should be mindful of TV volume, banging doors etc .Out of consideration to your neighbours, noisy equipment such as washing machines and dishwashers should only be used between 8am and 10.30pm (ensure they have finished their cycle by 10.30pm).

PETS

Pets are not allowed in the building.