

## Fire safety management of communal areas guidance note

### ⚠ **Door mats will be acceptable so long as they are;**

- Specifically intended to be a door mat, With a non-slip backing material
- In good condition and free from curling edges
- Placed directly in front of the customer's door
- Not oversized (max width of door x 18in / 46 cm)
- Not located at the top of stairs, (tripping hazard)
- Rugs, runners and carpet tiles will **NOT** be acceptable

⚠ Residents' furniture will **NOT** be acceptable under any circumstances, including chairs, tables, cupboards, screens etc.

⚠ A small plant in a ceramic pot is permitted in the direct vicinity of the customer's front door, as long as no obstruction is caused to passersby. The following examples would **NOT** be acceptable; plastic flowers and plants as these are combustible, large plants such as "cheese" plants, yucca plants, plastic containers, vegetable racks or other storage containers, customer's shoes, trainers etc.

⚠ **Window ledges** – again, a small plant in a ceramic pot is permitted unless to do so would obstruct a doorway or fail to provide clear passage through a hallway.

⚠ **Pictures and other wall ornaments** will **NOT** be allowable unless approved by Cartrefi Conwy.

⚠ **Net Curtains and other window shades, blinds or curtains** not provided by Cartrefi Conwy will **NOT** be acceptable in communal areas.

⚠ **Mobility scooters** – are **NOT** allowed unless approved by Cartrefi Conwy.

⚠ **Bicycles, prams, pushchairs** and similar items are **NOT** normally permitted to be stored or located within the internal communal parts of the scheme unless there is a purpose built cupboard or an area capable of storage without causing obstruction.

⚠ **Recycling receptacles, rubbish bins**, etc. are **NOT** permitted to be stored or located within the internal communal parts of the scheme unless this is within a purpose built area.

⚠ Any other object or item that obstructs or creates trip hazards in any walkway, stair or corridor is **NOT** acceptable.

⚠ Any other object or item that presents a significant fire hazard is **NOT** acceptable.

**Cartrefi Conwy will take action to remove items where they have been identified to cause a hazard.**

The following is an extract from Cartrefi Conwy's tenancy conditions:

"All passages, staircases and landings must be kept clear of prams, bicycles or any other obstruction" "No rubbish shall be left upon any part of the entrance, staircase or landing."

Any inspections, which reveal the guidance has been contravened, will result in the appropriate enforcement action being taken.

Whilst notice can be served under the terms of the tenancy agreement, this may not always be appropriate. If a customer has failed to remove items as requested, we may choose to arrange removal and recharge the customer.

During a Fire Risk Assessment, any items found in the communal areas will be reported and catalogued. It will be the responsibility of Cartrefi Conwy to either acknowledge the known risks (in compliance with these guidance notes), or to take appropriate action to remove the risk.