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Skenfrith House Residents
Commercial Way
London SE15 1NE

Date: 11 June 2018

Dear Resident,

Communal Fire Alarm Test – 1pm to 4pm – Tuesday 12th June 2018

As you will recall from one of the newsletters we distributed last month, this week we will be testing the communal fire alarm at Skenfrith House as it has been six months since it went live.

We will carry out a test in your building on Tuesday 13th June 2018 between 1pm and 4pm. **We will knock on your door before the test starts.**

The practice drills will involve the alarms in the block going off for around five minutes, to allow for all the alarms to be checked. But on this occasion, as it is a practice drill, we are not asking you or other occupants or visitors to evacuate the building. Instead we are asking you to leave your flat and report to the fire warden or council officer who will be stationed on your landing or the one below. For the purpose of this drill, every other floor in your block will have either a fire warden or a council officer on it.

In addition we will be spot testing the alarms in each at least 50% of the properties. This will involve setting off the alarm in your flat using a heat simulator. For this test the communal alarm will be set to silence as it will disturb other tenants if we set the alarm off at least 23 times!

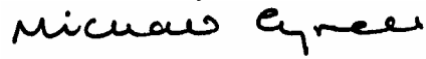
I would like to take this opportunity to thank everyone for their co-operation and patience while we test the system. We are aware the fire drills are noisy and disruptive and we appreciate you bearing with us.

Continued overleaf.....

Please remember that if you hear an alarm at any time other time than that planned for your practice drill you should evacuate your property and gather at your evacuation point.

If you have any concerns with this, please do not hesitate to let us know, by contacting your Resident Services Officer Sabdat (Sabi) Ibn-Ibrahim on 07984 144224.

Yours faithfully



Mike Tyrrell

Director of Ledbury Estate