99 LONDON STREET



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Created By Ludek Ltd 8 Buckfast Road Morden, SM4 5LY HOMEOWNER'S GUIDE

HOMEOWNER'S GUIDE

MARCH 2023

99 LONDON STREET LONDON

HOMEOWNER'S GUIDE

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1. LEGEND & USED SYMBOLS

LEGEND & USED SYMBOLS

LEGEND – SHORTCUTS

BS – BASEMENT 1F – FIRST FLOOR 2F – SECOND FLOOR 3F – THIRD FLOOR 4F – FOURTH FLOOR 5F – FIFTH FLOOR

O&M – OPERATING MANUALS LHS – LEFT HAND SIDE RHS – RIGHT HAND SIDE UFH – UNDER FLOOR HEATING FCU – FAN COIL UNIT A/C – AIR CONDITIONING



2. PROPERTY LAYOUT

FIFTH FLOOR

193.7 M2 / 2,086 SQ.FT

| Kitchen/Dining | 3.94 | 10.33 | 12' 11 1/9" | 33' 10 4/7" |
|----------------|------|-------|-------------|-------------|
| Living | 4.48 | 5.74 | 14' 8 1/6" | 18' 10" |
| Bedroom 1 | 3.81 | 5.74 | 12' 5 4/5" | 18' 10" |
| Dressing Room | 3.50 | 2.47 | 11′ 6″ | 8′ 1″ |
| En-suite 1 | 2.63 | 2.37 | 8' 7 1/2" | 7′ 9 1/3″ |
| Bedroom 2 | 3.25 | 3.87 | 10' 8" | 12' 8 1/2" |
| En-suite 2 | 3.17 | 1.30 | 10' 4 4/5" | 4' 3 1/6" |
| WC | 2.05 | 1.00 | 6' 8 5/6" | 3' 3 3/8" |
| Utility | 2.14 | 1.75 | 7′ 1/8″ | 5′ 9″ |
| Hall | 6.26 | 1.20 | 20' 6 1/3" | 3' 11 1/4" |



3. PROJECT DIRECTORY

PROJECT DIRECTORY

| Mechanical Contractor | <u>r</u> – Mechanical Ltd | |
|----------------------------------|----------------------------|-------|
| 8 Buckfast Road | T : 330 330 3300 | 1,000 |
| Morden | E: <u>info@ludek.co.uk</u> | Ent |
| SM4 5LY | ₩: <u>www.ludek.co.uk</u> | |
| | | |
| <u>Electrical Contractor</u> – E | Electrical Ltd | |
| 8 Buckfast Road | T: 330 330 3300 | |
| Morden | E: info@ludek.co.uk | EINT |
| SM4 5LY | W: <u>www.ludek.co.uk</u> | |
| | | |
| <u>Security Contractor</u> – Se | ecurity Ltd | |
| 8 Buckfast Road | T : 330 330 3300 | |
| Morden | E: <u>info@ludek.co.uk</u> | Ent |
| SM4 5LY | W: <u>www.ludek.co.uk</u> | |
| | | |
| TV/AV Equipment Contr | ractor – TV/AV Ltd | |
| 8 Buckfast Road | T: 330 330 3300 | |
| Morden | E: info@ludek.co.uk | EEIII |
| SM4 5LY | W: <u>www.ludek.co.uk</u> | |
| | | |
| Smart Home System - Ins | taller – Smart Home Ltd | |
| 8 Buckfast Road | T : 330 330 3300 | 1 |
| Morden | E: <u>info@ludek.co.uk</u> | EEIII |
| SM4 5LY | W: <u>www.ludek.co.uk</u> | |

4. MECHANICAL

4.1. HOT & COLD WATER

INCOMING WATER MAINS – BUILDING

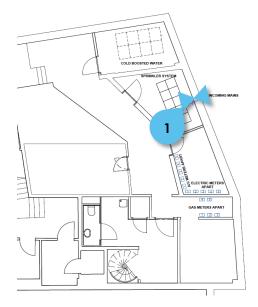
The Incoming Water Mains including the Main Stopcock¹ for <u>all of the apartments</u> is located in the communal area down in the **Basement**. The mains is then diverted to the **Water Storage Tank**, from where the water is distributed to the apartments via **Booster Pumps**. For more information, please refer to <u>page 24</u>.

The Main Stopcock² and Water Meter³ for the Apartment (5F) is located in the Riser (5F).

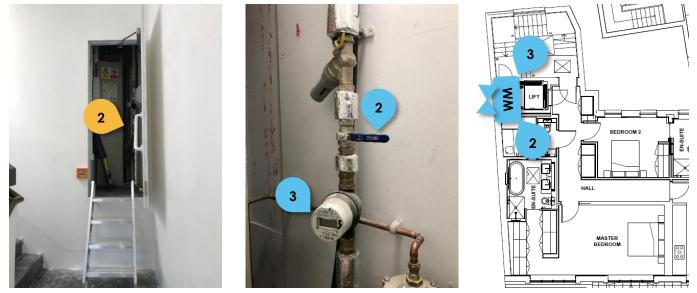
In case of leak in the apartment, close the Main Stopcock² in the Riser (5F). To close the water supply to all the apartments, close the Main Stopcock¹ in the Basement.

BASEMENT





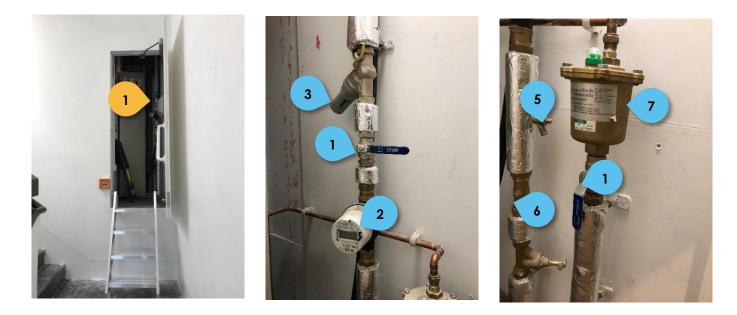
RISER (5F)

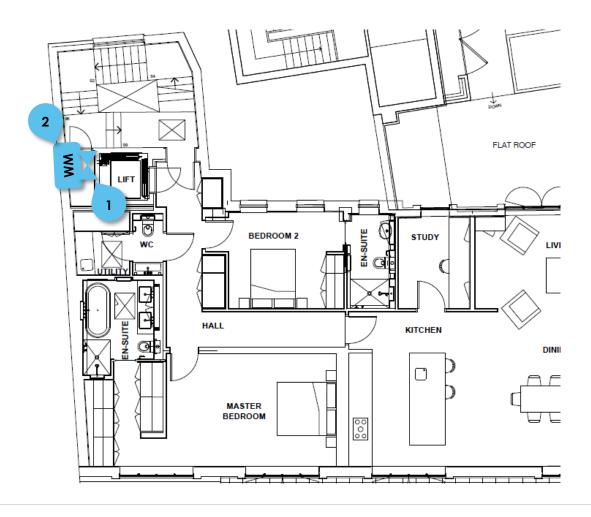


INCOMING WATER MAINS – APARTMENT

The Incoming Metered Water Mains for the Apartment (5F) is located in the Riser (5F). In the same area, there is also Main Stopcock¹ and Water Meter² for the apartment.

You can also find the <u>following</u>: the **Pressure Balancing Valve**³, **Drain Cock**⁵ and a <u>single</u> <u>non-return</u> **Valve**⁴ and **Pipework Protection Valve**⁷.





EMERGENCY SHUT OFF PROCEDURES

COLD WATER SUPPLY

To close the **Cold Water Supply** for the whole apartment, close the **Main Stopcock**¹ located in the **Riser (5F)**.

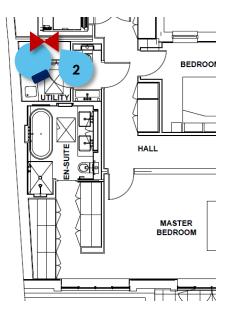


HOT WATER SUPPLY

To close the Hot Water Supply for the whole apartment, close the Primary HW Valve¹ located next to the HW Cylinder in the Utility Room (5F).







ISOLATION VALVES

BASINS & SINKS

All Basins and Sinks have their local Isolation Valves¹ located below them.

<u>WCs</u>

<u>All</u> WCs have their local Isolation Valves² located behind them, either behind <u>flush plate</u> or behind a <u>removable access panel</u>. Extra care needs to be taken when removing the access panels.



SHOWERS & BATHTUBS

In case of a maintenance of Showers or Bathtubs, it is necessary to close hot and cold water supply in the **Riser (5F)³** and also in the **Utility Room (5F)⁴**.

The **Balancing Valves⁵** for each freestanding Bath are located behind an <u>access panel</u> below the **Basin** in the corresponding **Bathroom**.

RISER (5F)

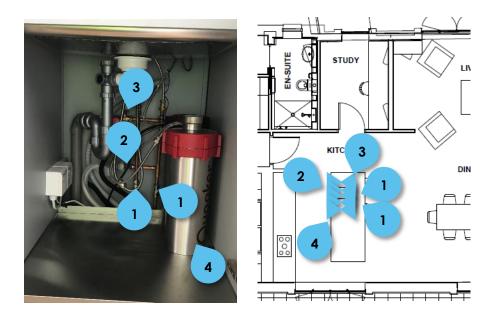
UTILITY ROOM



ISOLATION VALVES (Cont.)

KITCHEN (5F)

The Isolation Valves for the Sink¹, Dishwasher² and the Quooker Hot Water Tap³ are located <u>below the Sink</u>.



UTILITY ROOM (5F)

The Isolation Valves for the Washing Machine⁴ and for the Sink⁵ are located <u>below the</u> <u>Sink</u>.

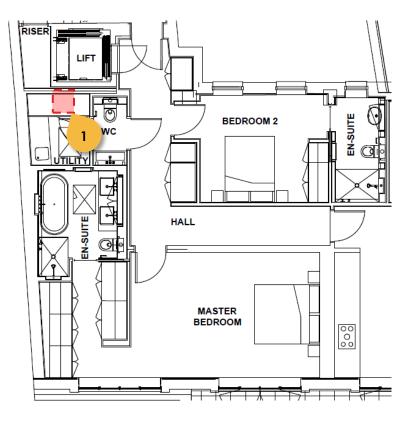


ISOLATION VALVES (Cont.)

ENSUITES & KITCHEN

Behind a <u>ceiling access panel</u>¹ in the **Utility Room (5F)**, there are <u>separate</u> **Valves** serving water supply for the **Ensuite 2 (5F)** for and **Kitchen (5F)**, and also for the other **Master Ensuite (5F)** and **WC (5F)**.

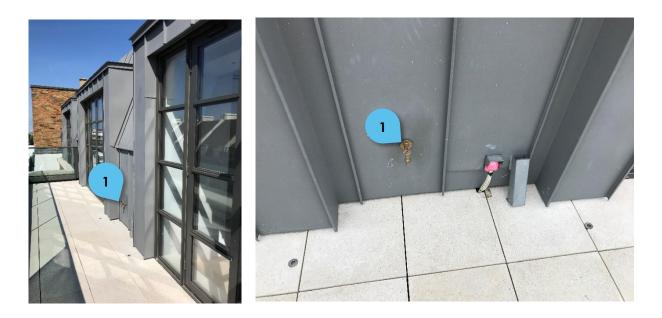


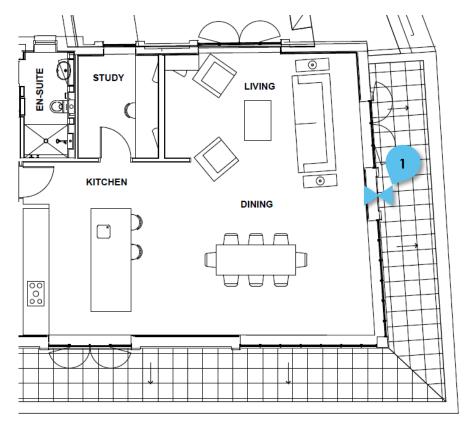


GARDEN TAP

One Garden Tap¹ is located on the Roof, <u>between</u> the entrance from the Living Room (5F) and Kitchen (5F).

<u>The only way to close its water supply</u> is to close the **Water Mains** to the whole apartment. <u>For more information</u>, please refer to <u>page 15</u>.



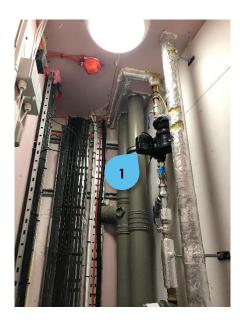


INTELLIGENT WATER FLOW SYSTEM

The Intelligent Water Flow System (Flowless)¹ has been installed in the Riser (1F). It is a battery backup intelligent water monitoring and management hub.

It will help monitor the flow of water and immediately inform of any leaks or other problems in the system.

In case of a leak, it will <u>automatically close</u> the water supply and only qualified personnel can switch the water back ON.





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HOT WATER CYLINDER & IMMERSION HEATER

HOT WATER CYLINDER

The Hot Water Cylinder¹ has been installed inside a cupboard on the LHS of the Utility Room (5F).

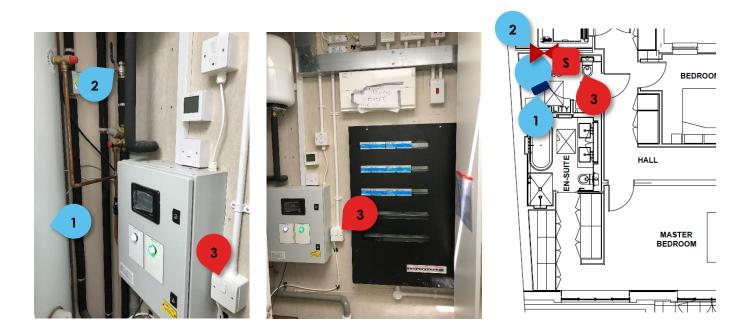
To close the **Primary Hot Water Supply** for the whole apartment, close the **Primary HW** Valve² located next to the HW Cylinder.

IMMERSION HEATER

The Immersion Heater heats the water in Hot Water Cylinder in case of Boiler failure. Its Spur³ is located on the wall next to the BMS Panel.

The **Immersion Heater** should be used **ONLY** for the necessary period of time and should <u>ALWAYS</u> be <u>switched **OFF** when <u>not needed</u>. The Immersion Heater should heat up the tank in about 2-3 hours. If used for too long, the element might get damaged or burnt.</u>

The Immersion Heater doesn't provide <u>any source of heating</u>, thus if the Boiler is broken during the winter, it will provide ONLY hot water for taps and showers.





SECONDARY HOT WATER PUMP

The **Secondary Hot Water Pump¹** has been installed inside a cupboard on the LHS of the **Utility Room (5F)**.

Its **Spur²** is mounted on the wall above the **BMS Panel**. <u>Alternatively</u>, the Pump can be <u>controlled</u> and <u>monitored</u> by the **BMS Panel** also located in the **Utility Room (5F)**.

To isolate the Pump, close its Isolation Valves.

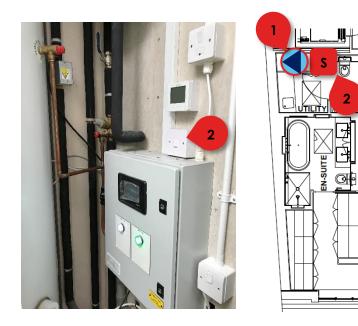
<u>To switch off the Secondary HW Pump completely</u>, shut the Breaker No. 2, labelled as "Basement General Power" on the Consumer Unit 2 in the Basement

BEDROOI

HALL

MASTER BEDROOM

未

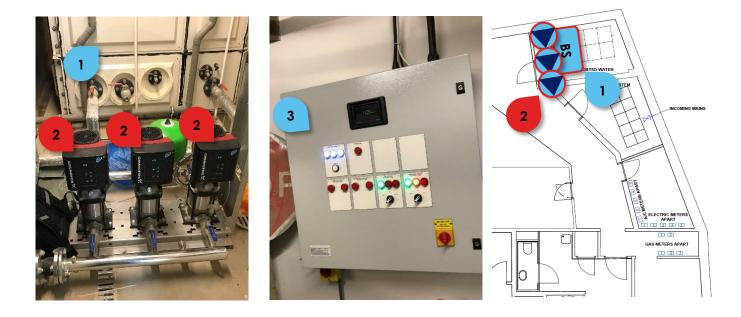


BOOSTER SET

The Water Storage Tank¹, including the Booster Pumps² have been installed in the communal area in the Basement. The Incoming Water Mains are diverted to the Water Storage Tank, from where the water is distributed to the apartments via Booster Pumps, to keep constant pressure. If cold water has low pressure or if no water flows at all, check whether the BMS Panel³, next to the Booster Pumps, signalises any errors. Then, notify the Management and inform them about the error. The concierge has the key to this area.

In case of maintenance, close the Non-Boosted Water Mains Valve, open the By-pass Valve and switch OFF the Booster Set Isolator Switch mounted on the wall behind it.

To switch off the **Booster Set** completely, shut the **Breaker No. 2**, labelled as "**Basement General Power**" on the **Consumer Unit 2** in the **Basement**.



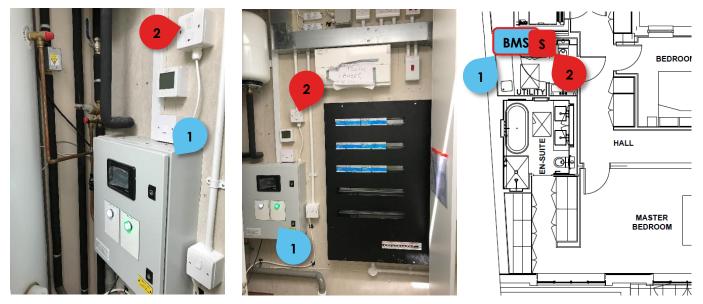


BMS PANEL

The **BMS Panel** (**Building Management System**)¹ has been installed in the **Utility Room (5F)**. Its **Spur**² is mounted on the wall above it.

To switch off the **BMS Panel** completely, shut the **Breaker No. 15**, labelled "**ECP Panel**" on the **Consumer Unit 1** in the **Utility Room**.

Please note that by switching OFF the Breaker, only the BMS Panel, Boiler, and Secondary Hot Water Pump will <u>shut OFF</u>, since the **Manifolds** and **Towel Rails** have their <u>own Breakers</u>.



You can control and monitor the following:

- Wet UFH Manifolds
- Towel Rails
- Thermostats for UFH
- Hot Water Cylinder & Booster Set
- Secondary Hot Water Pump
- Boiler

The **WHITE** light indicates that the **Panel** is **ON**. The **GREEN** light indicated that the Boiler is currently in an operating mode, providing either heating or hot water. If there is an issue with either heating or hot water, the Trend display won't show any errors related to the Boiler. It only indicates if it's running or not. Therefore, the service button on the Boiler should be checked for a possible error.

In case of an error, contact the maintenance company.



4.2. HEATING

HEATING – GENERAL INFORMATION

The apartment Is equipped with the following sources of heating:

- Wet Underfloor Heating (UFH) in all Habitable Rooms
- Dual Towel Rails provide additional heating in <u>both</u> Ensuites
- Electric Radiator provide heating in the Pavilion (5F)

THIMBLE TEMPERATURE SENSORS

All heated rooms are equipped with the Thimble Temperature Sensors, which are used for measuring air temperature.

THERMOSTATS

The temperature can be controlled via the Heatmiser Thermostats (neoStat)¹ installed in each heated area. For specific locations of Thermostats, please refer to page 30.

For more information, please refer to the corresponding page:

- Wet Underfloor Heating page 28
- Dual Towel Rails page 32.

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WET UFH MANIFOLDS – LOCATIONS

<u>HALL (5F)</u>

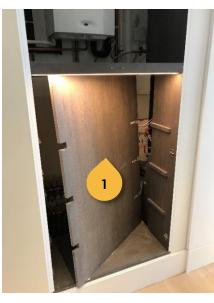
One Wet UFH Manifold¹ has been installed behind <u>access panel</u> in the cupboard in the Hall (5F). The Flow & Return Valves² are located on the RHS.

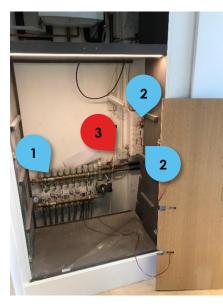
Extra care needs to be taken when accessing the Manifold as there are LED Strip Lights built in. There is no need to disconnect any cables – they are connected by contact.

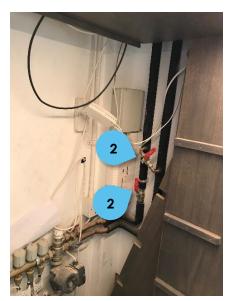
It serves heating in the <u>following rooms</u> – Utility Room (5F), WC, Master Bathroom (5F), Master Bedroom (5F), Hall (5F), Ensuite 2 (5F) and Bedroom 2 (5F).

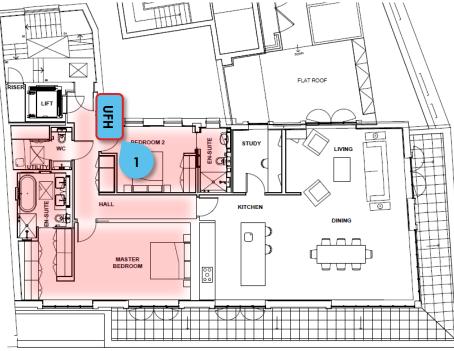
The **Spur³** for the **Manifold** is located right next to it. The **Manifold** can be <u>monitored</u> by the **BMS Panel** in the **Utility Room (5F)**. For more information, please refer to <u>page 25</u>.

To switch off the Manifold completely, shut the Breaker No. 8, labelled as "Towel Rail, Manifold" on the Consumer Unit 1 in the Utility Room (5F).









WET UFH MANIFOLDS - LOCATIONS (Cont.)

STUDY (5F)

One Wet UFH Manifold¹ has been installed behind the LHS <u>access panel</u> in the Study (5F), under the desk.

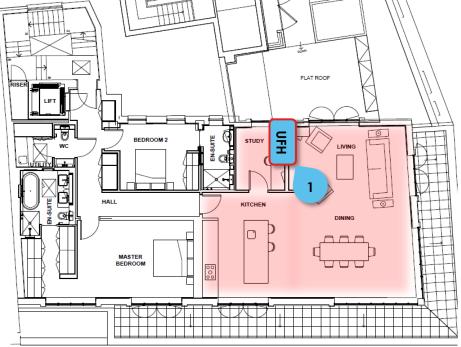
It serves the heating in the <u>following rooms</u> – **Study (5F)**, **Kitchen (5F)**, **Living Room (5F)** and **Dining Room (5F)**.

The **Spur²** for the **Manifold** is located right next to it.

<u>To switch off the Manifold completely</u>, shut the Breaker No. 8, labelled as "Towel Rail, Manifold" on the Consumer Unit 1 in the Utility Room (5F).

The **Manifold** can be <u>monitored</u> by the **BMS Panel** in the **Utility Room (5F)**. For more <u>information</u>, please refer to <u>page 25</u>.





THERMOSTATS – LOCATIONS

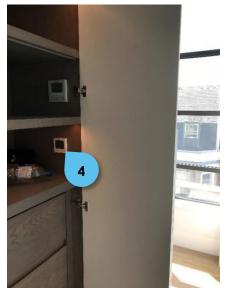
The Heatmiser **Thermostats** control the **Wet UFH** and are usually located inside of <u>wardrobes</u>. They receive information about the room temperature of each heated room from the **Thimble Temperature Sensors**. They can be found in the <u>following areas</u>:

- Study (5F)¹
- Hall (5F)²
- Utility Room (5F)³
- Master Bedroom (5F)⁴
- Bedroom 2 (5F)⁵
- Kitchen (5F)⁶

STUDY (5F)



MASTER BEDROOM (5F)







BEDROOM 2 (5F)



UTILITY ROOM (5F)

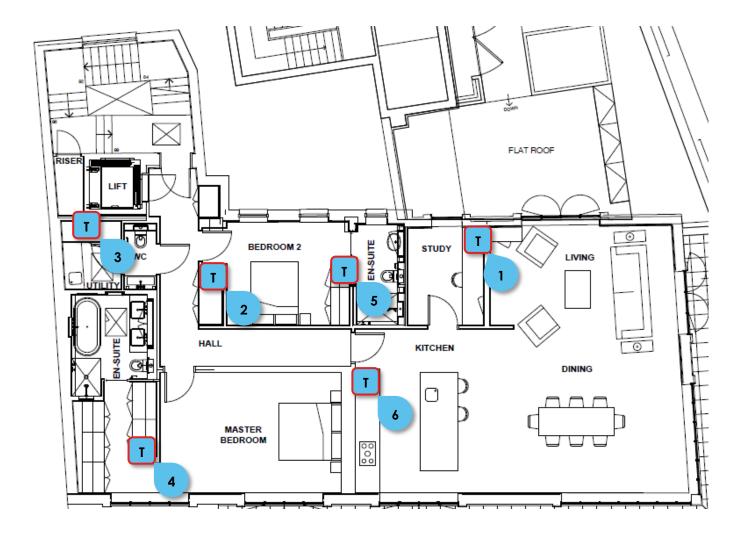


KITCHEN (5F)



THERMOSTATS – LOCATIONS (Cont.)

LOCATIONS OF THERMOSTATS – DRAWING



DUAL TOWEL RAILS

The Master Bathroom (5F) and Ensuite 2 (5F) are equipped with the Dual Towel Rails. They are connected to the Wet UFH Manifolds and are working <u>only</u> when the Wet UFH is <u>switched ON</u>. Please note, you can only switch ON the heating element, if there is water inside the Towel Rails, otherwise the heating element might damage the Radiator. If the UFH is emptied from water or if there is an issue with the UFH, please speak to the maintenance team to see whether the element can be used.

For specific locations of Towel Rails and their Spurs, please refer to the following page.



MAINTENANCE

In case of maintenance, close the **Towel Rails Valves** on both sides.

CLEAN CARE

Each Towel Rail <u>should be cleaned</u> with warm soapy water followed by rinsing with clean water and drying with a soft cloth.

All finishes are vulnerable to acid attack and some strong substances such as household cleansers or disinfectants can cause surfaces to go black or peel.

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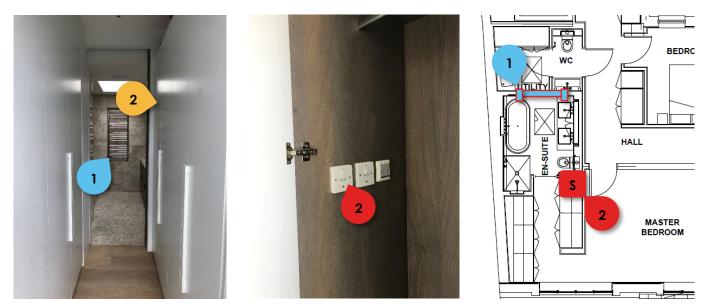


DUAL TOWEL RAILS (Cont.)

MASTER BATHROOM (5F)

The Master Bathroom (5F) is equipped with the Dual Towel Rail¹. Its Spur² is located inside cupboard in the Master Bedroom (5F).

To switch off the Towel Rail completely, shut the Breaker No. 8, labelled as "Towel Rail, Manifold" on the Consumer Unit 1 in the Utility Room (5F).



ENSUITE 2 (5F)

The Ensuite 2 is equipped with the Dual Towel Rail³.

Its Spur⁴ is located inside cupboard in the Master Bedroom (5F).

To switch off the Towel Rail completely, shut the Breaker No. 8, labelled as "Towel Rail, Manifold" on the Consumer Unit 1 in the Utility Room (5F).



4.3. VENTILATION

AIR CONDITIONING – GENERAL INFORMATION

The apartment is equipped with **Air Conditioning** (**A**/**C**). <u>All</u> **A**/**C Units** are **Gravity Drain** and are always located behind an <u>access panel</u> in the corresponding room. <u>All</u> rooms equipped with **A**/**C Units** have <u>either</u> **Supply** and **Return Grilles** or <u>one</u> **Grille** which serves <u>both functions</u>.

Please note: Air Conditioning Unit is also known as FCU (Fan Coil Unit), especially in technical drawings.

The following A/C equipment has been installed:

- Concealed Ceiling Units
- Wall Mounted Units
- Condenser Units
- Remote Controllers

ACCESSING THE UNITS

<u>Most</u> of the **Units** are located behind removable <u>access panels</u>. For more information on <u>how to access them</u>, please refer to the <u>following pages</u>.

<u>CONTROLLERS</u>

<u>All</u> **A/C Units** can be operated by the **Controllers** (**Mitsubishi**)¹ located in the corresponding areas, inside wardrobes.



To switch off all A/C Unit completely, shut the Breaker No. 10, labelled as "A/C Units" on the Consumer Unit 1 in the Utility Room (5F).

For more information, please refer to the corresponding pages:

- A/C Units Locations following pages
- A/C Controllers Locations page 41
- Condenser Units-page 43



A/C – LOCATIONS

STUDY (5F)

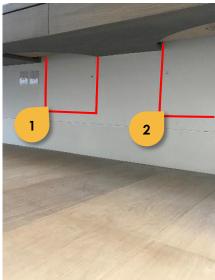
In total <u>two</u> A/C Units^{1,2} have been installed in Study (5F) behind <u>access panels</u> below desk. It serves the Living / Dining Room (5F). <u>To access the Units</u>, pull out all the Drawers blocking the opening of the corresponding access panel.

Both Units have their Condense Pipe³ behind an <u>access panel</u> in the Living Room (5F).

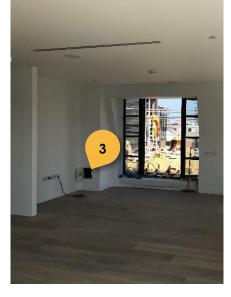
Each Unit has its Spur located next to it.

To switch off all A/C Units completely, shut the Breaker No. 10, labelled as "A/C Units" on the Consumer Unit 1 in the Utility Room (5F).

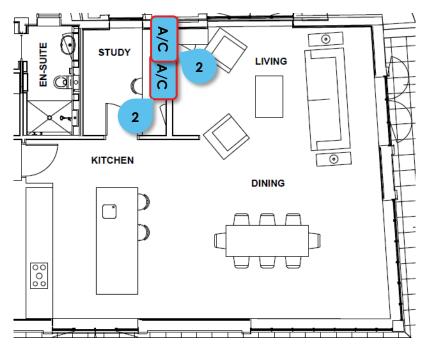
STUDY (5F)



LIVING ROOM (5F)







<u>KITCHEN (5F)</u>

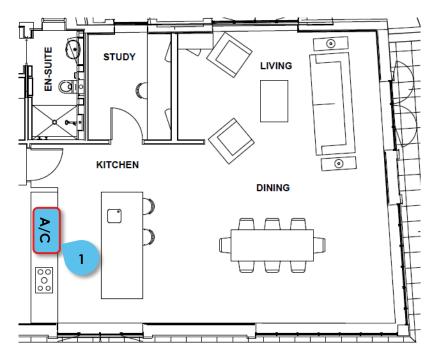
One A/C Unit¹ has been installed in the Kitchen (5F), behind an <u>access panel</u> inside kitchen cabinet. <u>To access it</u>, pull out the <u>shelf</u>² and remove the <u>two pins</u> closest to the back wall of the cabinet, which are holding the shelf. Then, carefully turn the panel and put it to the side. Extra care needs to be taken as the access panel is permanently connected by wires going to the A/C control panel.

The **Combined Supply & Return Grille²** is just above the cupboard.

The Units has its **Spur** located next to it.

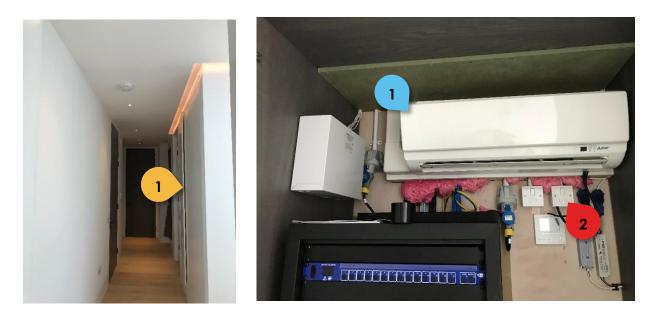


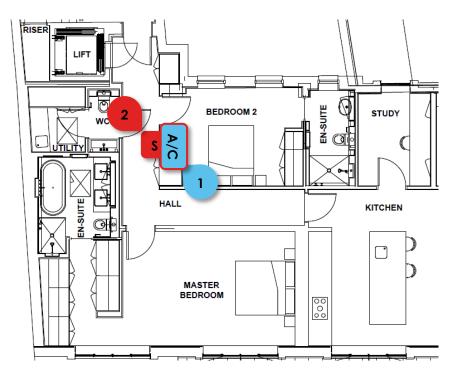




<u>HALL (5F)</u>

One A/C Unit¹ has been installed inside cupboard in the Hall (5F). Its Spur² is located underneath the Unit. Please note that the Unit should always be kept ON as it cools down the TV/AV Rack.





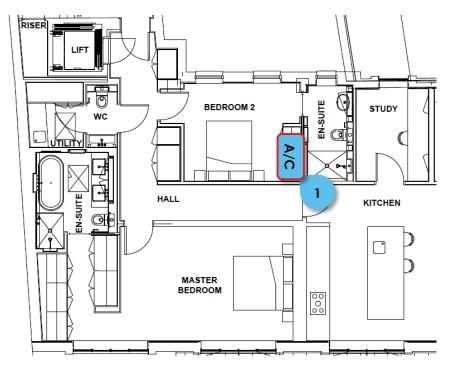
BEDROOM 2 (5F)

One A/C Unit¹ has been installed above wardrobe in the Bedroom 2 (5F). <u>To access the</u> <u>Unit</u>, the top of the wardrobe, which is secured by <u>two</u> Keku Clips², needs to be carefully removed. Please note, the grille is very fragile, therefore extra care needs to be taken during its removal. At least a 4-step ladder should be used.

The **Supply Grille³** and **Return Grille⁴** are located above and underneath the wardrobe. Its **Spur** is located next to the Unit.







MASTER BEDROOM (5F)

One A/C Unit¹ has been installed above wardrobe in the Master Bedroom (5F). <u>To access</u> the Unit, the top of the wardrobe, which is secured by two Keku Clips², needs to be carefully removed.

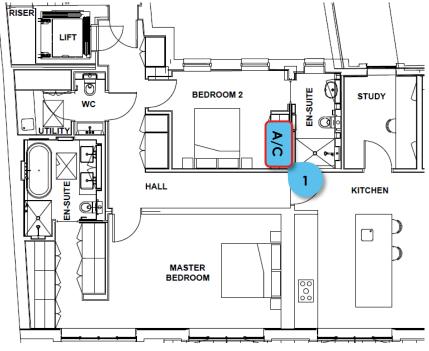
Please note, the Grille is very fragile, therefore extra care needs to be taken during its removal. At least a 4-step ladder should be used.



The **Return Grille³** is located underneath the wardrobe. Its **Spur** is located next to the Unit.







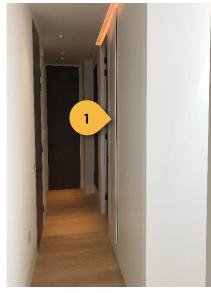
A/C – CONTROLLERS – LOCATIONS

In total, there are <u>five</u> **A/C Controllers** (**Mitsubishi**)¹ throughout the apartment. They are located in the <u>following areas</u>:

- Hall (5F) ¹
- Bedroom 2 (5F) ²
- Master Bedroom (5F) ³
- Kitchen (5F) ⁴
- Study (5F) 5

For specific locations of **Controllers**, please see photos <u>below</u> or drawing on the <u>following</u> <u>page</u>.

<u>HALL (5F)</u>





BEDROOM 2 (5F)



MASTER BEDROOM (5F)



KITCHEN (5F)

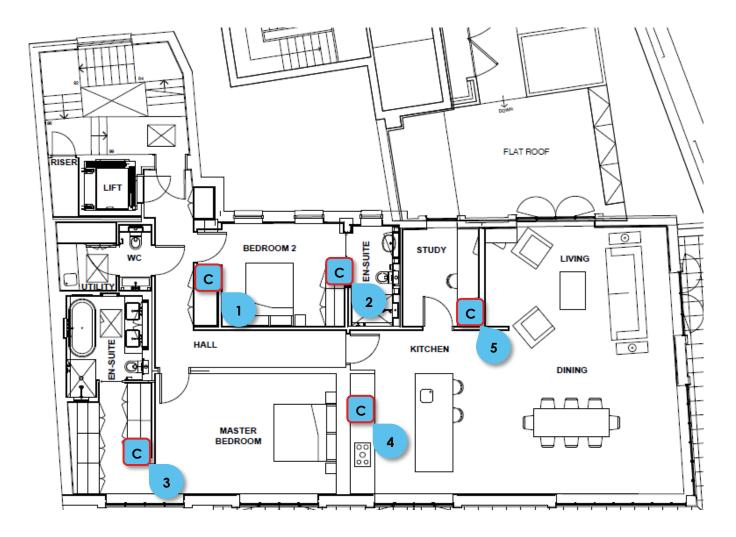


STUDY (5F)



A/C - CONTROLLERS - LOCATIONS (Cont.)

LOCATIONS OF A/C CONTROLLERS - DRAWING

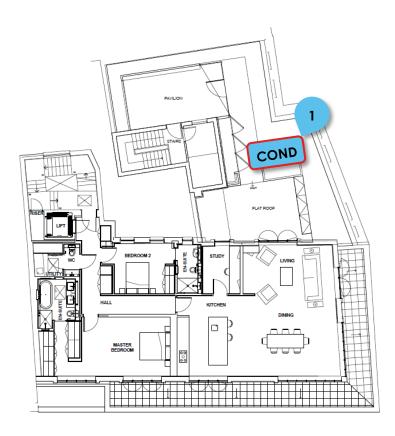


CONDENSER UNITS

The **Condenser Unit**¹ for the **A/C Units** in **Apartment No. 5**, including the **Condenser Units** for all the <u>other apartments</u> inside the building, is located inside the enclosure on the **Roof**. Therefore they are <u>only</u> accessible through Apartment No. 5. <u>Each</u> **Unit** has its **Isolator Switch** next to it.

To switch off the Condenser Unit for Apartment No.5 completely, shut the Breaker No. 5, labelled as "A/C Spur" on the Consumer Unit 2 in the Pavilion (5F).





INLINE MOTORS

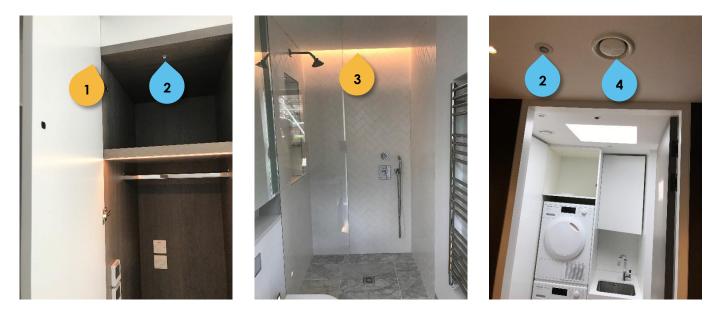
<u>HALL (5F)</u>

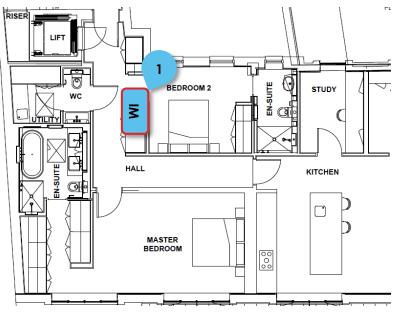
<u>One</u> Inline Motor (Nuaire Mechanical Extract Ventilation)¹ has been installed above the <u>top access panel</u> inside wardrobe in the Hall (5F). It acts as a <u>Booster</u> for the Extraction in the Master Ensuite (5F), Ensuite 2 (5F) and Utility Room (5F). <u>Each</u> room is equipped with a Motion Sensor², will will trigger the extraction when motion is detected.

The Extraction Vents³ in the Ensuites are hidden in the shower recesses and the Utility Room (5F) is equipped with a Ceiling Extract Valve⁴.

To access the **Inline Motor**, remove the wardrobe door and then slide out the top access panel. **Extra care needs to be taken**, as the motion sensor is mounted on the access panel.

To switch off the Inline Motor completely, shut the Breaker No. 18, labelled as "Bathroom Fans, Shaver Points" on the Consumer Unit 1 in the Utility Room (5F).





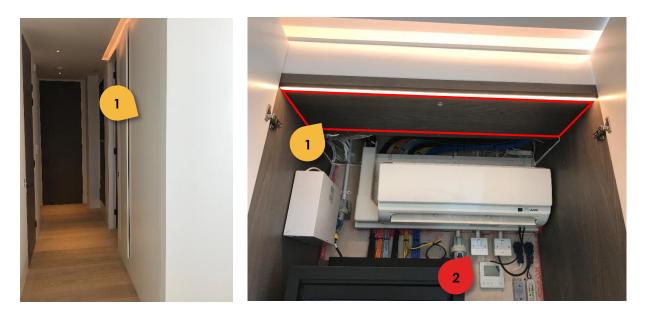
INLINE MOTORS (Cont.)

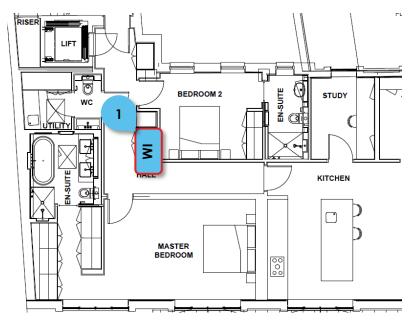
HALL - TV/AV CUPBOARD (5F)

The <u>second</u> Inline Motor¹ has been installed above the access panel inside TV/AV cupboard in the Hall (5F). It acts as a <u>Booster</u> for the Extractor in the Kitchen (5F). Its Spur² is located <u>below</u> the A/C Unit inside the TV/AV cupboard.

To access the **Inline Motor**, remove both of the wardrobe doors and then simply slide the panel out. **Extra care needs to be taken while removing the panel**.

To switch off the Inline Motor completely, shut the Breaker No. 18, labelled as "Bathroom Fans, Shaver Points" on the Consumer Unit 1 in the Utility Room (5F).





4.4. DRAINAGE

SHOWER DRAINS & WASTES

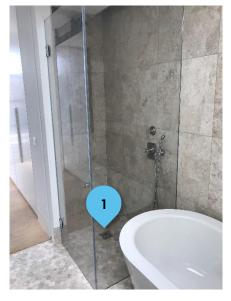
SHOWERS

Both **Ensuites** are equipped with **Shower Drain**¹.

Each Shower Drain should be <u>regularly checked</u>, and any <u>hair should be removed</u> to prevent a blockage and potential water spilling. The Shower Waste and the surrounding area should be cleaned with a <u>suitable cleaner</u>².

<u>To access the Shower Drain</u>, you need to lift the lid using a Flat Screwdriver³. Extra care needs to be taken when accessing it to avoid damage to the stone!







BASINS & BATHTUBS

The Waste on Basins⁴ and Bathtubs⁵ should also be cleaned with a <u>suitable cleaner</u>.



5. GAS

GAS METER & MAIN GAS SHUT OFF VALVE

The **Gas Meter¹** for the **Apartment (5F)** is located in the communal area in the **Basement**. The Gas then leads to the **Living Room (5F)**, where the **Main Gas Shut Off Valve²** for the apartment is located. It is accessible via the <u>two access panels</u> in the corner of the room.

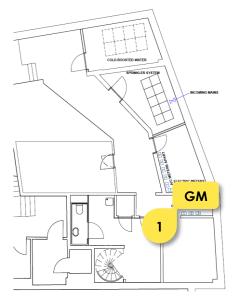
IN CASE YOU SMELL GAS, SHUT OFF THE MAIN GAS VALVE AND CALL IMMEDIATELY

0800 111 999 (NATIONAL GRID)

BASEMENT







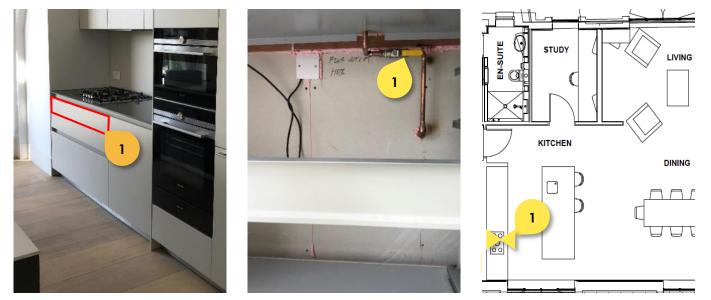
LIVING ROOM (5F)



ADDITIONAL GAS SHUT OFF VALVE

KITCHEN (5F)

The **Gas Shut-Off Valve¹** for the **Gas Hob** in the **Kitchen (5F)** is located underneath it, behind the drawers. <u>To access it</u>, pull out the drawers.



GAS PIPE VENTS

Throughout the apartment, there are several <u>ceiling</u> **Gas Pipe Vents**², that mark the path of the Gas pipe.



 Mechanical Contractor
 - Mechanical Ltd

 8 Buckfast Road
 T: 330 330 3300

 Morden
 E: info@ludek.co.uk

 SM4 5LY
 W: www.ludek.co.uk

GAS BOILER & BOILER FLUE

The **Gas Boiler**¹ has been installed behind <u>removable access panel</u> inside the LHS cupboard in the **Hall (5F)**, by the entrance to the **Bedroom 2 (5F)**. Extra care needs to be taken when accessing the Boiler, to avoid damage to access panels.

Its **Gas Shut-Off Valve²** is located below the Boiler. <u>To access it</u>, the plastic cover under the Boiler needs to be removed.

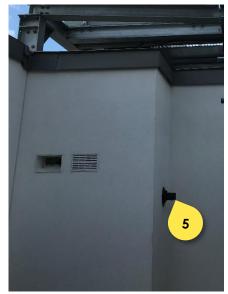
Its **Spur Switch³** is mounted on the wall on the RHS of the Boiler. The whole system is also monitored with the **Temperature Sensor**⁴.

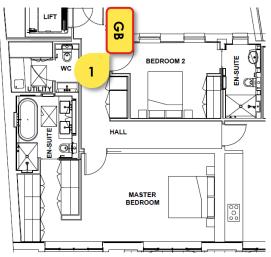
The **Boiler Flue⁵** leads directly outside, through the wall in the **Hall**.

To switch off the Boiler completely, shut the Breaker No. 5, labelled as "Bedroom 2 & Study" on the Consumer Unit 1 in the Utility Room (5F).









Mechanical Contractor - Mechanical Ltd

8 Buckfast Road Morden SM4 5LY T: 330 330 3300 E: <u>info@ludek.co.uk</u> W: www.ludek.co.uk



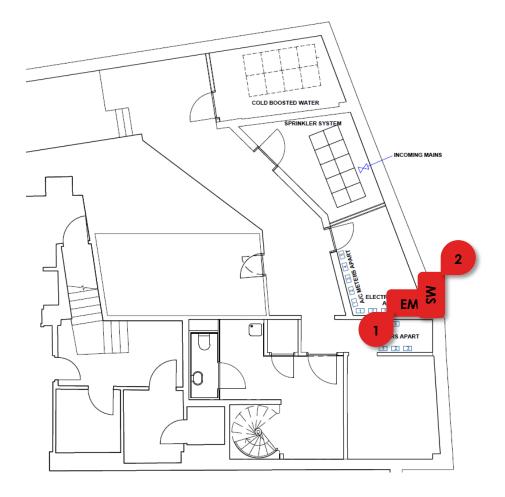
6. ELECTRICITY

ELECTRIC METER & ELECTRIC MAINS SWITCH

The Incoming Electricity Supply is wired into the communal area in the Basement, where the Electric Meter¹ and Electric Mains Switch² for the Apartment (5F) are located. Please note that in the same area, there are also Electric Meters and Electric Mains Switches for all the <u>other apartments</u>. The concierge will have keys to the Basement area.

Also please note that there are <u>five separate</u> Electric Meters³ which are connected to the A/C Condenser Units located on the Roof (5F).

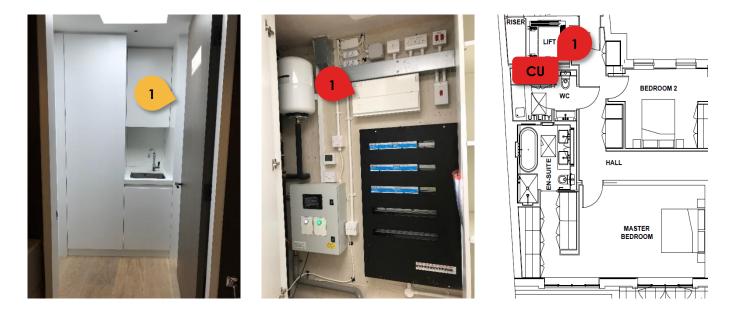




CONSUMER UNITS

UTILITY ROOM (5F)

The **Consumer Units 1¹** has been installed inside <u>cupboard</u> in the **Utility Room (5F)**. <u>To isolate this Consumer Unit</u>, shut is **Main Switch**.



List of Breakers:

| 1 | Winter Garden Consumer Unit | 11 | Combi Oven |
|----|-----------------------------|----|-----------------------------|
| 2 | Oven | 12 | Freezer |
| 3 | Lighting Panel | 13 | Immersion Heater |
| 4 | Kitchen | 14 | Intruder Alarm |
| 5 | Bedroom 2 & Study | 15 | ECP Panel |
| 6 | Master Bedroom | 16 | Fire Alarm |
| 7 | Living Room & Dining Room | 17 | Lighting Utility & Dressing |
| 8 | Towel Rail, Manifold | 18 | Lighting Bedroom 2 & Study |
| 9 | TV/AV Panels | 19 | Bathroom Fans, Shave Points |
| 10 | A/C Units | 20 | Spare |

CONSUMER UNITS (Cont.)

PAVILION (5F)

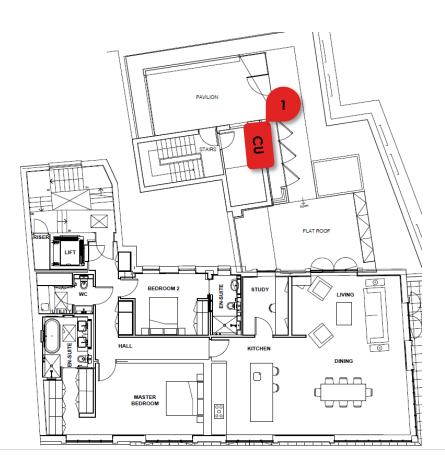
The **Consumer Unit 2¹** has been installed in the **Pavilion (5F)** – in the room straight across the stairs.

To isolate this Consumer Unit, shut is Main Switch. or shut the Breaker No. 1, labelled as "Winter Garden Consumer Unit" on the Consumer Unit 1 in the Utility Room (5F).



List of Breakers:

| 1 | Spare |
|---|---------------------|
| 2 | Spare |
| 3 | Spare |
| 4 | Lighting |
| 5 | A/C Spur |
| 6 | Main Ring - Sockets |



LIGHTING PANEL

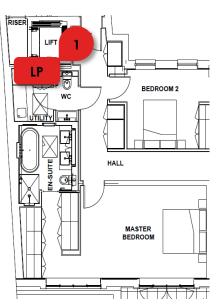
The Lighting Panel¹ has been installed inside cupboard in the Utility Room (5F). Its Spur Switch² is right above it. The Panel serves Lighting in the <u>following rooms</u>: Master Bedroom (5F), Kitchen (5F), Dining & Living Room (5F).

To open the Lighting Panel, you will need a flat screwdriver, alternatively a coin.

To switch off the Lighting Panel completely, shut the Breaker No. 3, labelled as "Lighting Panel" on the Consumer Unit 1 in the Utility Room (5F).







List of Breakers:

| 1 | Hall Spotlights – Cockle Lights and LED Strips, Lift Uplights, Kitchen Spotlights | | |
|----|---|--|--|
| 2 | Kickboard LED, Kitchen Island Spotlights & LED Strips, – Dining & Living Room | | |
| 3 | Living & Dining Room Spotlights & Centre Light, 5 AMP Sockets & LED Tape | | |
| 4 | Master Bedroom Spotlights, Centre Light, 5 AMP Sockets & LED Tape | | |
| 5 | Master Vanity & Cockle, Master Ensuite Spotlights, Master Dressing Room | | |
| 6 | Dressing Room Pendant | | |
| 7 | Spare | | |
| 8 | Spare | | |
| 9 | Spare | | |
| 10 | Spare | | |
| 11 | Spare | | |
| | | | |

LIGHTING CONTROLS

There is a lighting control system which provides ambient scene control of the Lighting in main rooms of the apartment. From the Lutron Lighting Keypads strategically positioned around the apartment, the user can create dynamic scenes with the touch of a button. The system can be re-programmed to suit clients' needs and can be accessed remotely with the use of an iPad or an iPhone if required.

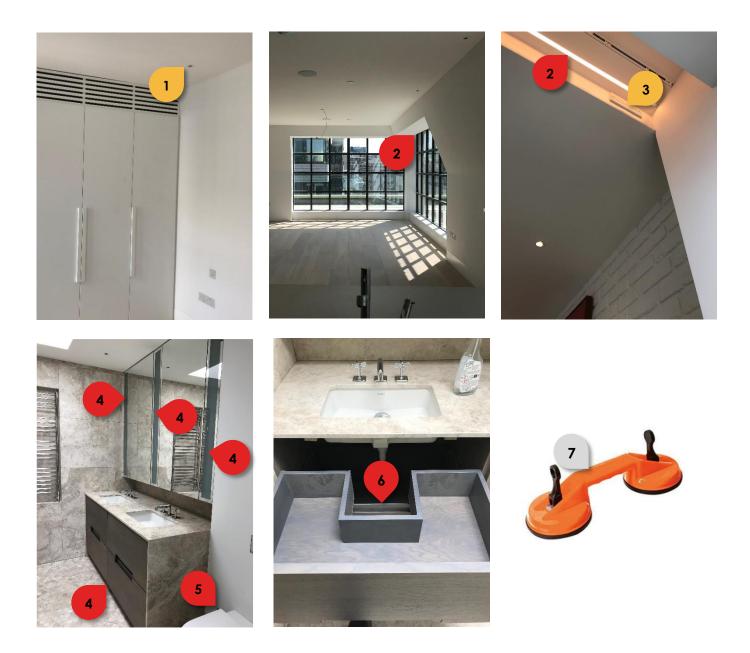
LIGHTING – GENERAL RULES

These general rules are applicable throughout the apartment lighting:

- All **Spotlights**¹ are on individual **Drivers** that are fitted into the ceiling void above them.
- All LED Strip Lights² alongside the windows have their Drivers behind the double plate³, which is always one side of the window reveal.
- Shower Area LED Strip Lights⁴ and Nightlights⁵, have their Drivers behind the lower drawer⁶.

<u>To access them</u>, the drawer needs to be carefully pulled out and put aside using a **Double Sucker Pad⁷**.

• All wardrobes have Light Sensors that activate the LED Strip Lights. The Drivers for these are located near the LED Strip Lights' Drivers in each corresponding wardrobe.



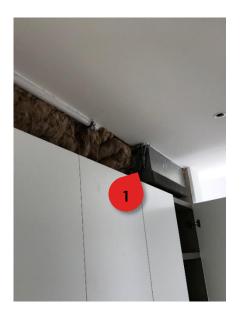
LIGHTING – DRIVERS – LOCATIONS

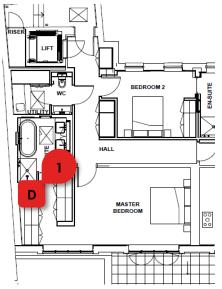
MASTER BEDROOM (5F)

The **Drivers¹** for **LED Strip Lights** are located in the **Master Bedroom (5F)** wardrobe, next to the A/C Unit.

<u>To access them</u>, the top of the cupboard, which is secured by two **Keku Clips**², needs to be carefully removed.

Please note, the grill is very fragile, so extra care needs to be taken during its removal. Also, at least a 4-step ladder should be used.



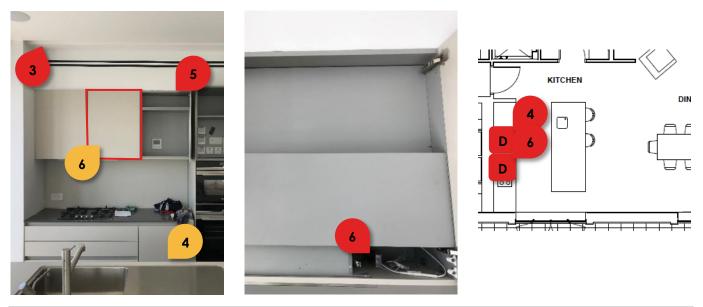




KITCHEN (5F)

The **Driver** for the **Ceiling Light** (called **Sedap Light**)³ in the **Kitchen (5F)** is located behind a plinth beneath the kitchen counter⁴.

The **Driver**⁶ for small **Spotlights**⁵ above the counter is stored behind a magneticallysecured access panel located in the cupboard.



LIGHTING - DRIVERS - LOCATIONS (Cont.)

UTILITY ROOM (5F)

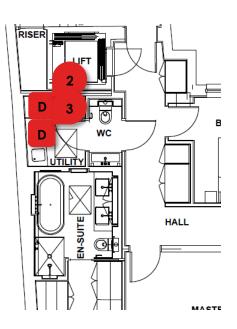
There are two Drivers in the Utility Room (5F), inside the RHS cupboard¹:

- the top Driver² is for the small Floor Lights⁴ in front of the Lift,
- the bottom Driver³ is for the LED Strip Light⁵ in the Utility Room (5F).







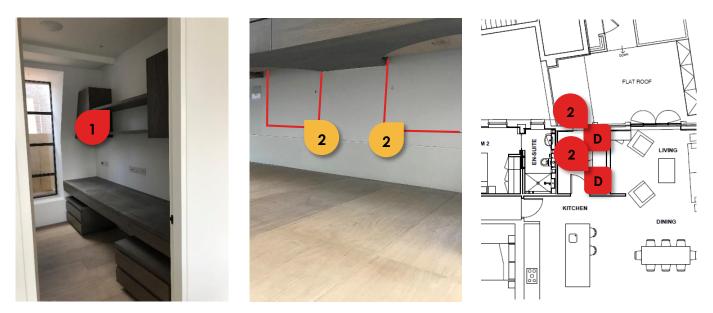


LIGHTING - DRIVERS - LOCATIONS (Cont.)

STUDY (5F)

The **Drivers**² for **LED Strip Lights**¹ in the **Study (5F)** are located behind the middle and right access panels.

To access them, the drawers need to be pulled out and put aside carefully. Then, it is possible to remove the access panels by using a flat screwdriver.

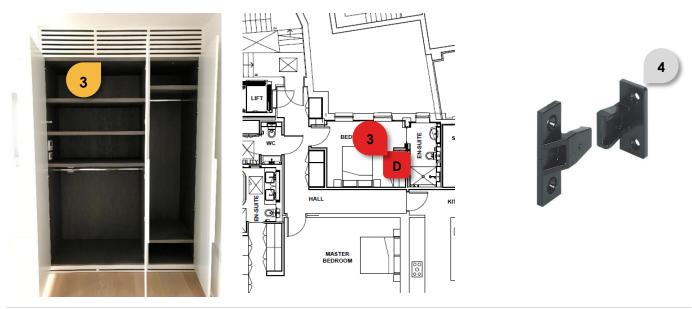


BEDROOM 2 (5F)

The **Drivers³** for **LED Strip Lights** in **Bedroom 2 (5F)** are located in the wardrobe next to the A/C Unit.

To access it, the top of the wardrobe, which is secured by two **Keku Clips**², needs to be carefully removed.

Please note, the grill is very fragile, so extra care needs to be taken during its removal. Also, at least a 4-step ladder should be used.



LIGHTING - DRIVERS - LOCATIONS (Cont.)

SIDE PATIO (5F)

The **Driver²** for the **Patio Lights¹** which are along the Kitchen, Dining and Living Room is located behind the removable plinth in the **Kitchen**.

To access it, it is recommended to use a **Double Sucker Pad³**.



MAIN PATIO (5F)

The Drivers⁴ for the Main Patio Decking Lights³ in front of the Living Room (5F) are located next to the Pavilion (5F), in the Lift Control Room.

Access will be granted by the concierge as he has the keys to this separate area.

The Junction boxes for each Light area are located below the light itself.

<u>To access the Junction Boxes</u>, part of the decking near where the light is connected, will need to be removed.



EMERGENCY LIGHTING

The **Emergency Light Fittings** are spread throughout the whole apartment. They genuinely have red or green LED glowing on them.

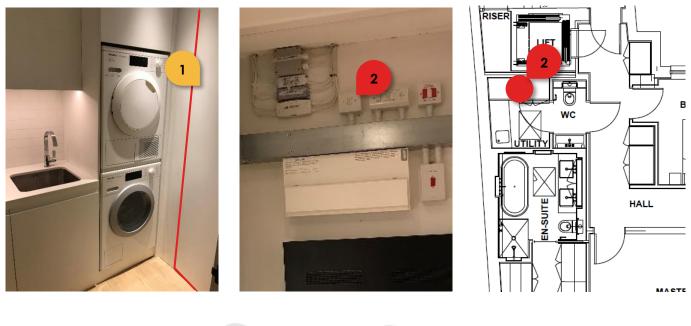
These are battery-backed lighting fittings that switch on automatically when a building experiences a loss of power. In case of an accident, the emergency lights will illuminate, thus allowing people to see clearly and help them to move to the nearest exit.

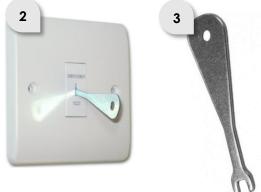
The Emergency Light Fittings have a Key Switch² adjacent to the unit.

<u>To test the lighting</u>, insert the **Fish Key**³ supplied and then make sure the emergency light fitting illuminates once the key is being inserted. Note any fitting that is not working.

<u>The other way to test the emergency light</u> is to switch off the relevant distribution board breaker. Make sure all the occupants in the building are notified that the lighting in this area will be turned off.

The Key Switch is located in the Utility Room (5F), inside the RHS cupboard¹.





APPLIANCES SPURS

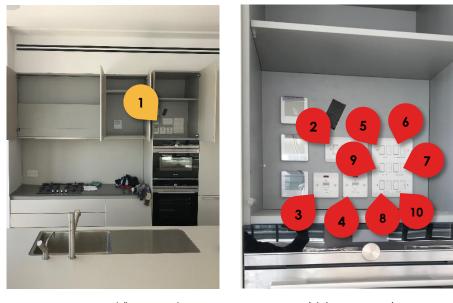
<u>KITCHEN (5F)</u>

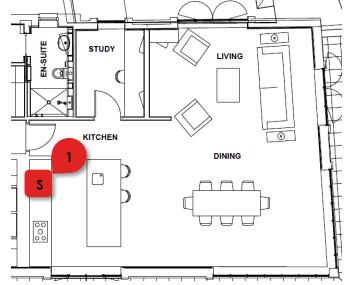
The **Kitchen (5F)** is equipped with the <u>following appliances</u> and <u>equipment</u>: **Fridge**, **Freezer**, **Oven**, **Combi Oven**, **Dishwasher**, **Extractor**, **Warming Drawer**, **Hot Water Tap** and **Ignition for Gas Hob**.

Each appliance has its own **Spur Switch** inside the <u>kitchen cabinet</u>¹ above the **Oven**. The **Freezer**², **Oven**³ and **Combi Oven**⁴ have separate **Spur Switches** and Spurs for **Fridge**⁵, **Warming Drawer**⁶, **Dishwasher**⁷, **Hob Ignition**⁸, **Hot Water Tap**⁹ and **Extractor**¹⁰ are located on the **Grid Switch**.

To switch off these appliances completely, shut the following Breakers on the **Consumer Unit 1** in the **Utility Room (5F)**:

- Breaker No. 2, labelled as "Oven"
- Breaker No. 4, labelled as "Kitchen"
- Breaker No. 11, labelled as "Combi Oven"
- Breaker No. 12, labelled as "Freezer"

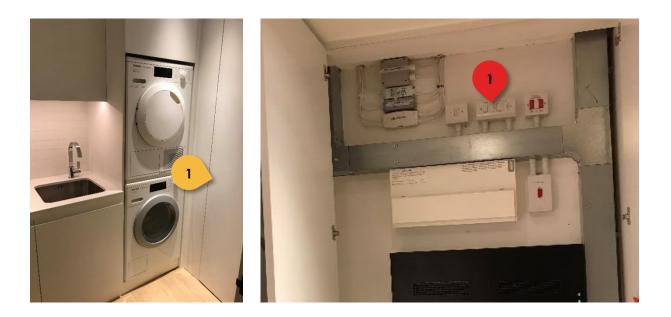


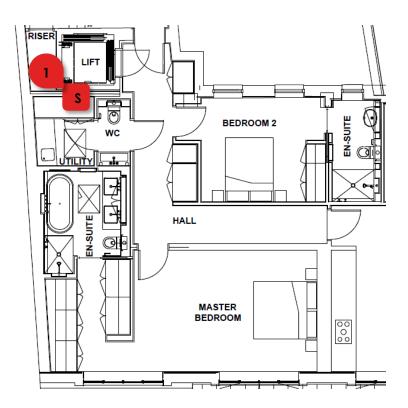


APPLIANCES SPURS (Cont.)

UTILITY ROOM (5F)

The **Utility Room (5F)** is equipped with the **Washing Machine**. Its **Spur**¹ is located in the <u>cupboard</u> on the RHS of the **Utility Room (5F)**.



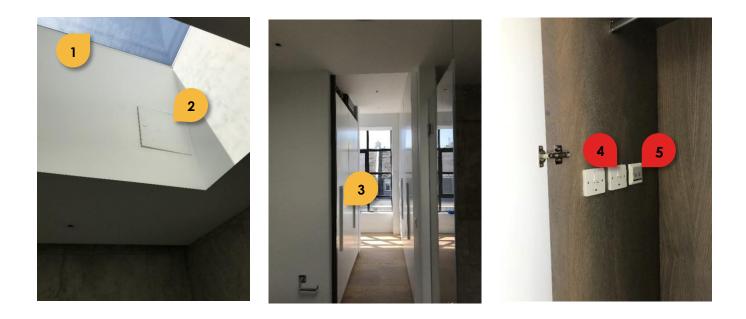


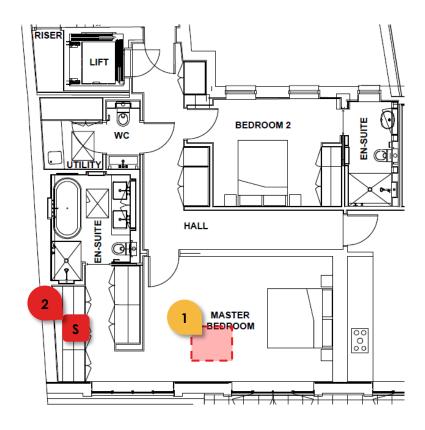
MOTORISED SKYLIGHT

There is a **Motorised Skylight** in the **Master Bedroom (5F)**. The **Motor** is installed in the **Junction Box²** directly beneath the Skylight.

Its Spur Switch⁴ and Control Switch⁵ are located inside the wardrobe³ in the Master Bedroom (5F).

This Skylight has a **Rain Sensor**, so it will close automatically whenever it rains.



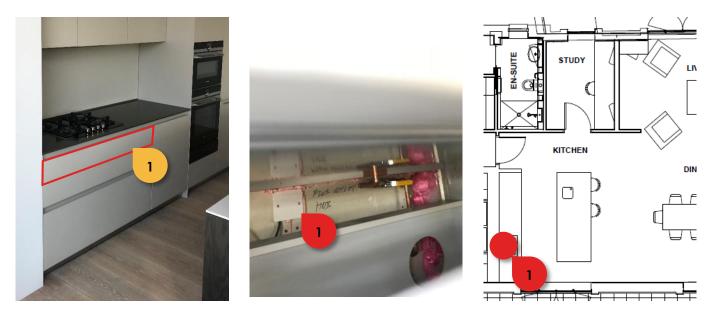


JUNCTION BOXES

KITCHEN (5F)

There is a **Junction Box**¹ in the **Kitchen (5F)**, behind the top drawer of the kitchen cupboard. It serves the **Gas Hob Ignition**.

To access it, the drawer needs to be carefully pulled out.

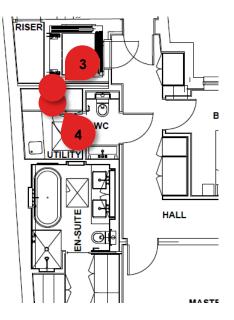


UTILITY ROOM (5F)

There are two Junction Boxes^{3,4} in the Utility Room (5F), inside the RHS cupboard². They both serve the In-Line Extractors and the interlinked Ceiling PIR Sensors







7. FIRE & SECURITY

APARTMENT ESCAPE ROUTES

In case of fire of an emergency, there are two Escape Routes to choose from:

- Main Entrance in the Hall (5F)¹ leading to the main staircase
- Flat Roof (5F)² accessible via the Living Room, from which you can do down to the Pavilion (5F), from where you can reach the <u>side staircase</u>

Please note that in the event of fire, <u>the Lift cannot be used</u> as an escape way.

<u>HALL (5F)</u>

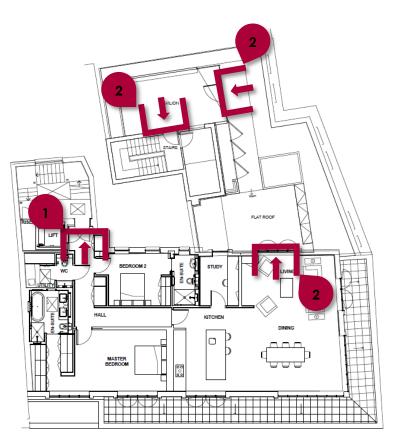


PAVILION (5F)









FIRE PREVENTION

FIRE PREVENTION

There are things that can be done to make a fire less likely to break out:

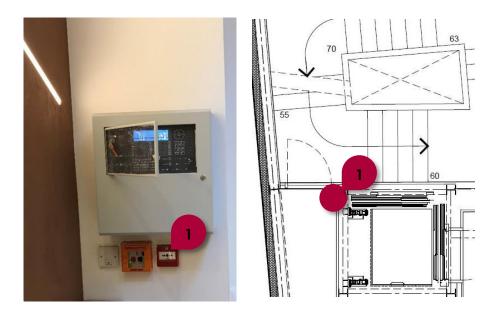
- Keep matches and lighters away from children
- Correctly dispose of cigarettes and any other flammable material
- Switch off electrical appliances if they are not being used
- Do not overload electrical sockets
- Keep an eye out for damaged cables or wiring
- Use a deep fat fryer instead of a chip pan
- Keep candles away from curtains and extinguish them before leaving a room or going to bed

Find out more by visiting <u>www.gov.uk/firekills</u>. If a fire breaks out, call the fire brigade on 999 immediately. A signal may already have been automatically transmitted to the fire brigade. It is essential, however, to call the fire brigade to ensure that they are aware of the fire condition.

<u>ESCAPE</u>

If a fire occurs, it is crucial to get out quickly. Is it therefore important to work out in advance the safest means of escape as soon as possible. Be sure to know the exact location of any necessary keys and learn how to operate every window.

In case of a fire in the apartment, immediately dial <u>999</u>, call the concierge and go down the stairs to **press the Fire Alarm Button**¹ on the **Ground Floor** to notify other residents of the building. In case of a fire, the lift will be shut down.



SMOKE & HEAT DETECTORS

The apartment is secured by <u>mains powered</u> **Smoke & Heat Detectors**. There are <u>four</u> **Smoke Detectors**¹, located in the <u>following areas</u>:

- <u>one</u> in the Living / Dining Room (5F),
- <u>two</u> in the Hallway (5F),
- <u>one</u> is in the **Pavilion (5F)**.

There is <u>one</u> Heat Detector² installed in the Kitchen (5F).

<u>All</u> Detectors are <u>interlinked</u> – if one of the Detectors is activated in any of the rooms, all other Detectors will also sound.

The **Smoke** and **Heat Detectors** are a stand-alone system and are not linked with the communal areas. However, in case of a fire in the Kitchen, Dining or Living areas, the Sprinklers will activate the Fire Alarm in the Communal Areas.

For more information about the Sprinkler System, please refer to the following page.

In case of fire within the apartment, a Fire Alarm Button³ on the Ground Floor needs to be activated.



MAINTENANCE

It is important to ensure that each **Smoke & Heat Detector** is <u>tested every week</u> by pressing the test button. The Detectors contain rechargeable <u>back-up battery</u> to ensure their functioning in the event of a power cut.

It is also important to <u>clean</u> the **Smoke & Heat Detectors** at least <u>twice a year</u>.

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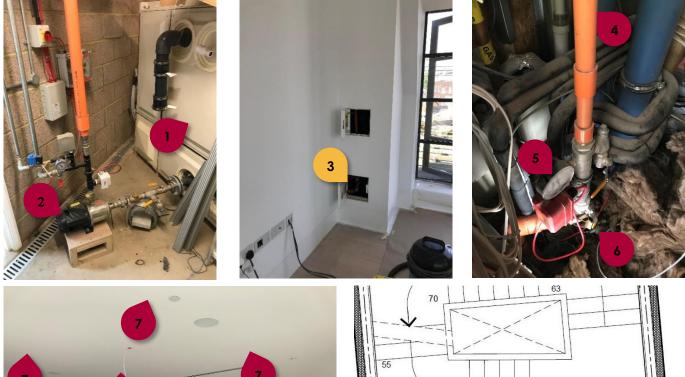
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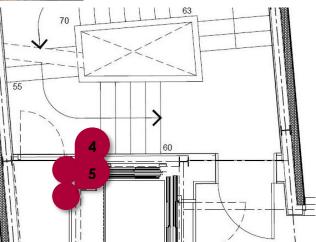
SPRINKLER SYSTEM

The apartment is secured by a Sprinkler System. It is equipped with the following:

- Tank¹ located in the Basement,
- Pump² located in the Basement,
- Incoming Pipe⁴ with a Pressure Gaurge⁵ and a Test Valve⁶ located in the Living Room (5F), behind a removable access panel³,
- <u>eight</u> Sprinkler Heads⁷ located in the Kitchen (5F) and Living Room (5F).







MAINTENANCE

The system should be maintained <u>once a year</u> and access to the apartment is required to check the system – an engineer will be testing if water pours out of the sprinkler test valve. The **Test Valve**⁶ also serves as a drain point. All maintenance will be coordinated with the Management Team. **The Test Valve**⁶ **must always remain in the OPEN position**.

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INTRUDER ALARM

The apartment is equipped with the Intruder Alarm consisting of the following devices:

- Wiring Box¹
- Alarm Keypads
- Internal Sounder
- Panic Buttons
- PIR Sensors
- Door Contacts

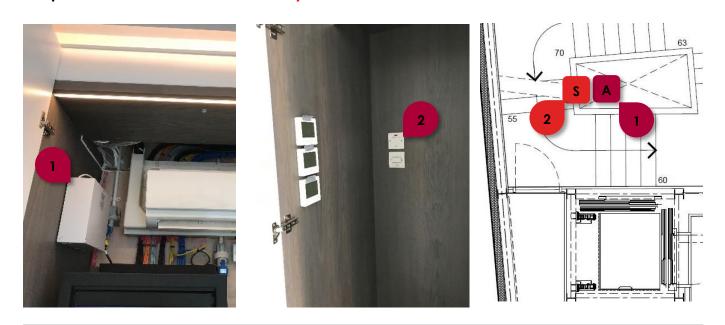
<u>The Intruder Alarm is connected to the</u> **Breaker No. 14**, labelled as "**Intruder Alarm**" on the **Consumer Unit 1** in the **Utility Room (5F)**.

Please note that it should be <u>always kept ON</u> as deactivating the Alarm will trigger the alarm Sounders and send a signal to the Intruder Alarm company.

For specific location of Wiring Box, please read <u>as follows</u>. For specific locations of the other equipment, please refer to the <u>following page</u>.

WIRING BOX

Its **Wiring Box**¹ has been installed in the **Hall (5F)**, above the TV / AV Rack. Its **Spur Switch**², labelled as "**Security Alarm**", is located on the LHS of the wardrobe.



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INTRUDER ALARM (Cont.)

INTRUDER ALARM EQUIPMENT

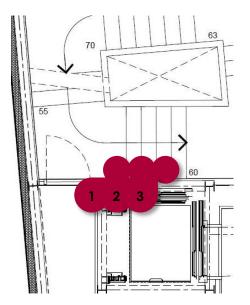
Other Intruder Alarm equipment was installed in the *following areas*:

- Alarm Keypad¹ in the Hall (5F),
- Internal Sounder² in the Hall (5F)
- Panic Button³ in the Hall (5F)
- PIR Sensors⁴ in <u>all rooms</u>
- Door Contacts⁵ on the Entrance Door and the Lift Door.









SETTING & UNSETTING THE ALARM

To set the alarm: either enter a 4-digit code on the **Alarm Keypad** or by using the pre-programmed Fob on the Keypad after leaving and locking the final exit door. The set tone from the internal sounder will turn off once the door contact is set.

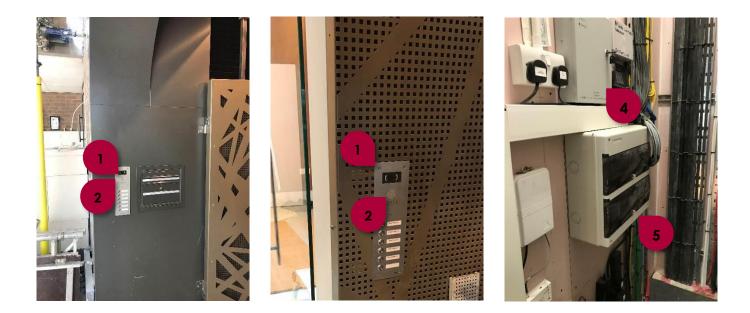
<u>To unset the alarm</u>: on entry through the front door or lift door the internal sounder will operate, then offer up the Fob or enter the 4-digit code to unset within the pre-set entry time.

VIDEO DOOR ENTRY

The property is equipped with a Video Door Entry. It consist of the following devices:

- External Audio/Video Unit (BPT-5 Panel)¹ including the Fob Reader² located in the <u>outside</u> the Street Entrance and <u>inside</u> the Street Entrance Hall.
- Indoor Audio/Video Unit (Nova EVO Video Monitor)³ located in the Hall (5F),
- Power Board⁴ located in the Riser (1F),
- Control Panels⁵ located in the Riser (1F),
- Key Fobs⁶.

Please make sure that the equipment for the Door & Video Entry is always switched ON.





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VIDEO DOOR ENTRY – QUICK GUIDE

The **External Audio/Video Unit** (**BPT-5 Panel**) located near the **Street Entrance** serves as a way to let mail carriers inside the building. However, to let someone into an apartment requires the visitor to select and call a particular apartment on a second panel located in the **Building Entrance Hallway**.

After that, the visitor must ring a final bell either outside apartment doors (if the visitor is coming by stairs) or after going up in the lift. Their voice will then be played through the Speakers in the **Kitchen**. These panels will communicate with the panels near the Street Entrance when a call button is pressed to allow you to communicate with a visitor. A solenoid lock at the street entrance allows you to let guests in by touching the **Release Door Button** on the panel located near the Kitchen entrance in the apartment.

CONTROLS

| Brightness Controls | Microphone |
|----------------------|----------------------|
| Saturation Controls | Auxiliary Function 2 |
| Video Activation, | Door Lock Release |
| Panel Selection | Answer / End Call, |
| Auxiliary Function 1 | Audio Activation, |

After answering a call, 2-way communication is automatically activated. The panel also has one-way communication capabilities – by holding the **Audio Activation button**, the incoming sound is disabled, and you can speak to the visitor. By releasing it, the visitor can now speak and your voice will not be transmitted.

Video communication is activated by pressing the **Video Activation button**. By pressing it multiple times, you can cycle between the entry panels by the Street Entrance and at in the Entrance Hallway. The **Door Lock Release** button will then open whichever door was selected with the Video Activation button.

8. TELEPHONE, TV/AV & DATA

TELEPHONE LINE

The property is wired for telephone and network distribution.

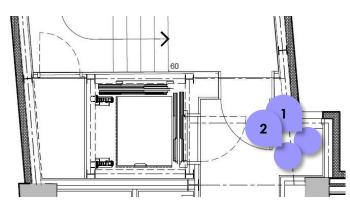
The Incoming Telephone Line is coming from the street into the Incoming BT Box¹ located in the Basement. Then it is wired to the Master Socket for all flats in the Riser (1F). From here, the connections are distributed into the TV/AV Rack and throughout all the rooms.

There is a future **BT Fibre Optic²** is in the **Riser (5F)**. Security firewalls are in place so that no unauthorized access from outside the property will penetrate any network devices or data.

ANALOGUE TELEPHONE SYSTEM

There are also various **Telephone Outlets** around the property so that an **Analogue Telephone System** can be added in the future.





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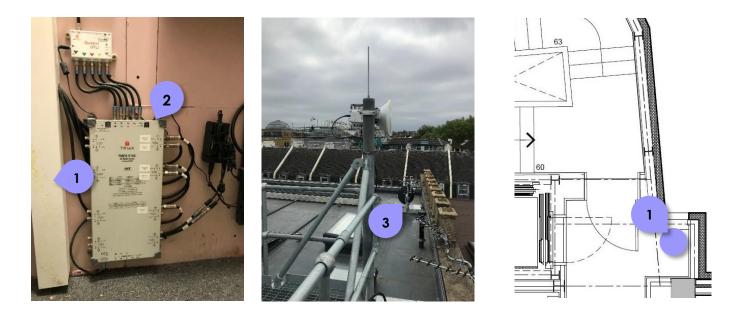


SATELLITE DISH & AERIAL

There is a Fibre Optic based on the **Satellite** & **Aerial** system specified for the property, which includes a **Sky 60 cm Dish**, **DTT Aerial** and **DAB Aerial**.

The system is Sky-ready for future use, as there are <u>four</u> **Spare Coaxial Cables** installed on the **Roof**. These Spare Cables then end in the **Riser (1F)** <u>enclosure</u>¹.

It is possible to install additional **Satellites** if necessary. The **Aerial Cables³** run from the **Roof** into a large **Multi-switch Board²** located in the 1st Floor Riser. From here, the cables are individually distributed into all apartments.



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TV / AV RACKS

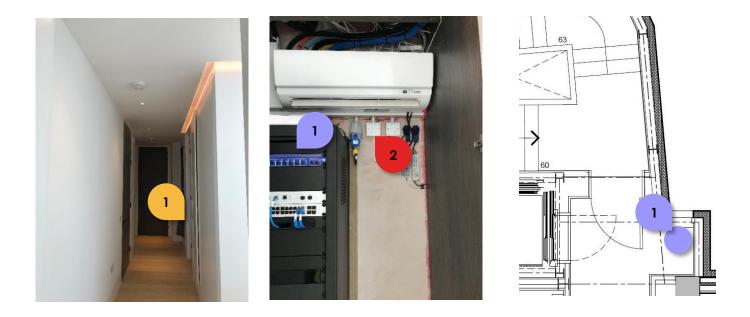
<u>HALL (5F)</u>

There is one **TV/AV Rack¹** installed in the **Hall (5F).** It contains all wiring for the Telephone, TV/AV & Data equipment.

Its **Spur Switch** is nearby, just below the A/C.

To completely switch off the TV/AV Rack, shut the Breaker No. 10 labelled "TV / AV Rack" on the Distribution Board in the Utility Room (5F).

Please note that the A/C above the TV / AV Rack <u>has to be ON at all times</u>, to avoid overheating of the equipment. In case the A/C stops working, the Property Management must be immediately notified.



MAINTENANCE

Please note that <u>only qualified personnel</u> should do any amendments to the TV / AV Racks.

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WI-FI CONNECTION & MUSIC SYSTEM

WI-FI CONNECTION

The **Ubiquiti Wireless System** provides the apartment with a hands off wireless solution, which means that you can roam across the apartment with your hand-held device without it dropping off the network.

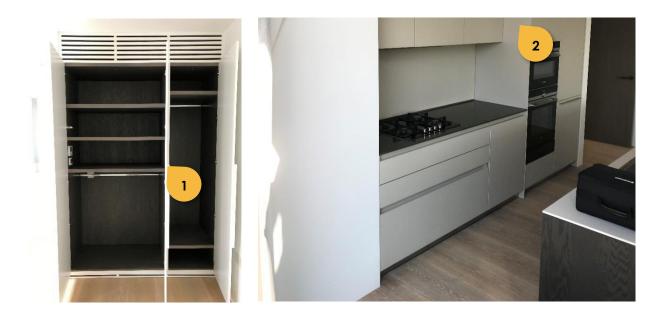
The Wireless Access Points¹ have been installed in the Master Dressing Room (5F) and in Bedroom 2 Dressing Area (5F).

There are two types of networks in the apartment:

- Home network which will allow control of Lighting, UFH and the AV system.
- **Guest network** devices on the Guest network <u>will not have permission</u> to control any of these systems.

MUSIC SYSTEM

There is a **Music System²** throughout the whole apartment. It consists of multiple zones: **Kitchen/Dining (5F)**, **Living Room (5F)**, **Master Bedroom (5F)**, **Bedroom 2 (5F)**.





SMART HOME

This is a guide to the user interface to control the Audio Visual system.

This is the home page, where you can make selections based on what you'd like to do.



Watch – Use the TV to watch Freeview or use the TV's in built smart apps. Any TV sources that are added in the future, such as Sky Q or Apple TV, will be available here.



SMART HOME (Cont.)

Listen – Use the audio system to listen to music from your Apple device or from streaming services such as Spotify, Tuneln or Deezer.



Comfort – This is where the in-built weather app is found.



SMART HOME (Cont.)

Lighting – Turn the lights on, off or dim the lights to a level that you desire using a slider.

| € ◀ | Living Room | | 17° | 15:03 🛜 🗎 |
|----------------|-------------|--------------------|-----|-----------|
| Living Room | Q Lights | M Q4 Scenes All | | |
| Perimeter LED | 0 | Downlights | 0 | |
| Centre Downlig | 0 | 5 Amps 2 | 0 | |
| 5 Amps | 0 | - | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Settings – This menu is for some basic settings for the touch panel, but we advise that you do not use this area too much as some settings can be detrimental to the use of the AV system.

Home – There are a few smaller menus from the home screen: Change Room, Reboots and Lights

| | Change Room | 7° 1 | 4:56 | (((• |
|-------------------|----------------------|----------|------|------|
| Lights Comfort | Entrance Hall | | | |
| | Kitchen/ Dining Room | | | |
| | Study | | | |
| | Living Room 🗸 | Lighting | | |
| | Master Bedroom | | | |
| | Master Bathroom | | | |
| | Master Dressing Room | | | |
| | | | | |

Use this menu to change the room you are controlling. The touchscreen will remember the last room that you were using.

SMART HOME (Cont.)



You can power cycle (Turn on and off) some items in the AV cupboard from here. Please only do this when told to by a TNL Remote Service engineer.



You can turn all the controlled lighting circuits off at once from this page.

9. LIFT

PASSENGER LIFT

The house is equipped with a **Passenger Lift**. It is spread through all <u>four</u> floors – from the **Basement** up to the **Fifth Floor**.

The Wiring Panel, Main Isolator Switch² and Motor are located in the Riser (5F)¹, a special area accessible only by the authorised people.

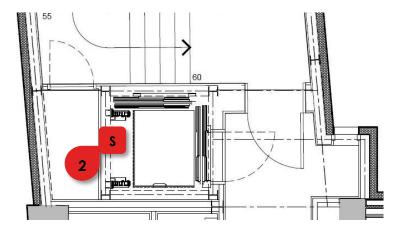
Its Electric Meter³ is located in the **Basement**, near the Distribution Board.

In case you get trapped inside the elevator, press the Emergency Button.

All instances of malfunction or irregular running should be reported to the Service Department by telephoning the number shown below (open 24/7):

01322 556661





10. OTHER

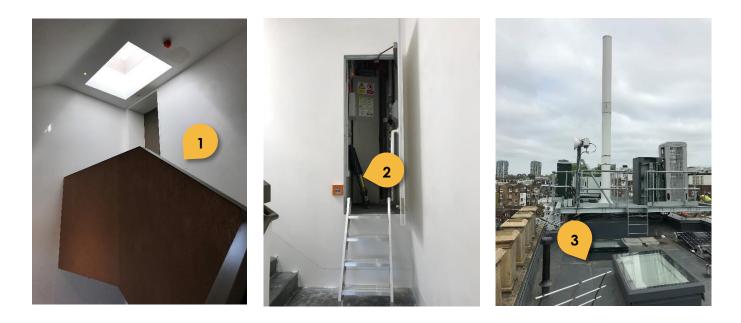
ACCESS TO THE ROOF

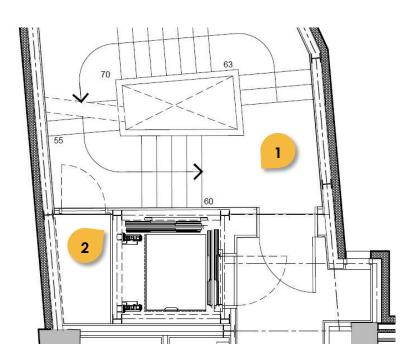
MAIN STAIRCASE (5F)

The **Roof** is accessible from the **Main Staircase (5F)**¹ by using a **Special Ladder**² in the **Riser** (5F).

In case the access to the **Main Roof** is required (due to PV Panels, 3G Equipment, etc.), it is possible to use a **Skylight Access Hatch**³.

In case the access to the **Terrace** is required (due to the Condensers), it is possible to access it via the **Apartment (5F)**.





UNOCCUPIED PROPERTY

When the <u>property is left unoccupied or vacant</u> for a longer period of time, it is under a threat of burglary, vandalism, and other dangers. Therefore, to avoid them, there are several preventative measures which can reduce the risks.

Before you leave:

- Check if the **plumbing system** is running smoothly and there are no tears.
- Turn off the water supply. Find out how to shut the water supply on page 15.
- If the water supply will be kept on, heating system should run on low temperatures.
- Set the **Underfloor Heating** <u>on "Holiday" mode</u>. In which case, the electrical power should be on. For more information, please refer to the full User Guides stored within the O&M Manuals.
- Inspect the **gutters** and make sure they are clean.
- Lock valuables away in a safe deposit box or move them to a secure place.
- Make the property look occupied.
- Check the functioning of Fire Alarm, Intruder Alarm and all Smoke Detectors.
- <u>Shut off</u> all **appliances** and <u>unplug</u> all **electronic devices** and **small appliances**.

We recommend to <u>ask your neighbour, friend or relative to watch over the property</u>. It would be the most ideal to let it be checked **every day**. The following should be regularly checked – security, water leaks, damp and mould and pests or vermin.

Also, avoid any visible signs that the property has been unoccupied for a long time.

Watch out for the following:

- 1. **Overgrown and untended garden.** This can be solved by contacting a gardener to tend the garden every couple of weeks.
- 2. There is a lot of mail either in the letterbox or at the front door. This can be solved by asking someone to check the letterbox every now and then.
- 3. House is either dark at all times and the curtains and closed. This can be solved by buying a plug timer which can turn on and off the light at various times during the day and night.

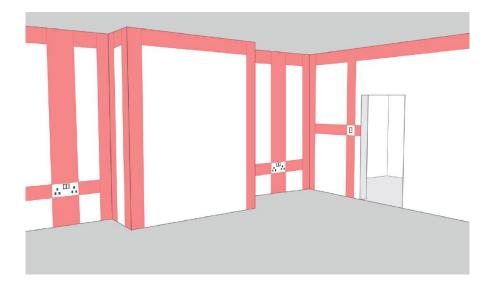
DRILLING, SCREWING, NAILING

NO FIX ZONES RESERVED FOR SERVICES

Electricity, Gas, Water and Underfloor Heating are distributed around your home using cables, wires and pipes concealed in the walls and floors. These may be located anywhere in your <u>floor</u> so **do not mount anything to your floors**.

In <u>walls</u>, cables run through specific areas as specified below. **Do not drill**, screw, or nail anything into the walls in these places.

- 200mm or less from the ceiling
- 200mm or less from the floor
- Between the light switches and the ceiling
- Vertically above and below or in a horizontal band either side of sockets, switches, or any other electrical accessories.



MATERIALS

It is important to know what materials your walls are made of and whether you will be able to safely do what you have planned.

- Do not attempt to fix heavy objects to just the drywall as it's not strong enough. You can buy drywall anchors¹ that will add strength but, for heavier items, it's best to find a stud² to drill into.
- When fixing to **wooden studs**, be sure to drill holes first, rather than screwing directly in as this can split the wood and make it weaker.



11. QUICK GUIDES TO APPLIANCES

BUILT-IN OVEN SIEMENS HM656GN.1B

Control panel



1. **Buttons** – the buttons to the left and right of the rotary selector have a pressure point. Press these buttons to activate them.

2. **Rotary selector** – you can turn the rotary selector clockwise and anti-clockwise.

3. **Touch display** – you can see the current adjustment values, options and notes on it.

| | 2 | |
|-----------|--------------------------------|--|
| Buttons | | Meaning |
| on/off | | Switches the appliance on and off |
| menu | Menu | Opens the operating modes menu |
| []~~? | Information Childproof lock | Displays notes Activates/deactivates the child- proof lock |
| ↺ | Time-setting options | Opens the time-setting options menu |
| >> \$\$\$ | Rapid heat up | Switches rapid heat up on and off |

Operating the appliance

Switching the appliance on/off – Use the On/Off button to switch the appliance on.

Starting or interrupting operation – Press the Start/Stop button. If you open the cooking compartment door during operation, operation is interrupted.

Selecting an operating mode – 1. Press the menu button. \rightarrow 2. Touch the required operating mode. \rightarrow 3. Use the rotary selector to change the selection. \rightarrow 4. Use the Start/Stop button to start.

Setting the type of heating and temperature

- 1. Select the type of heating using the rotary selector.
- 2. Touch the suggested temperature.
- 3. Use the rotary selector to change the temperature.
- 4. Use the Start/Stop button to start.

Cleaning

Clean with a dish cloth and then dry with a soft cloth.

Do not use oven cleaner on the self-cleaning surfaces. This will damage the surfaces. Please do not rub or use any abrasive cleaning materials. Always keep the appliance clean and remove dirt immediately. Clean the cooking compartment after each use. Always remove flecks of limescale, grease, starch and albumin immediately.

Troubleshooting

Can be found on page 25 of the original manufacturer's manual.

HOT WATER TAP QUOOKER PRO3

Content of the pack

- 1. Quooker tank
- 2. Quooker tap
- 3. Quooker inlet combination

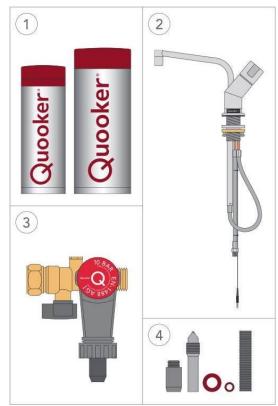
4. Quooker drill bit, washers, PVC nipple and drain hose

Caution!

Incorrect use may result in injury.

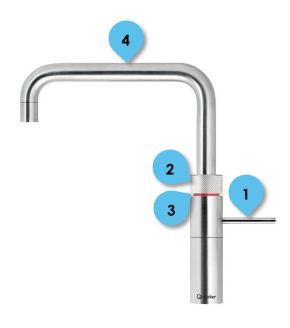
Prevent children from using the tap as a toy and do not allow children to clean or maintain the product unsupervised.

Keep the plug out of reach of small children.



How the Quooker works

- Water pressure is activated with the long lever handle¹.
- To vary the flow move the lever handle¹ up and down.
- To vary the temperature move the lever handle¹ from left to right.
- To activate the boiling water function push down on the textured handle² twice and twist.
- While the boiling water is being dispensed, a red light³ is visible. This is also activated when the tank is heating up.
- The arm⁴ can be swiveled 360° degrees.
- There is no need to keep hold of switch when using the boiling water mode – once the textured handle² is pushed down and twisted, it locks into place and is also easily released with a push and twist in the opposite direction.
- The tap also has insulated sides, so it does not feel hot to touch.



HOT WATER TAP QUOOKER PRO3

Replacing the Scale Control Cartridge

The Scale Control cartridge must be replaced before it becomes saturated. To check whether the cartridge is saturated we recommend measuring the total hardness of the Quooker water with the test kit around the expected expiry date of the cartridge.



1. Disconnecting - close the stop valve on the inlet combination. Open the boilingwater tap to release any pressure in the system and close the tap again. Disconnect the head by unscrewing the grooved knob on top of the Scale Control and remove the Scale Control from the kitchen cupboard.

2. Replacing - unscrew the lid and replace the old cartridge with a new one.

3. Placing - return the Scale Control to the cupboard. Screw the head into the lid.

4. Flushing - open the stop valve on the inlet combination. Open the boiling-water tap to expel any air. Leave the water running until it runs clear. Switch on the tank.

Maintenance

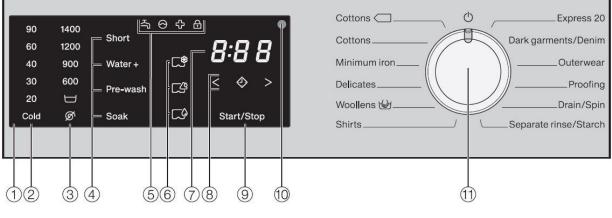
Always follow the installation method described in the manual. Avoid spilling water on the plug. If defective, the power plug may only be replaced by a qualified technician. Always leave the grey funnel of the pressure relief valve open. The pressure relief valve must be serviced regularly to prevent lime scale build-up.

If you live in an area free from scale, the HiTAC® filter should be changed once every five years. This can be done easily yourself and filters are available directly from Quooker.

If you live in a hard water area, lime scale will collect at the bottom of the tank and will need to be cleaned out approximately once a year depending on the usage and quality of the water in your area. Again, this can be done yourself or by one of Quooker's engineers.

WASHING MACHINE MIELE 10 611 720

Control panel



- 1. Control panel
- 2. Sensor controls temperature
- 3. Sensor control spin speed
- 4. Sensor controls extras
- 5. Indicator lights
- 6. Sensor controls CapDosing

- 7. Time display
- 8. Sensor controls for the delay start function
- 9. Sensor control Start/Stop
- 10. Optical interface
- 11. Programme selector

Start/Stop

Touching the Start/Stop sensor starts the selected programme or cancels a programme that has already been started.

Cleaning and Care

Disconnect the machine from the mains electricity power supply before cleaning or maintenance. The washing machine must not be hosed down.

The washing machine has two filters to protect the water inlet valve. These filters should be checked every six months or so, or more often if there are frequent interruptions to the water supply. For specific information on how to clean the filter, please follow the page 46 in the manual.

Troubleshooting

Can be found on pages 49–54 in the original manufacturer's manual.

Recommended Detergents

Miele UltraWhite (WA UW 2702 P)



Miele UltraColor (WA UC 2003 L)



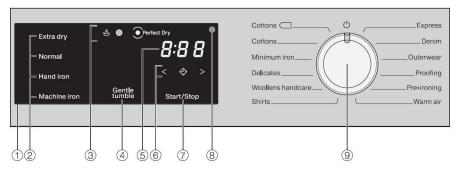
Caps Collection Box (WA CC 1001 L)



For a full list of suitable detergents, caps and accessories, go to: <u>https://www.miele.co.uk/domestic/accessories-finder-1993.html#</u> and type in WDD020

HEAT PUMP DRYER MIELE 10 753 030

Control panel



Operating the device

The dryer is switched on when you select a programme and switched off by turning the programme selector to the () position.

1. Control panel

2. Sensors for the drying levels

3. Control lights

4. Gentle tumble sensor

5. Time display - for the programme duration

6. Sensors for time selection

- 7. Start/Stop sensor
- 8. Optical interface
- 9. Programme selector

To select the programme, turn the Programme Selector to the desired programme. For information on Programme Chart, please refer to the manual on pages 31–34.

Replacing the plinth filter

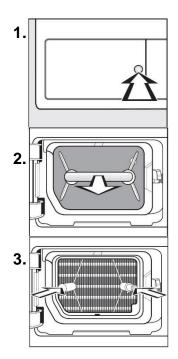
- Only clean the plinth filter when the
 indicator lights
 up.
- Press the round, indented area on the heat exchanger access panel to open it. The panel will spring open (1).
- Pull the plinth filter out by the handle (2).
- Pull the handle out of the plinth filter. To put the plinth filter back:
- First insert the handle with the plinth filter attached over the two guide pins (3).
- Push the plinth filter in completely.

Troubleshooting

Can be found on pages 47–51 of the manual.

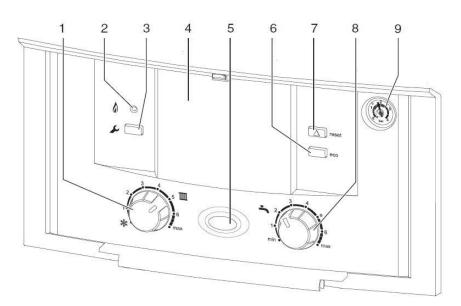
Cleaning and Care

- Clean the tumble dryer with a slightly damp cloth and a mild non-abrasive cleaning agent or a solution of washing-up liquid and water.
- Clean the seal around the inside of the door with a damp cloth.
- Dry all parts with a soft cloth.
- The drum and other stainless steel parts can be cleaned with a suitable stainless steel cleaner.



COMPACT BOILER WORCESTER 30 I

Control Panel



Operating the Boiler

Setting the central heating temperature

1. Turn the central heating temperature control knob to the desired level.

2. The Burner indicator will illuminate to show that the boiler is running.

Switching Off the central heating – turn the temperature control knob to the snowflake symbol 💥

Setting the hot water temperature

1. Turn the hot water temperature control knob to the desired level.

2. The Eco button is non-operational with this type of boiler.

1. Central heating temperature control

- 2. Burner indicator (Green)
- 3. Service button

4. Cover or optional Programmer

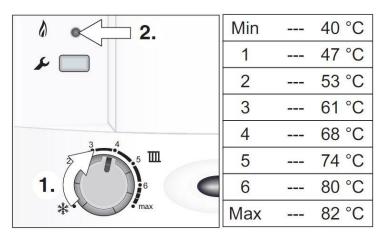
5. Power ON and fault indicator (Blue)

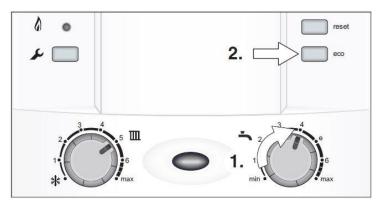
6. ECO button (nonfunctional)

7. Reset button

8. Hot water temperature control

9. System pressure gauge





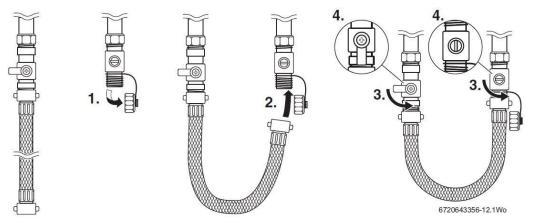
COMPACT BOILER WORCESTER 30 I

Caution!

If you smell gas:

- Call the National Gas Emergency Service on: 0800 111 999
- Extinguish any naked flames
- Do not smoke or strike matches
- Do not turn electrical switches on or off
- Open doors and windows
- Keep people away from the affected area
- Turn off the gas control valve at the meter

Re-pressuring the External Filling Loop



- 1. Unscrew blanking cap.
- 2. Attach hose and screw on hand-tight to valve.
- 3. Turn the handle/screwdriver slot point 90° to open the valves.
- 4. The handle/screwdriver slot point will be in-line with the valves.
- 5. When the pressure reaches between the 1 and 1.5 bar marks,

turn the handle/screwdriver slot point back to close it.

6. Remove the hose and replace the blanking cap.

Maintenance

In order to realise its maximum working life, it is essential that your boiler receives regular servicing and maintenance checks from a competent person.

If your boiler fails to operate correctly or requires servicing, please contact Worcester Borsch Group Appointments Team.

Troubleshooting

Can be found on page 15 in the original manufacturer's manual.

