Created By
Ludek Ltd
167-169 Great Portland Street
5th Floor
London
W1W 5PF

0330 330 3300
info@ludek.co.uk
www.ludek.co.uk

27 CROWN LANE

BUILDING MANAGEMENT GUIDE

27 CROWN LANE

BUILDING MANAGEMENT GUIDE

<u>BUILDING MANAGEMENT GUIDE</u>

27 CROWN LANE

MAY 2024

TABLE OF CONTENTS

TABLE OF CONTENTS

LEGEND & USED SYMBOLS

LEGEND – SHORTCUTS

2F – SECOND FLOOR

1F – FIRST FLOOR

GF – GROUND FLOOR

LG – LOWER GROUND

O&M – OPERATION & MAINTENANCE MANUALS

LHS – LEFT HAND SIDE

RHS – RIGHT HAND SIDE

CW(S) – COLD WATER (SERVICE)

HW(S) – HOT WATER (SERVICE)

LPHW – LOW PRESSURE HOT WATER

AOVs – AUTOMATIC OPENING VENTS

LEGEND – COLOURS & SYMBOLS

GAS

ELECTRICS

FIRE & SECURITY

TV/AV

MECHANICAL WORKS

EXTERIOR

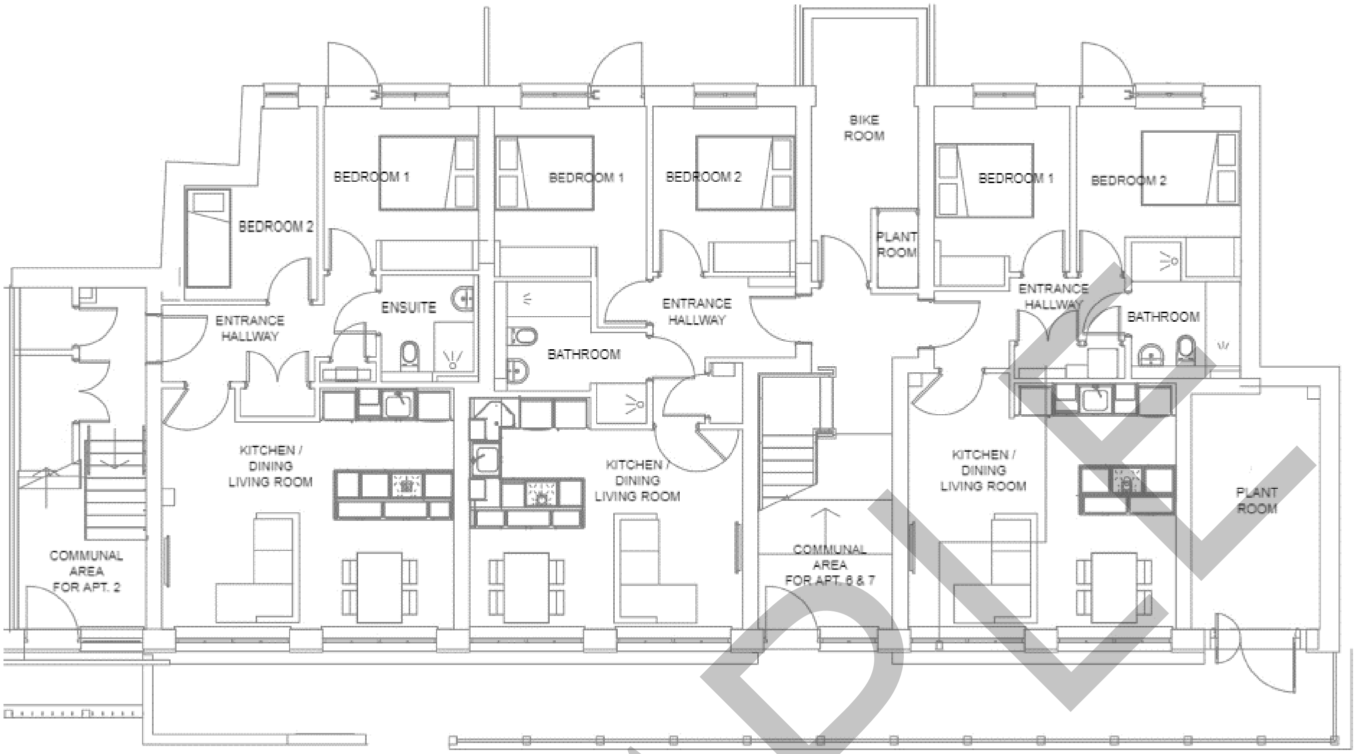
ENERGY EFFICIENCY

CARE & MAINTENANCE

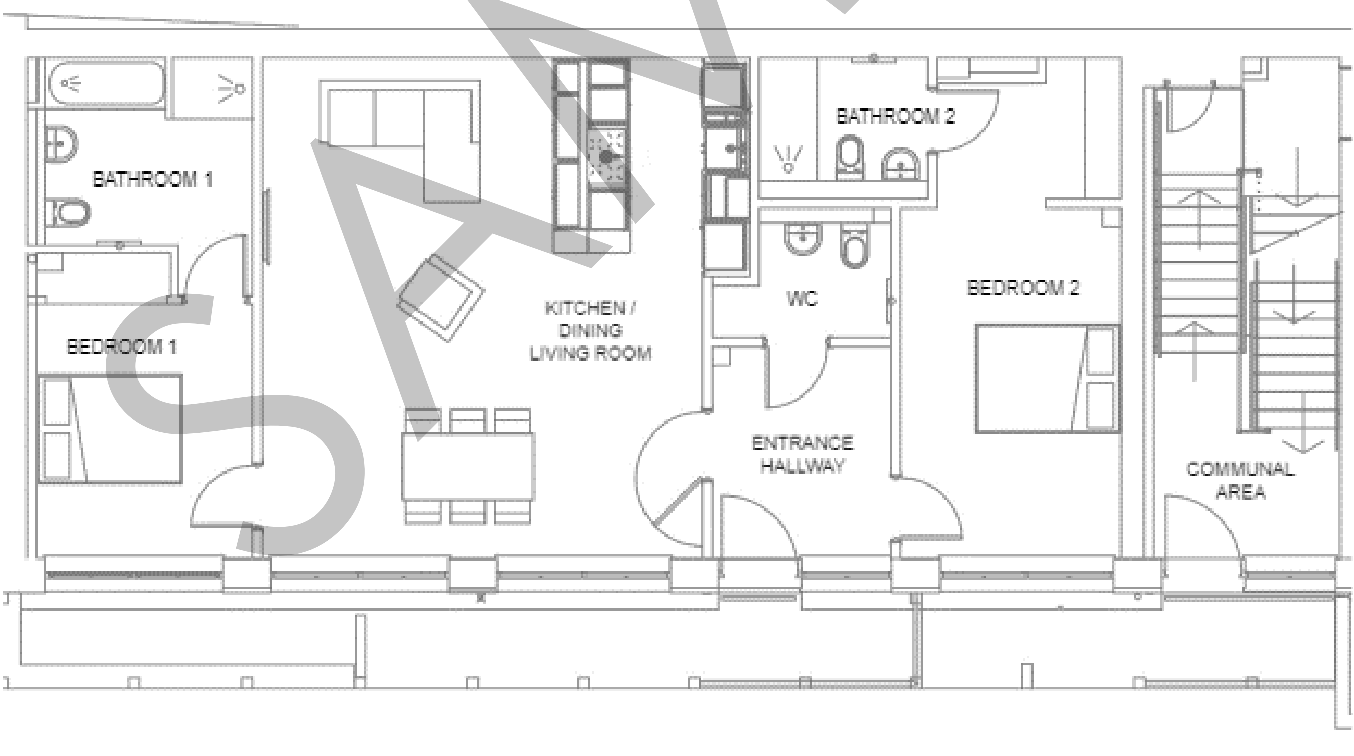
OTHER

PROPERTY LAYOUT

LOWER GROUND FLOOR

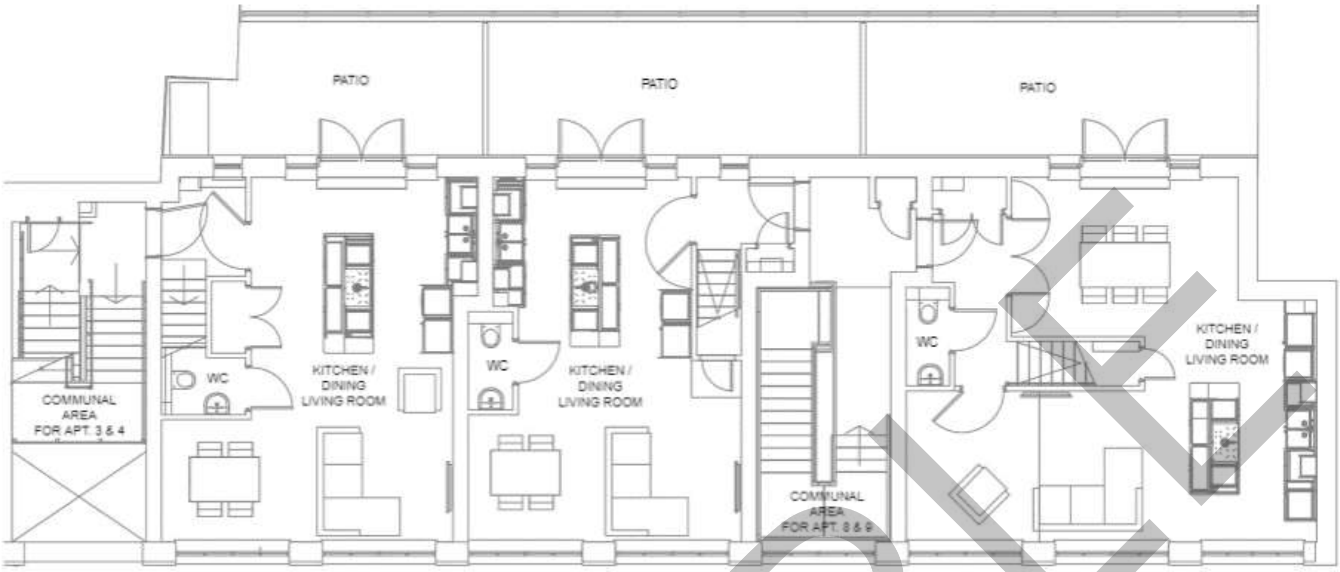


UPPER GROUND FLOOR

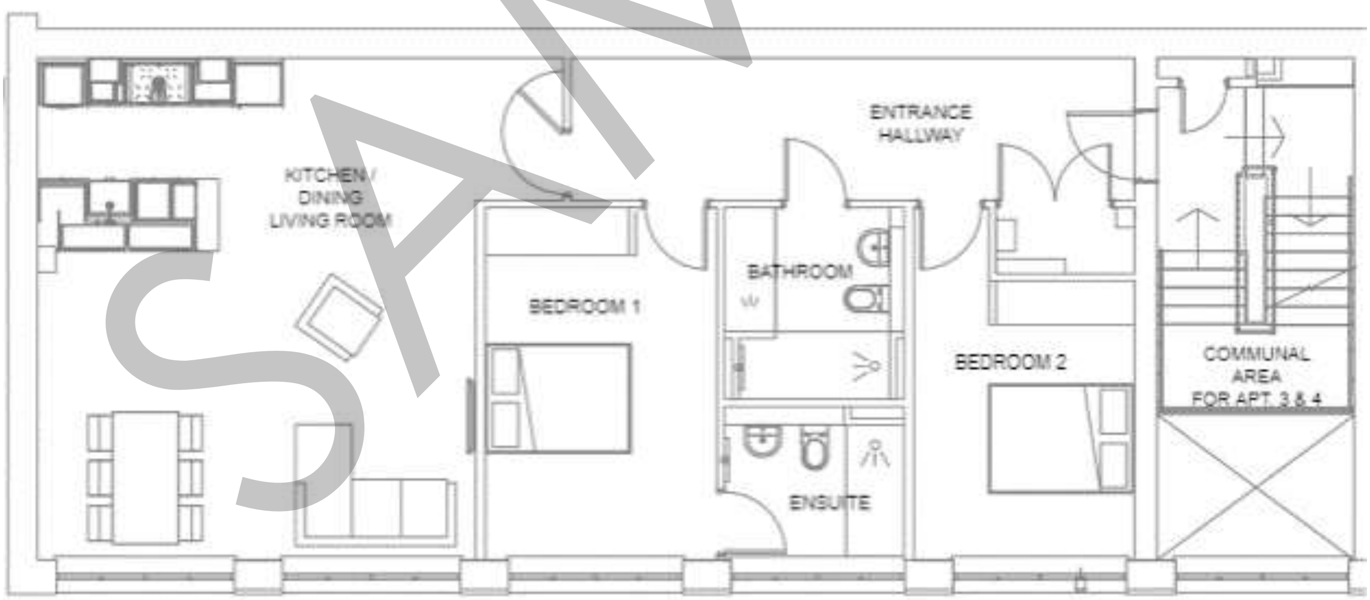


PROPERTY LAYOUT

LOWER FIRST FLOOR

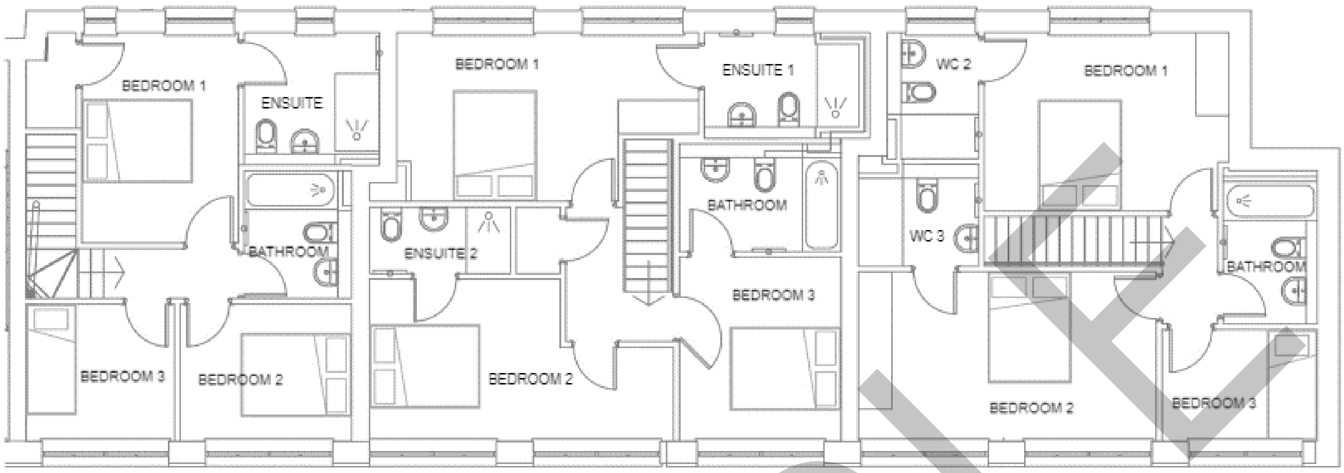


UPPER FIRST FLOOR

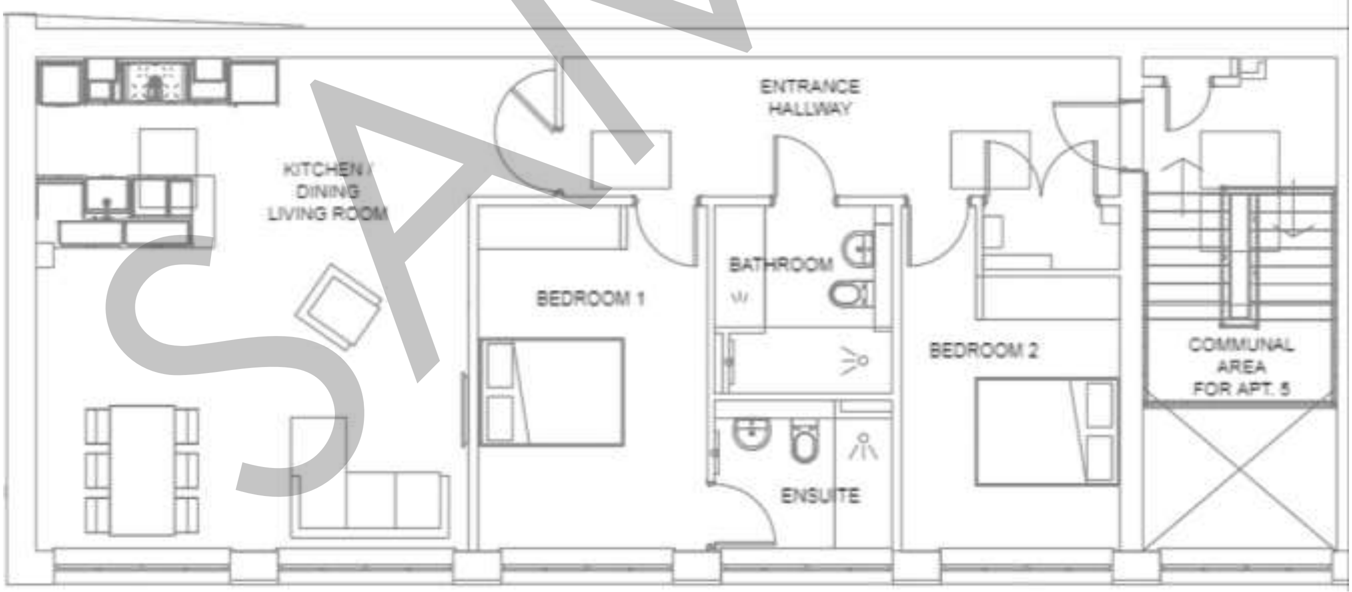


PROPERTY LAYOUT

LOWER SECOND FLOOR



UPPER SECOND FLOOR



PROJECT DIRECTORY

A comprehensive Project Directory, which also includes Suppliers and Manufacturers, can be found in the O&M Manuals under 1. Project Information / 1.1 Project Directory.

MECHANICAL CONTRACTOR

Ludek Ltd

T: 0330 330 3300

E: Info@ludek.co.uk

W: www.ludek.co.uk

ELECTRICAL CONTRACTOR, FIRE & SECURITY

Ludek Ltd

T: 0330 330 3300

E: Info@ludek.co.uk

W: www.ludek.co.uk

ELECTRIC CAR CHARGING POINT

Ludek Ltd

T: 0330 330 3300

E: Info@ludek.co.uk

W: www.ludek.co.uk

UTILITIES - GAS

Ludek Ltd

T: 0330 330 3300

E: Info@ludek.co.uk

W: www.ludek.co.uk

UTILITIES - WATER

Ludek Ltd

T: 0330 330 3300

E: Info@ludek.co.uk

W: www.ludek.co.uk

UTILITIES - ELECTRICITY

Ludek Ltd

T: 0330 330 3300

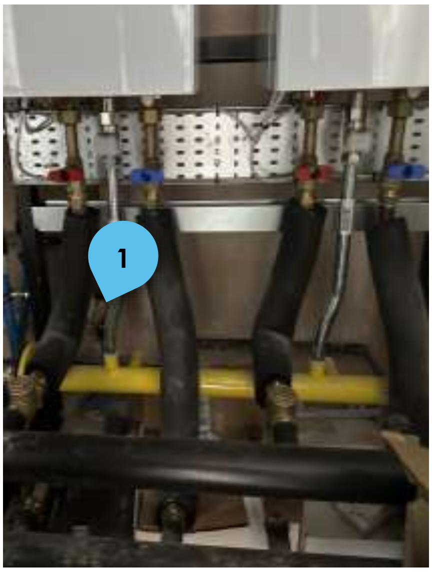
E: Info@ludek.co.uk

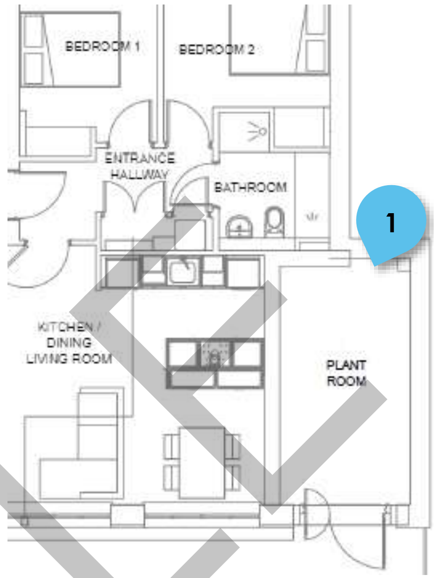
W: www.ludek.co.uk

WATER

MAIN STOPCOCK & WATER METER

The **Incoming water supply** comes from the street to the rear LHS of the **Plant Room**. The **Main Stopcock**[1] is located below the **Gas Boilers.** The **Main Water Meter** is outside on the street.



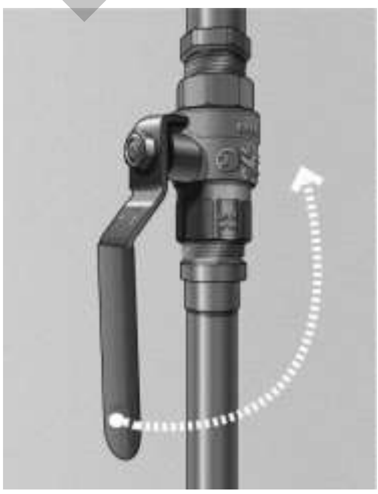


LEVER VALVES

General rule for all Valves with handles:

Valve is **open** if the handle is aligned with the pipe. To **close** it, the handle needs to be switched 90° to the flow direction of the pipe. To **open** it again, the handle must be switched the opposite direction.

It is recommended that all Valves are opened and closed at least every 6 months, to avoid corrosion.



PLANT EQUIPMENT

The property is equipped with the following **Plant equipment**:

1. **Gas Boilers**
2. **Hot Water Cylinder**
3. **Booster Set**
4. **Water Pump**
5. **Pressurisation Unit**
6. **Filling Loop**
7. **Chemical Dosing Pot**

WATER (Cont.)

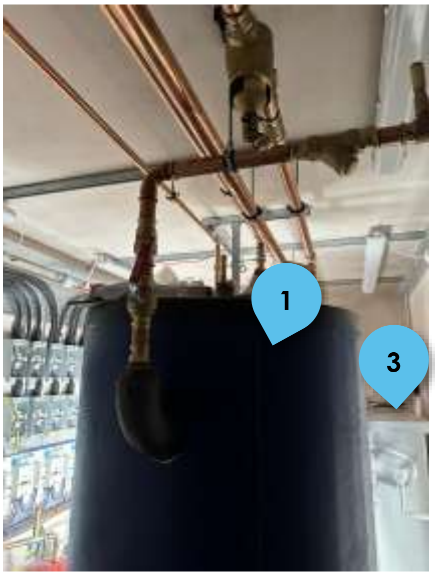
HOT WATER CYLINDER, GAS BOILERS & BOOSTER SET

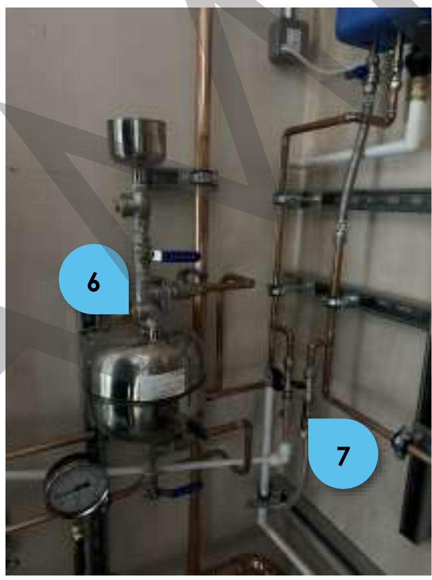
The **Hot Water Cylinder**[1], **Gas Boilers**[2] & **Booster Set**[3] are installed in the **Plant Room (LG)**.

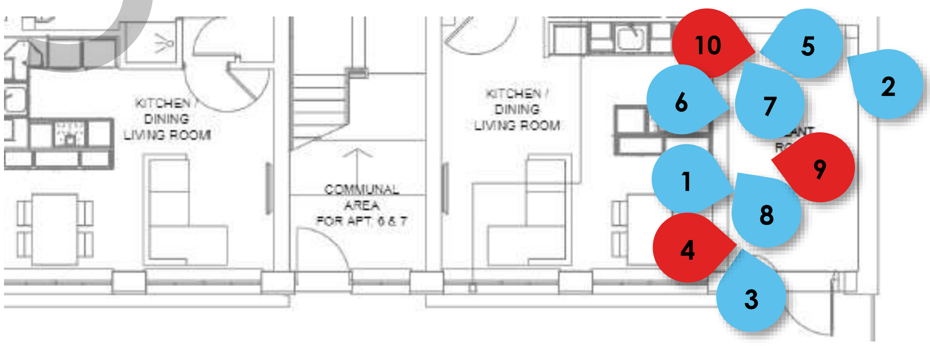
The **Isolator Switch**[4] for the **Booster Set** is behind it.

For more information on the **Isolation Valves** please refer to the following page.

The **Pressurization Unit**[5], **Chemical Doping Pot**[6], **Filling Loop**[7], & **Water Pump**[8] are behind the **HW Cylinder** in the **Plant Room (LG).** The **Spur Switch**[9] for the **Water Pump** is behind it. The **Spur Switch**[10] for the **Pressurization Unit** is next to it.







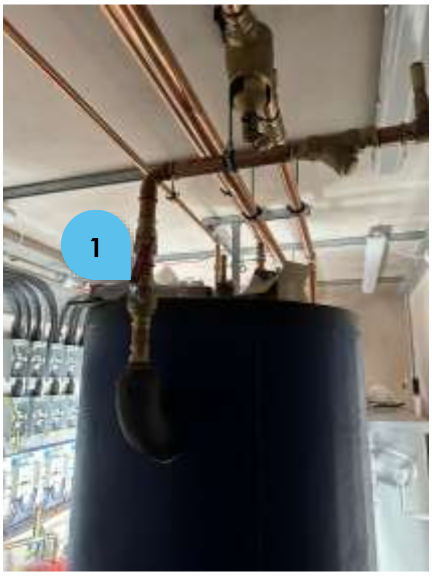
WATER (Cont.)

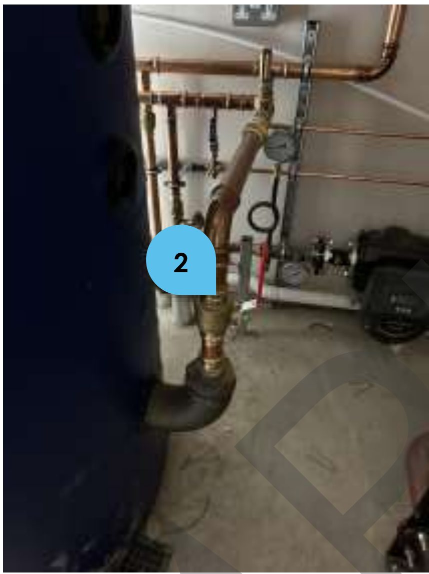
ISOLATION VALVES

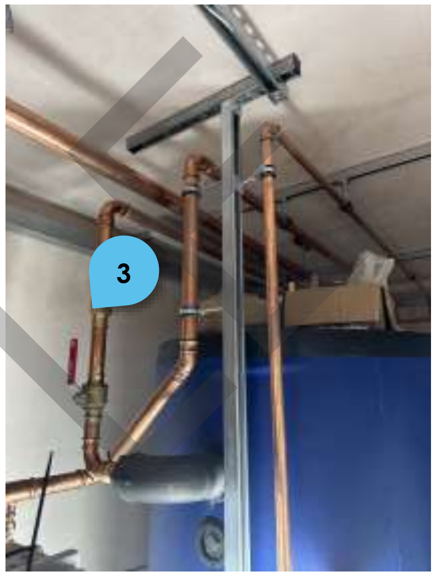
The **HW Isolation Valve**[1] is at the head of the **HW Cylinder** and the **Return Valve**[2] from **HW Cylinder** is at the bottom. The **Flow**[3] & **Return Valves**[4] from the **HW Cylinder** to the **Gas Boilers** are on the other side of the **HW Cylinder**.

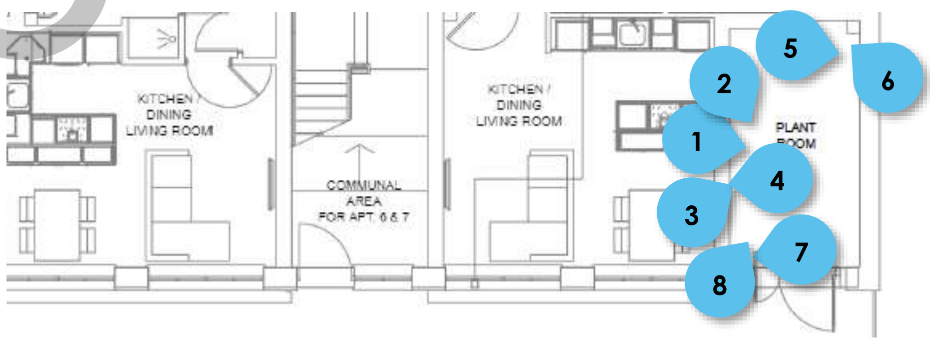
The **Flow**[5] **& Return Valves**[6] for the **Gas Boilers** are below them.

The **Isolation Valve**[7] for the **incoming CW Supply** to the **Booster Set** is next to it. The **Boosted Cold Water Supply Valve**[8] is on top of the **Booster Set**.









WATER (Cont.)

EMERGENCY WATER SHUT-OFF VALVES

In general, the CW supply can be closed completely by shutting the **Main Stopcock**. However, to close the CW supply to all properties the **Boosted Cold Water Supply Valve** on the **Booster Set** needs to be shut. Also, to close the hot water supply, the **Primary Hot Water Supply Valve** for the **Hot Water Cylinder** needs to be shut.

HOT WATER & HEATING CIRCULATION

Most of the plumbing equipment installed for the property is dedicated either to heating. The **Central Heating System** (including the **Gas Boilers**, **Heat Interface Unit** & **Wet Manifolds** and other plumbing equipment) enables the primary heating of the hot water which is then divided in two separate circulation systems.

One circulation of the heated water ensures the supply of the **Hot Water** to all the taps.

Another circulation of the heated water is for **Heating** purposes only. The hot water from the **Gas Boilers** is distributed throughout the building to enable the heating in all the **Apartments**.

HEATING

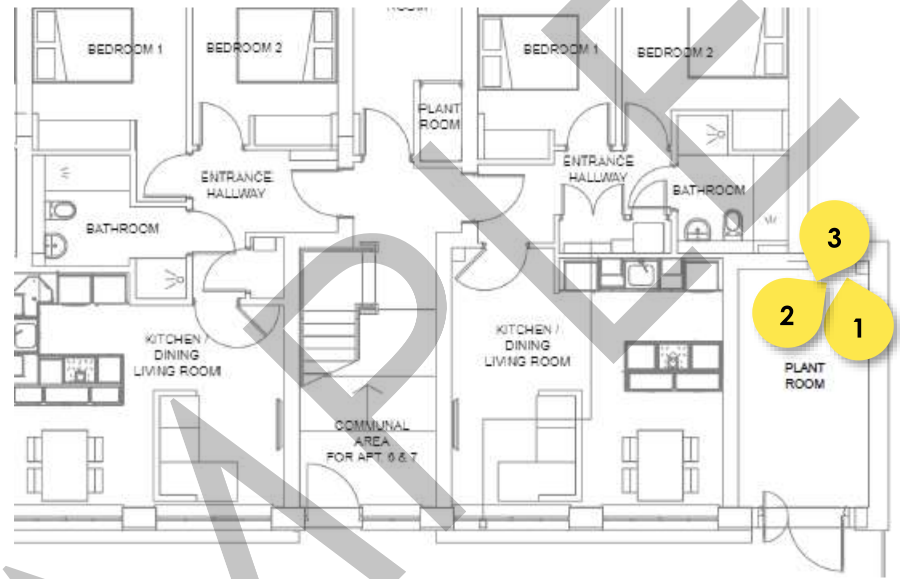
The main source of heat for the complex are the **Gas Boilers**. They feed the Hot Water supply to the **Heat Interface Units** & **HW Taps** in each Apartment.

The **Gas Boilers** are supplemented by a **HW Cylinder** feeding the **Heating System.**

GAS BOILERS

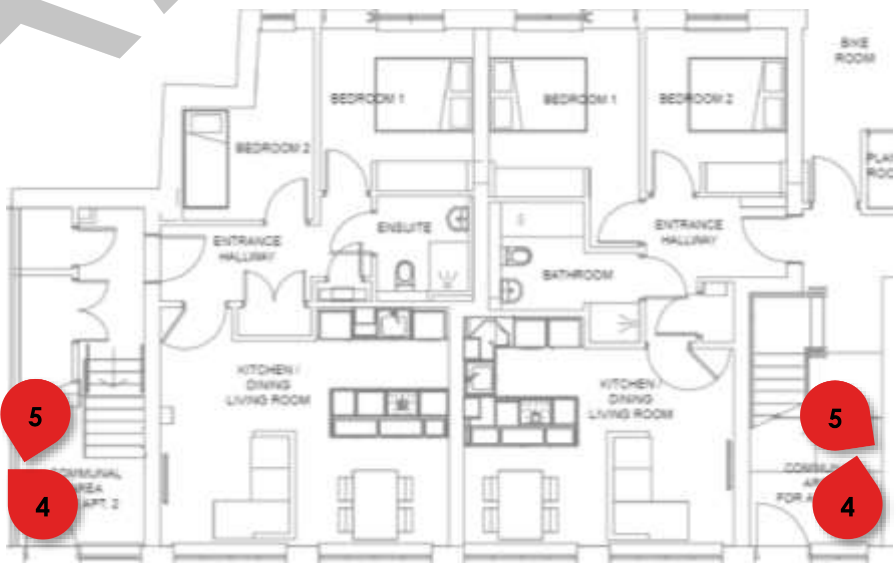
The **Gas Boilers (Vaillant)**[1,2] are in the **Plant Room (LG)**, installed with a **Magnetic Water Cleaner**[3] below LHS. The **Boiler Flue** vents above through the front wall to the outside.

The **Secondary Hot Water Pump** is behind the **HW Cylinder,** at low level.



RADIATORS

Electric Radiators[4] are installed in the **Communal Hallways (GF)**. The **Spur Switches**[5] for the **Radiators** are at a <u>low level</u> next to the **Radiators.**



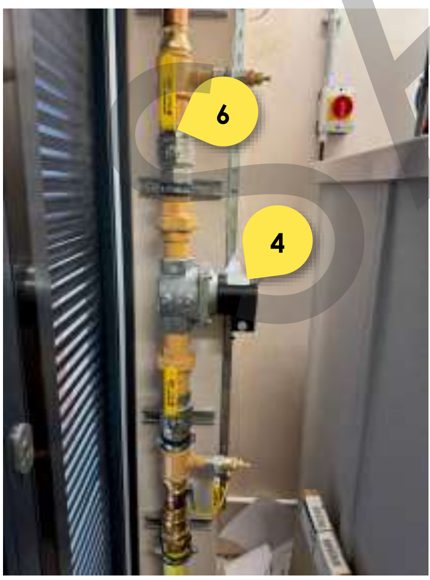
GAS

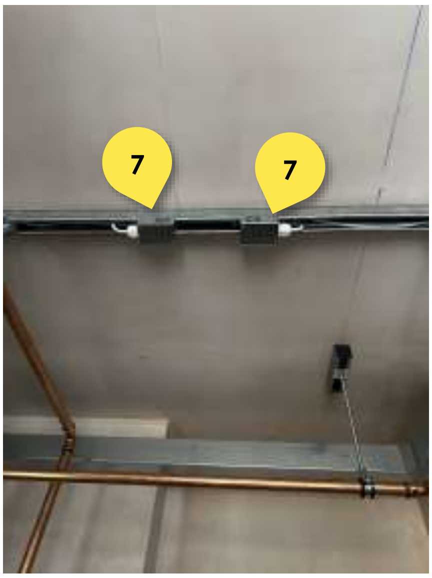
GAS METER & GAS BOILER

The **Incoming Gas**[1] leads from the street to the **Gas Meter**[2] installed in **Cupboard** under the **Plant Room Access Path**. Its **Shut-Off Valve**[3] is nearby. There is a **Solenoid Valve**[4] on the incoming Gas for safety purposes.

From the **Gas Meter** the gas supply is routed to the **Gas Boilers**[5] in the **Plant Room**. This supply can be isolated from a dedicated **Shut-Off Valve**[6]. In addition, the **Gas Boilers** also have a common **Gas Shut-Off Valve**[7] below them. The **Boiler Flues** above the **Gas Boilers** are terminated to the front of the building.

Thermal Links[8] have been installed above the **Gas Boilers** in the **Plant Room** and they are both interlinked with the **Safety Circuit**. The thermal cut out is designed to detect excessive heat. If either of the thermal links is triggered, the whole **Plant Room** will shut down.

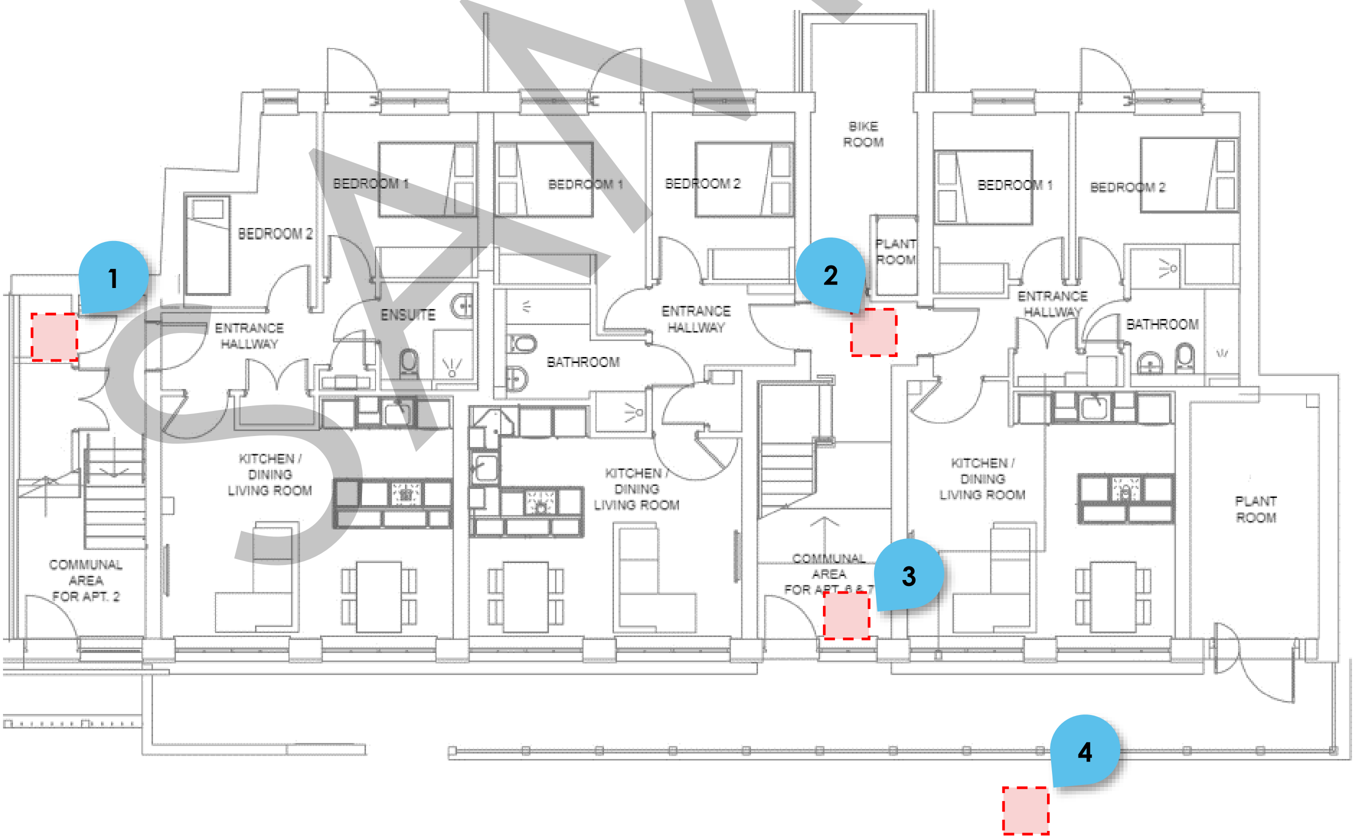




DRAINAGE

MANHOLES

There are three **Manholes** in the **Communal Areas**. The first **Manhole**[1] is in the **Communal Area** for first block of Apartments, and it serves **Apartments 1, 3, & 5**. The second **Manhole**[2] is outside **Apartment 7 Entrance Door,** and it partially serves **Apartment 7 & 9.** The third **Manhole**[3] is located by the **Building Entrance** for the second block of Apartments. The waste from **Apartments 2, 4, 6, 8, 7, 9** and from the first two **Manholes**[1,2] is routed to this **Manhole**[3]. The waste then goes from here to the **Main Manhole**[4] on the street.



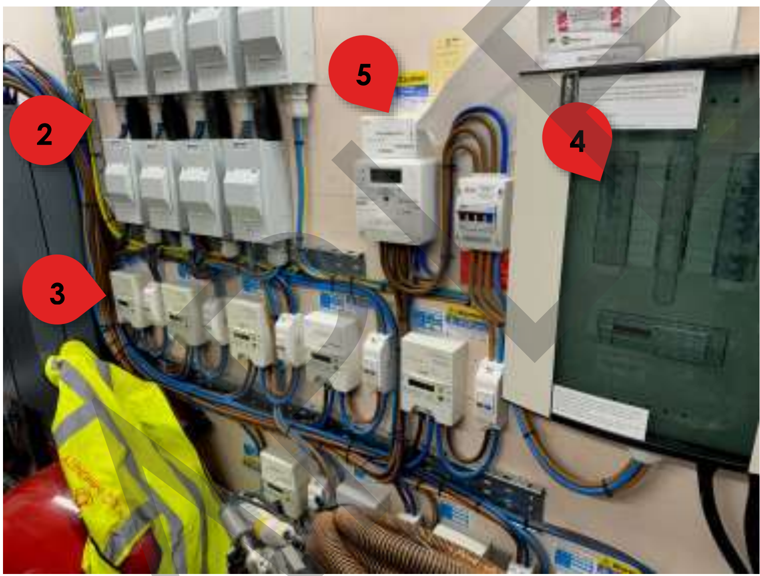
ELECTRICITY

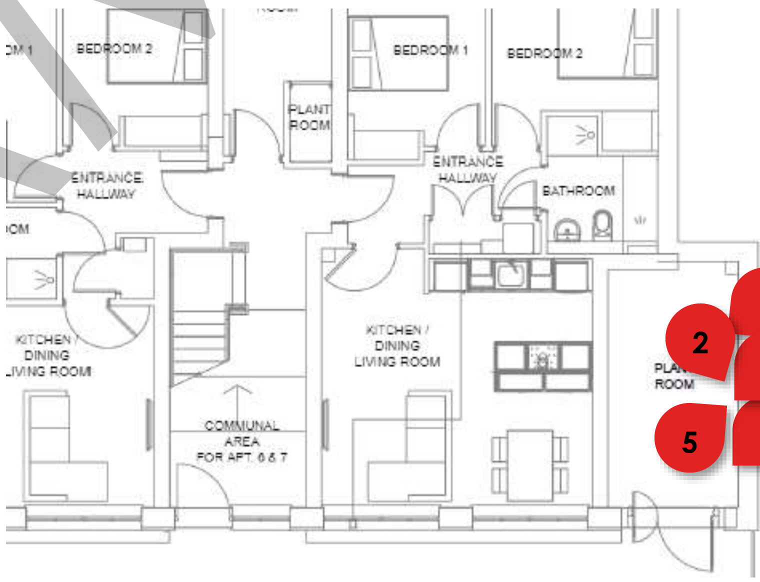
MAIN SUPPLY PANEL, MAIN DISTRIBUTION BOARD & MAIN SWITCHES

The **Main Supply Panel**[1] for the entire property is on the <u>RHS</u> in the **Plant Room (LG).**

The labelled **Main Switches**[2] & **Electric Meters**[3] for each apartment are next to the **Main Supply Panel.**

The **Main Distribution Board**[4] that serves the **Plant Room** is in the same area. The **Electric Meter**[5] for the Landlord's **Communal Areas** is next to the **Main Distribution Board.**



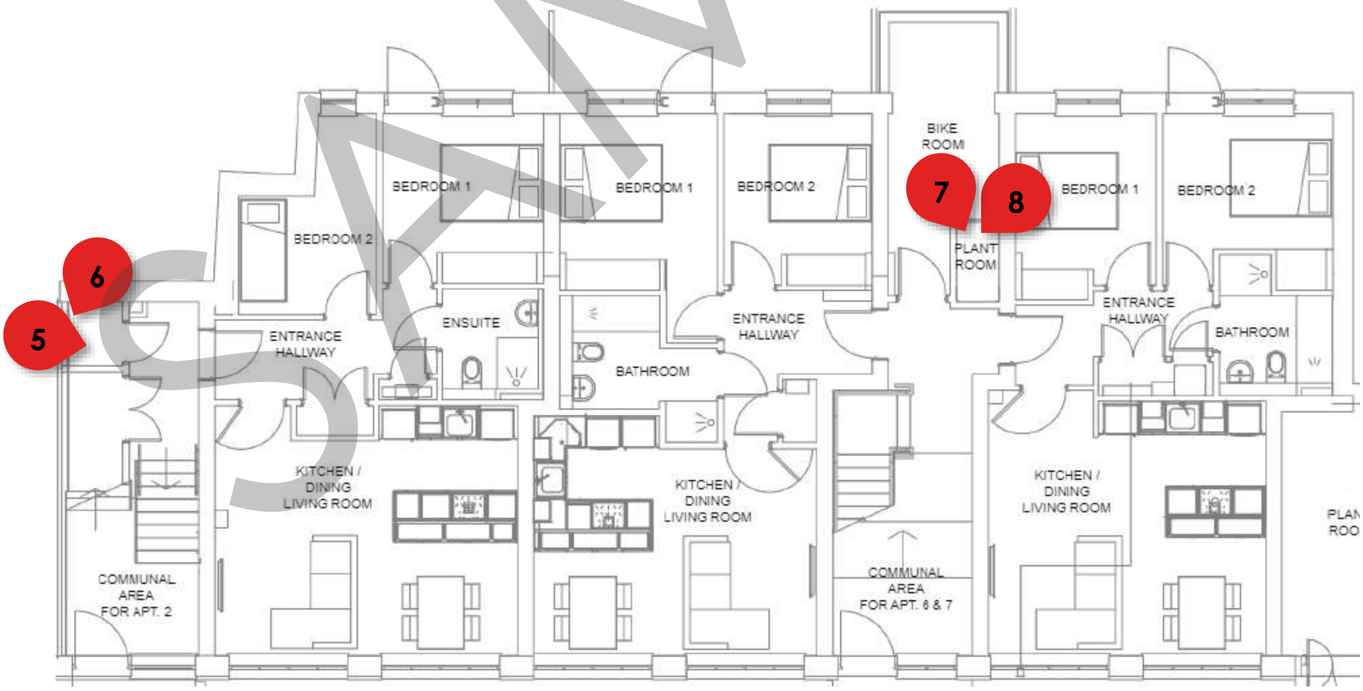


ELECTRICITY (Cont.)

DISTRIBUTION BOARDS

The **Distribution Board**[5] for **Communal Areas** in the first block of Apartments is located in the **Riser Cupboard** under the staircase opposite **Apartment 2.**

The **Distribution Board**[6] for **Communal Areas** in the second block of Apartments is located in the **Riser** inside the **Bike Room.**



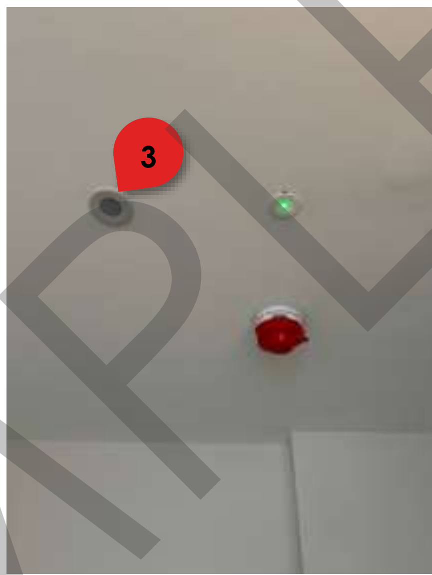
ELECTRICITY (Cont.)

LIGHTING

All the **Lighting** installed for the property (**Step Lights**, **Wall Lights** and **LED Lights**) can be controlled from the **Electric Mains**, **Lighting Panel** or **Drivers**.

The **Wall Lights**[1] throughout the Communal Area are connected by **Electrical Mains.** The **Step Lights**[2] are on individual **Drivers** that are sited in the void and should be accessible through the light cut outs.

All lights in the **Communal Areas** are also connected to a **Sensor**[3]. As soon as the Sensor detects a movement, it automatically turns on the nearby lights.



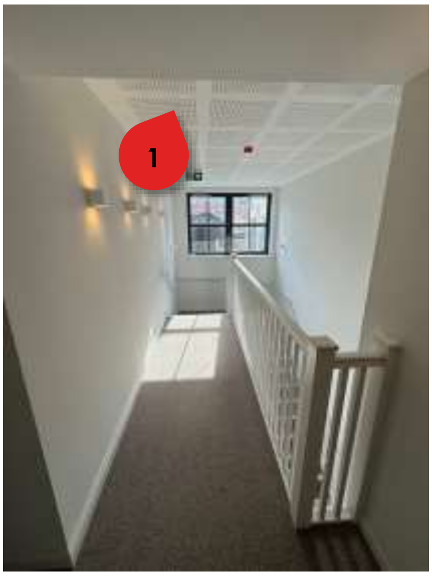
EXTERNAL LIGHTING

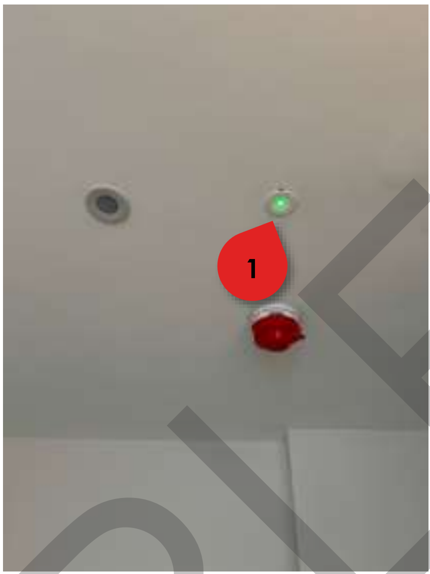
The **Building** has **Wall Lights**[4] on the exterior to illuminate the **Entrances** and **Walls**. They are connected to the **Distribution Board** for the **Communal Areas** in the **Main Risers.**

ELECTRICITY (Cont.)

EMERGENCY LIGHTING

There are **Emergency Lights**[1] in the **Communal Areas** in case of an Emergency. Their **Battery Backups** are sited in the ceiling void behind the **Emergency Lighting Fixture**.



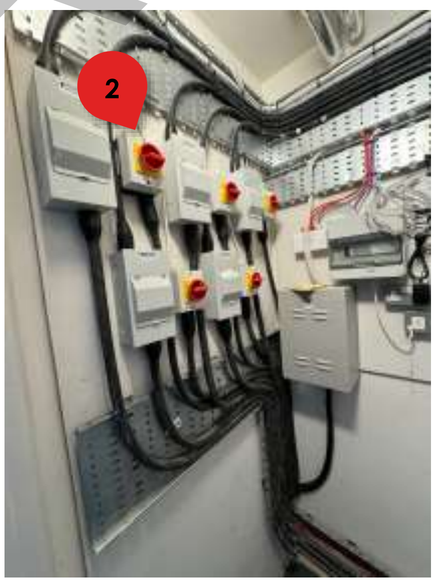


ISOLATOR SWITCHES & SPURS SWITCHES

Several **Isolator Switches** have been fitted throughout the building. The **Isolator Switches** are devices that isolate a particular circuit for maintenance.

Isolator switches are installed in the following areas:

1. The **Isolator Switch**[1] for the **Booster Set** is behind it in the **Plant Room (LG)**.
2. The **Isolator Switches**[2] for the **Electric Car Chargers** serving **Apartments 1, 2, 3, 4, & 5** are in the **Riser Cupboard** under the staircase opposite **Apartment 2.**
3. There are **Isolator Switches**[3] for the **Electric Car Chargers** serving **Apartments 6, 7, 8, & 9** are in the **Riser Cupboard** inside the **Bike Room.**



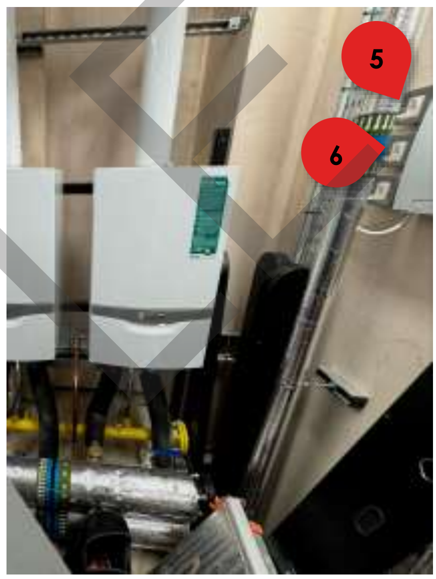
ELECTRICITY (Cont.)

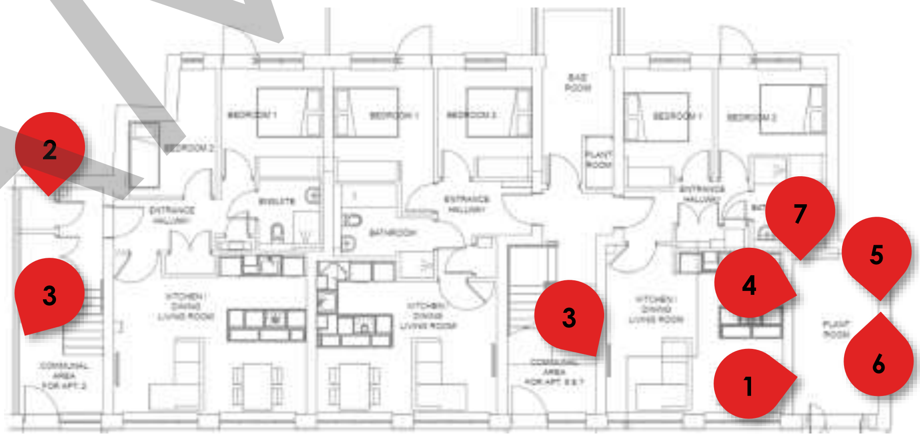
ISOLATOR SWITCHES & SPURS SWITCHES (Cont.)

For health and safety purposes, the house has been equipped with **Spurs Switches** that have been installed for high powered electrical equipment.

Spurs Switches are installed in the following areas:

1. The **Spurs Switches**[3] for all **Electrical Radiators** are next to them in **Communal Hallways**.
2. The **Spurs Switch**[4] for the **Water Pump** is at a low level behind it in the **Plant Room (LG)**.
3. The **Spurs Switches**[5,6] for the **Gas Boilers** are next to the them in the **Plant Room (LG)**.
4. The **Spurs Switch**[7] for the **Pressurization Unit** is next to it in the **Plant Room (LG)**.





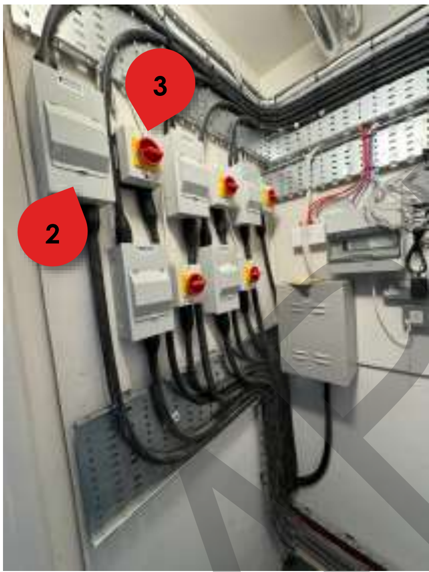
ELECTRICITY (Cont.)

ELECTRIC CAR CHARGERS

Electric Car Chargers[1] are installed in the **Parking Area** for each parking space.

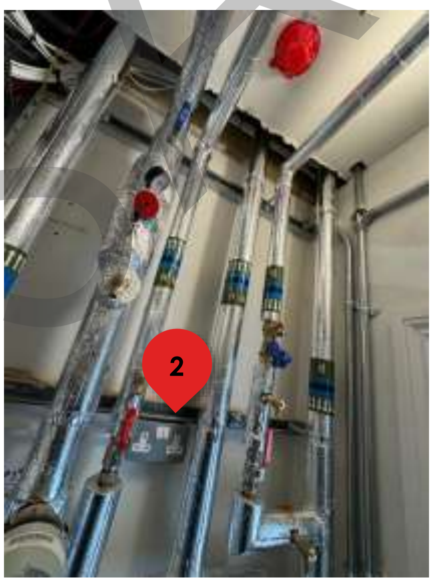
There are **100A Breakers**[2] for the **Electric Car Chargers** serving **Apartments 1, 2, 3, 4, & 5** located in the **Riser Cupboard** under the staircase opposite **Apartment 2.** Their **Isolator Switches**[3] are next to them.

There are **100A Breakers**[4] for the **Electric Car Chargers** serving **Apartments 6, 7, 8, & 9** located in the **Riser Cupboard** inside the **Bike Room.** Their **Isolator Switches**[5] are next to them.



DOUBLE SOCKETS

The Property is equipped with **Double Sockets**[2] across all **Communal Areas**.

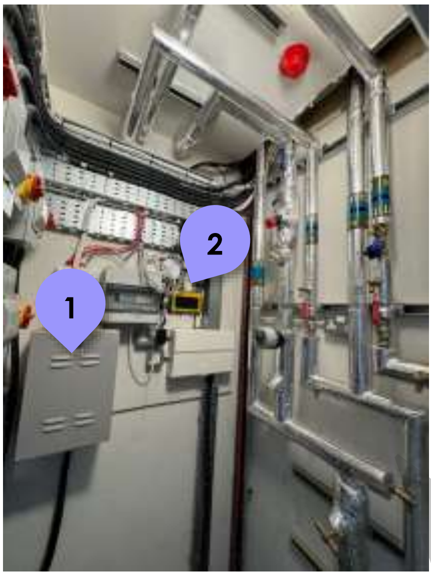


TV/AV

TV/AV

The **Aerial Connection** & **Satellite Connection** come from the roof and they lead to the **TV/AV Panel**[1] in the **Communal Area Risers.** The Satellite cables are connected to the **Amplifier**[2] located in the **Riser** opposite **Apartment 2.** From here both connections are then distributed to **Apartments 1, 2, 3, 4 & 5.**

Another **TV/AV Panel**[3] & **Amplifier**[4] located inside the **Riser** in the **Bike Room** serves **Apartments 6,7, 8, & 9**.



FIRE & SECURITY, HOME SAFETY

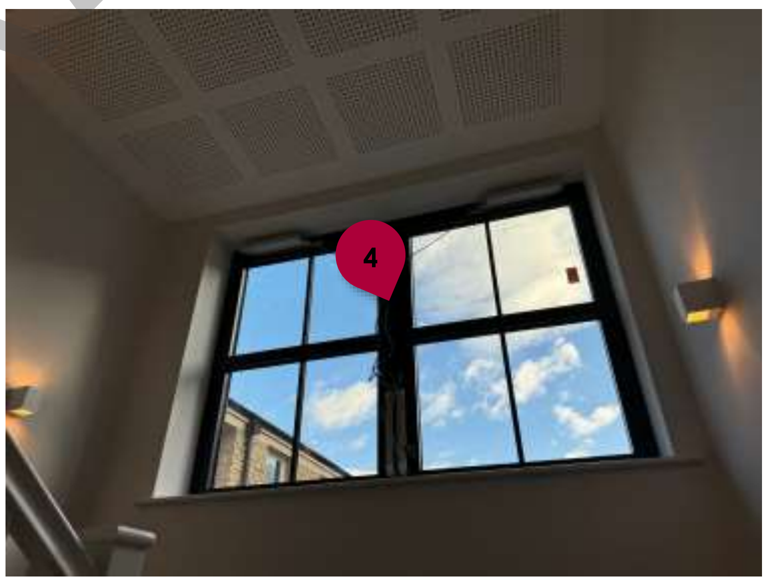
FIRE ALARM

As a part of property's fire protection, it has been equipped with a **Fire Alarm**.
The **Control Panels** for Fire Alarms are in the following areas:

1. The **Control Panel**[1] serving **Apartments 1, 2, 3, 4 & 5** is next to the **Main Entrance** in the **Communal Area** for this block of apartments.
2. The **Control Panel**[2] serving **Apartments 6, 7, 8 & 9** is next to the **Main Entrance** in the **Communal Area** for this block of apartments.

The **Control Panels** are interlinked with **Automatic Opening Vents**[3,4]. In case of an Emergency the **Fire Alarm System** will trigger the **AOVs** to open automatically. The **Relay Switches**[5,6] to manually control the **AOVs** are next to the **Fire Alarm Control Panels**.

The Control Panels are also interlinked with the **Door Entry System**. In case of an Emergency the building doors will automatically be released.

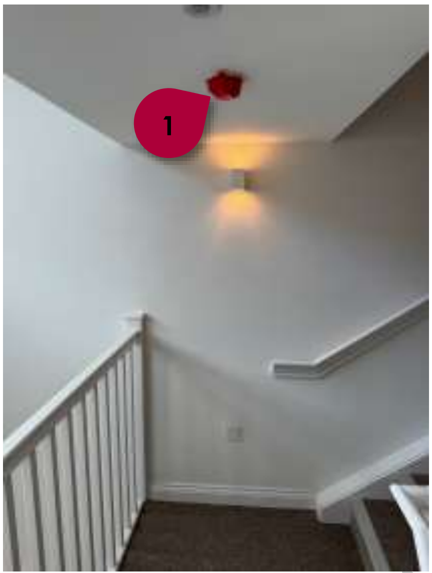


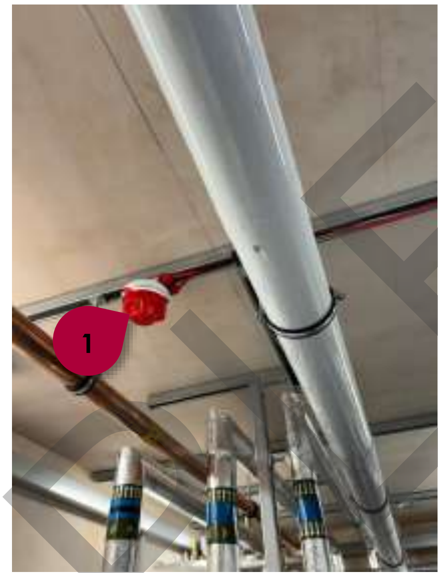
FIRE & SECURITY, HOME SAFETY (Cont.)

SMOKE DETECTORS

Smoke Detectors[1] are installed in all **Communal Areas**, **Stairways** & **Hallways** on all floors.

Smoke Detectors within apartments are interlinked but not connected to the Communal Area Central Fire Alarm System. In case of a fire in the **Plant Room**, **Riser Cupboards** or **Communal Area**, the sounders will go off within both **Communal Spaces.**



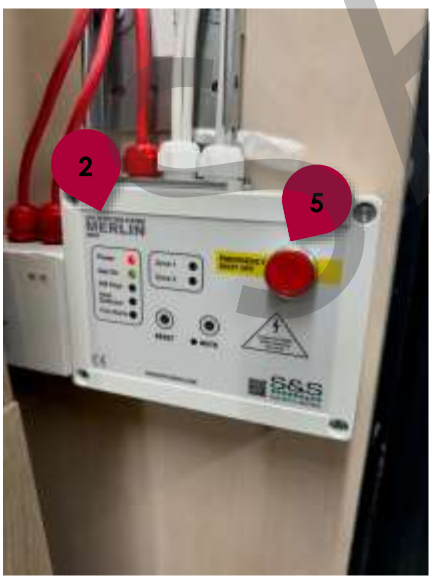


GAS LEAK DETECTION

The **Gas Leak Detection Control Panel (S&S Merlin GDP2)**[2] will monitor the **Plant Room** for gas leaks and high levels of carbon monoxide via a **Carbon Monoxide Detector**[3] that has been installed near the **Gas Boilers**.

If the safety system enters its alarm state, the **Main Solenoid Valve**[4] will be closed, and all the plant equipment will shut down. The Control Panel also has an **Emergency Shut off Button**[5] to shut off the equipment manually.

In case the **Fire Alarm** goes off, the **Gas Leak Detection** will trigger all Plant equipment to shut off and it has to be reset.



FIRE & SECURITY, HOME SAFETY (Cont.)

DOOR ENTRY & GATE ACCESS

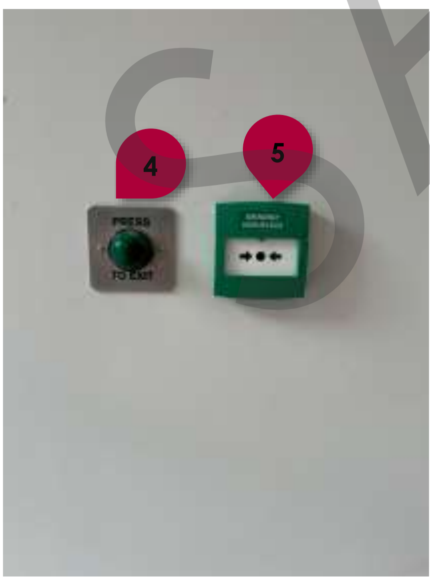
For **Door Entry** there are **Video Intercoms** installed in all apartments. The **Video Receivers**[1] are in each apartment and the **Video Entry Panels**[2] are located by the **Main Entrances** to the building.

The **Door Entry Transformers** are located in the following areas:

1. The **Door Entry Transformer**[3] serving **Apartments 1, 2, 3, 4 & 5** is in the **Riser** below the staircase opposite **Apartment 2**.
2. The **Door Entry Transformer** serving **Apartments 6, 7, 8 & 9** is in the **Riser** in the **Bike Room.**

To Exit the building, you must press the **Exit Button**[4] to release the door. There is also an **Emergency Release Button**[5] next to the **Exit Button**.

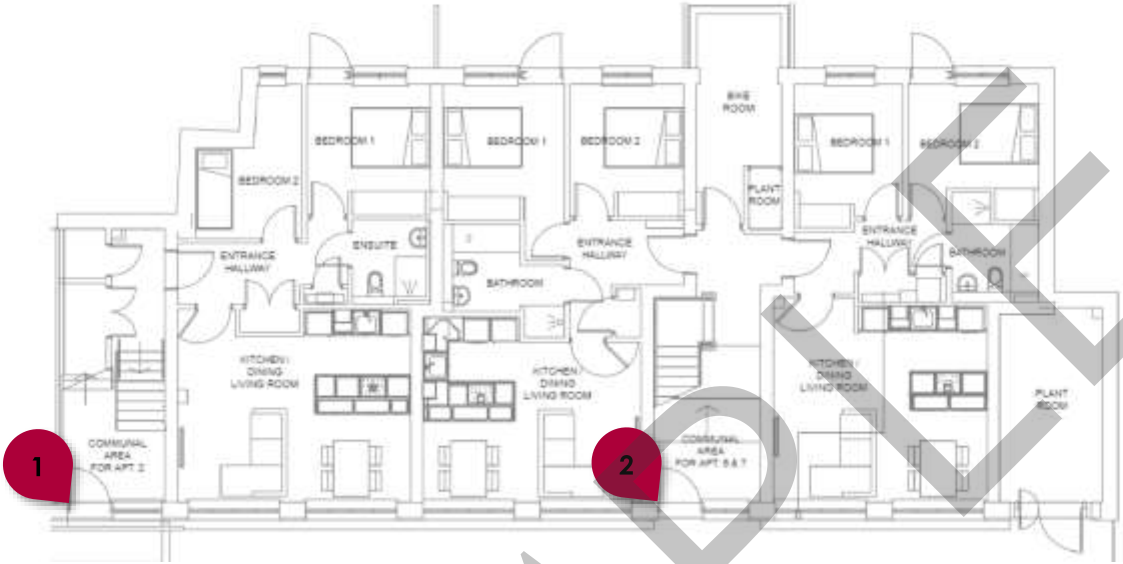
Gate Access Panels[6,7] are installed for both Cars and Pedestrians. The Gate can be accessed through **Remote Control** or by manually typing in the **Access Code**. Currently, the **Access Code** for the Gate is **1278#.**



FIRE & SECURITY, HOME SAFETY (Cont.)

MEANS OF ESCAPE

It is important to work out in advance the safest means of escape for possible events of a fire in the future. Be sure to know the exact location of any necessary keys and learn how to operate every window. There is no Escape Way, therefore it is possible to leave the property only through the **Main Entrances**[1,2].



WASTE & MAIL

WASTE BINS

There are separate **Bin Stores** for General Waste & Recycling Waste. The **Bin Stores**[1] for the **General Waste** are on the **Ramp**. The **Bin Stores**[2] for the **Recycling Waste** are at the <u>top of the</u> site.

LETTER BOXES

Each apartment has its own **Letter Box**. The **Letter Box**[3] for **Apartment 1** one is next to the **Main Entrance Door** of the **Apartment Building.** The **Letter Boxes**[4] for **Apartments 2, 3, 4** & **5** are on the brick wall by the **Main Entrance** to this block of apartments. The **Letter Boxes**[5] for **Apartments 6, 7, 8** & **9** are on the brick wall facing the road by the Main Entrance to the second block of apartments.

OTHER

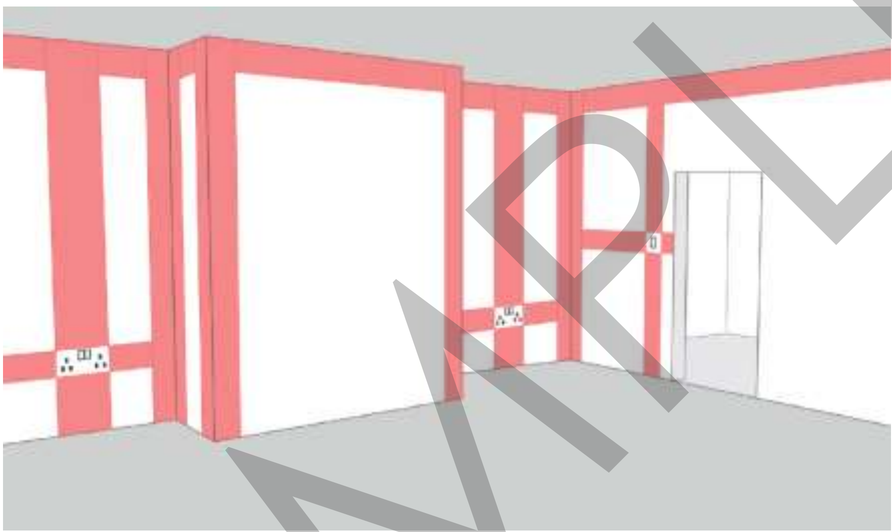
DRILLING, SCREWING, NAILING

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 floor so do not mount anything to your floors.

In walls, 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 anchors[1] that will add strength but, for heavier items, it's best to find a stud[2] 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.

1

2