

BQRM Factsheet: General Regulations

We have drawn up the following general regulations for the mutual benefit of all residents. Thank you for your continued assistance in making Bow Quarter a friendly and attractive place to live.



Windows & Balconies

- No item should be dropped, shaken or thrown from windows or balconies. Residents will be held responsible for any damage caused.
- Do not hang bedding, washing, carpets etc. from windows or balconies.
- Window boxes and flower pots are not permitted.
- Do not sit on balconies rails or window ledges.
- Please keep balconies free of rubbish and litter.
- Please ensure that all rainwater gullies are kept clear and functioning. Blocked gullies can cause serious damage to flats below.
- Please secure external windows and doors to stop them banging in the wind.

Entrance Halls & Common Parts

- Entrance halls, corridors and lifts are for access only and must be kept clear.
- The entrance halls/foyer areas are not for social or residential use and the consumption of food and drink in these areas is strictly forbidden.
- Bicycles must not be left in any common area.
- Children should not run about or play in the entrance halls and corridors.
- Contractors who need to use common areas must ensure their materials do not obstruct the corridors. They must clear up any mess at the end of each working day and remove all debris from the site, not dump it in the bin stores. Failure to comply with this may result in the individual resident being charged for the cost of clear up/removal.

The Grounds & Communal Areas

- Barbeques are not permitted in communal areas.
- Please do not play football in grounds as this can cause damage.
- It is forbidden to ride bicycles around the Estate.

Riser & Electrical Cupboards

- Because of access and Health & Safety issues, storage of items in the Riser and Electrical Cupboards is not permitted. Any items found stored there will be removed.

Lifts

Lift breakdowns cause considerable inconvenience, and unwarranted expenditure.

- Do not hold a lift on your floor for extended periods as this will damage the mechanism and inconvenience others.
- Only press "up" or "down". Pressing both does *not* speed up the lift's arrival.
- Smoking is not permitted in lifts.
- Very young children should not use the lifts unless accompanied by an adult.

Maintenance & Home Improvements

- Residents are responsible for all maintenance within their own apartments except where repairs are required to a communal service. Staff in the Estate Office will be happy to confirm the extent of your responsibility.
- Residents wishing to carry out alterations to their property, i.e. altering the apartment's layout, the removal of internal walls or the laying of wooden floors, must obtain the landlord's written permission.
- Inadequate ventilation can cause condensation.
- Park Buildings' residents must ensure that the air vents above each window are kept open to avoid the possibility of mildew/condensation.
- Details of reliable plumbers, electricians and general maintenance contractors can be obtained from the Estate Office or Security. While, BQRM Ltd cannot be held responsible for the quality or cost of their work, any complaints about private work carried out by them should be referred immediately to the Duty Manager who can remove their details from the preferred list.

Estate Office

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