



27 CROWN LANE

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BUILDING MANAGEMENT GUIDE



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HOMEOWNER'S GUIDE

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27 CROWN LANE
LONDON

MAY 2024

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1. LEGEND & USED SYMBOLS

LEGEND AND 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

LEGEND – SYMBOLS



SAMPLES OF INSTALLED EQUIPMENT



MECHANICAL WORKS



ELECTRICS



FIRE & SECURITY



GAS



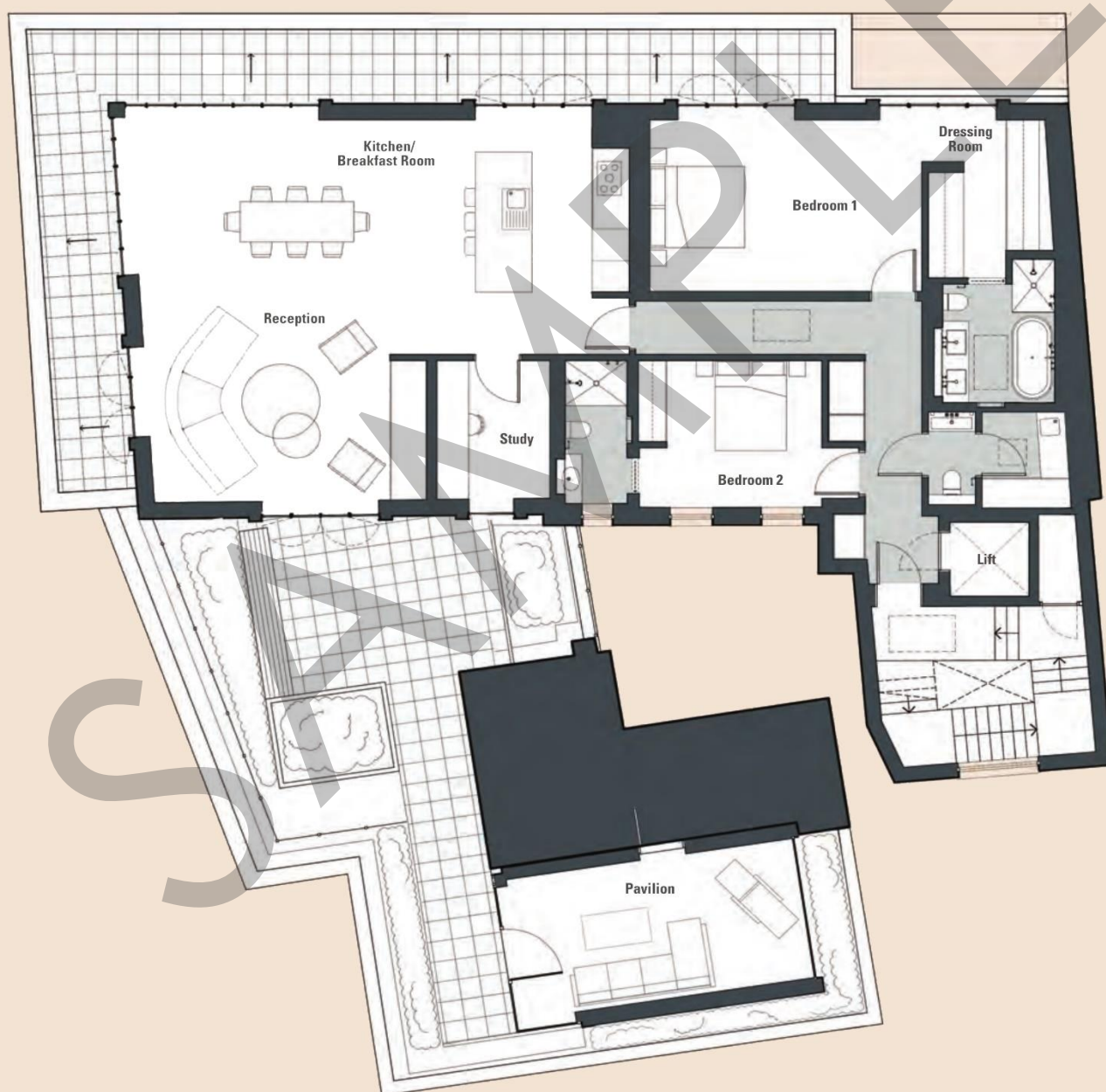
ACCESS & MAINTENANCE

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

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

Mechanical Contractor:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Electrical Contractor:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Security Contractor:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Sprinkler System – Installer / Supplier:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

BMS – Maintenance Contractor:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

CCTV System – Installer / Supplier:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Motorised Rooflights – Installer:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Emergency Lighting – Installer:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Junction Boxes – Installer:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Gas Equipment – Installer:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

PROJECT DIRECTORY (Cont.)

TV / AV Equipment Contractor:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Booster Set – Manufacturer:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Drainage – Installer:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Dual Towel Rails – Installer / Supplier:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Video Door Entry – Installer:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Gas Fireplace – Supplier:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Hot Water Cylinder – Installer / Supplier:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

A/C Equipment – Installer / Supplier:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Smart Home System – Installer:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

Passenger Lift – Supplier:

Ludek Ltd

T: 0330 330 3300

E: info@ludek.co.uk

W: www.ludek.co.uk

4. MECHANICAL

4.1. Hot & Cold Water

INCOMING WATER MAINS – BUILDING

The **Incoming Water Mains** including the **Main Stopcock¹** for all of the apartments is located 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 page 22.

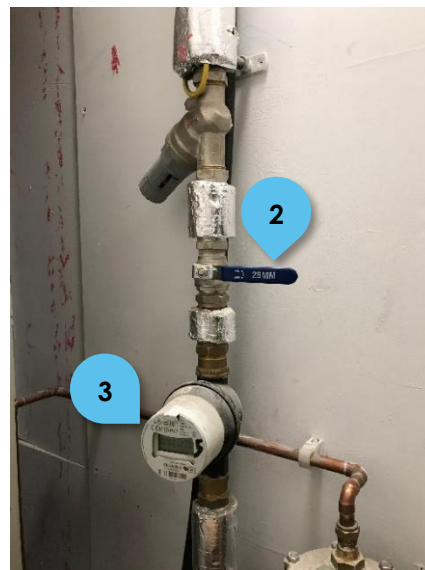
The **Main Stopcock²** and **Water Meter³** for the apartment on the 5th Floor is located in the **5th Floor Riser**

In case of leak in the apartment, close the **Main Stopcock²** in the **5th Floor Riser**.
To close the water supply to all the apartments, close the **Main Stopcock¹** in the **Basement**.

BASEMENT



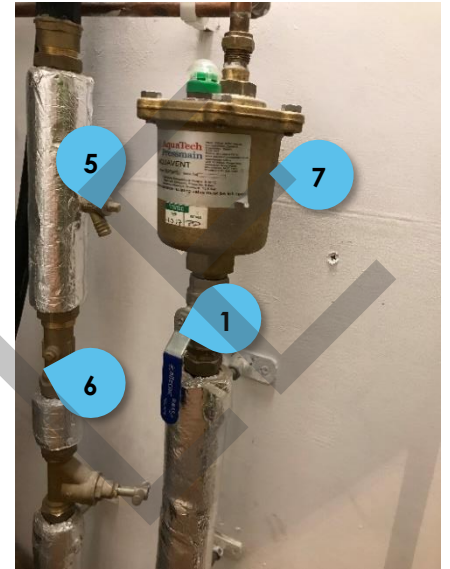
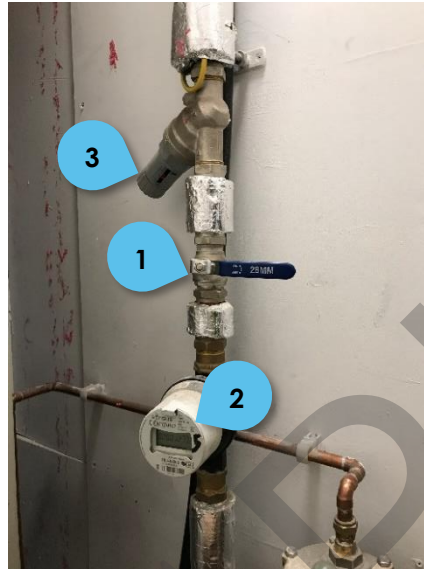
RISER (5F)



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 following: the **Pressure Balancing Valve³**, **Drain Cock⁵** and a single non-return **Valve⁶** and **Pipework Protection Valve⁷**.



ISOLATION VALVES

BASINS & SINKS

All **Basins** and **Sinks** have their local **Isolation Valves**¹ located below them.

WCs

All **WCs** have their local **Isolation Valves**² located behind them, either behind flush plate or behind a removable access panel. **Extra care needs to be taken when removing the access panels.**



SHOWERS & BATHTUBS

In the case of 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 Valves**⁵ for each freestanding Bath are located behind an access panel below the Basin in the corresponding Ensuite.

RISER (5F)

UTILITY ROOM



ISOLATION VALVES (Cont.)

KITCHEN (5F)

The **Isolation Valves** for the **Sink¹**, **Dishwasher²** and the **Quooker Hot Water Tap³** are located below the Sink.

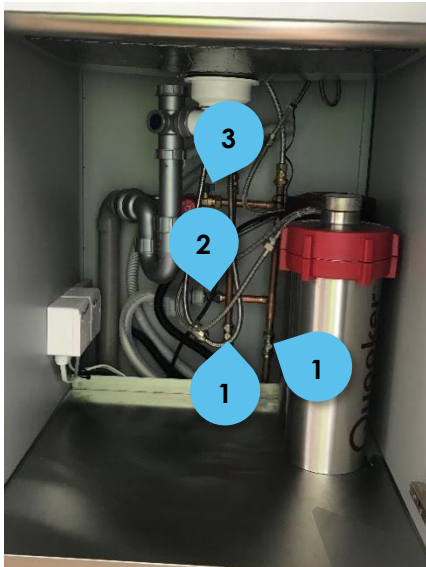
UTILITY ROOM (5F)

The **Isolation Valves** for the **Washing Machine⁴** and for the **Sink⁵** are located below the Sink.

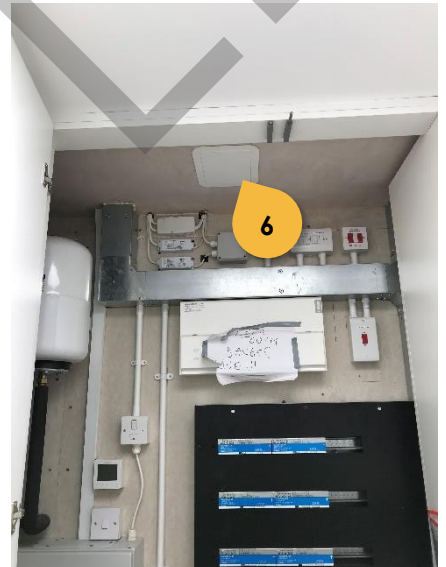
ENSUITES & KITCHEN (5F)

Behind a ceiling access panel⁶ in the **Utility Room (5F)**, there are separate Valves serving water supply for the **Ensuite 2 (5F)**, **Kitchen (4F)**, **Master Ensuite (5F)** and **WC (5F)**.

KITCHEN (5F)



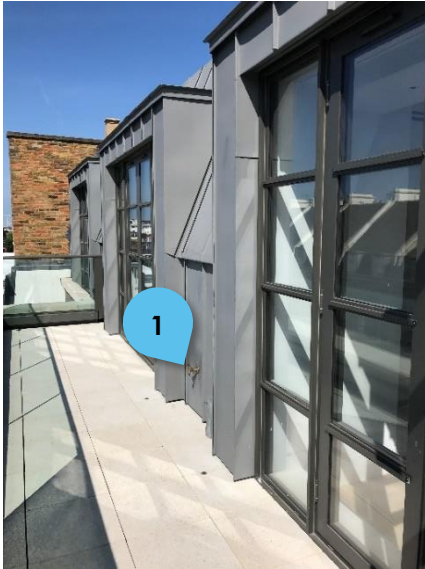
UTILITY ROOM (5F)



GARDEN TAP

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

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

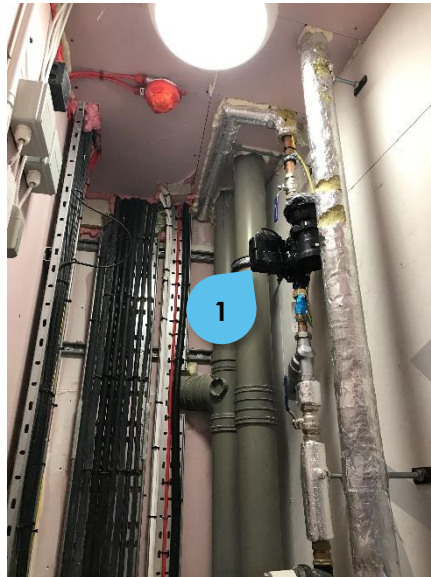


INTELLIGENT WATER FLOW SYSTEM

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 automatically close the water supply and only qualified personnel can switch the water back ON.



MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory**
– **Ludek Ltd.**

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)**.

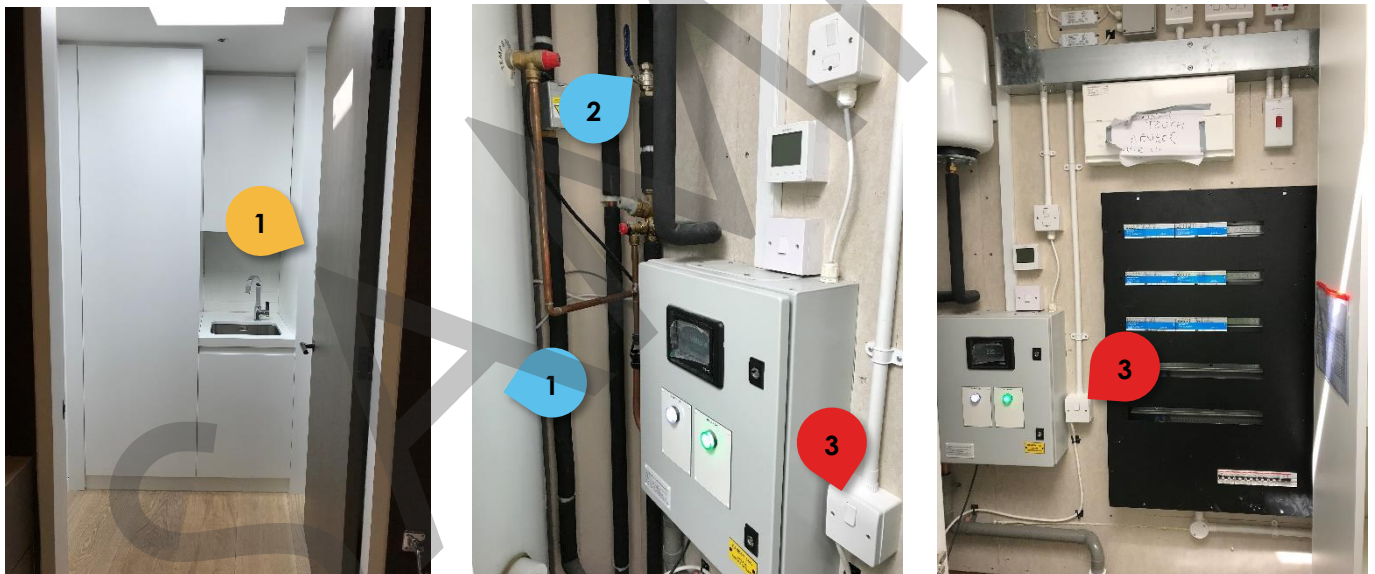
To close the Primary Hot Water Supply for the whole apartment, close the **Primary HW Valve²** located next to the HW Cylinder.

IMMERSION HEATER

The **Immersion Heater** heats the water in the **Hot Water Cylinder** in the 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 ALWAYS be switched OFF when not needed. 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.

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



MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

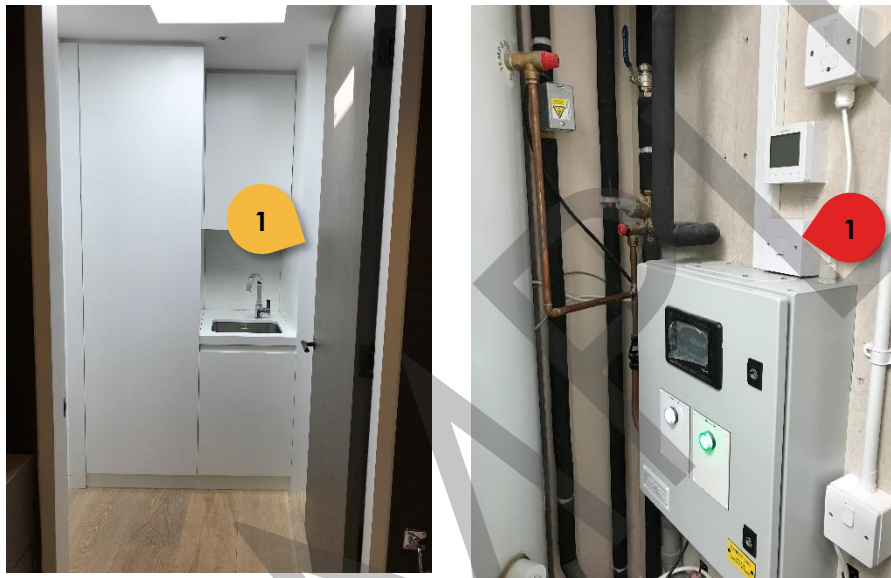
SECONDARY HOT WATER PUMP

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

Its **Spur¹** is mounted on the wall above the **BMS Panel**. Alternatively, the Pump can be controlled and monitored by the **BMS Panel** also located in the **Utility Room (5F)**.

To isolate the Pump, close its **Isolation Valves**.

To switch off the **Booster Set** completely, shut the corresponding Consumer Unit Breaker.



MAINTENANCE

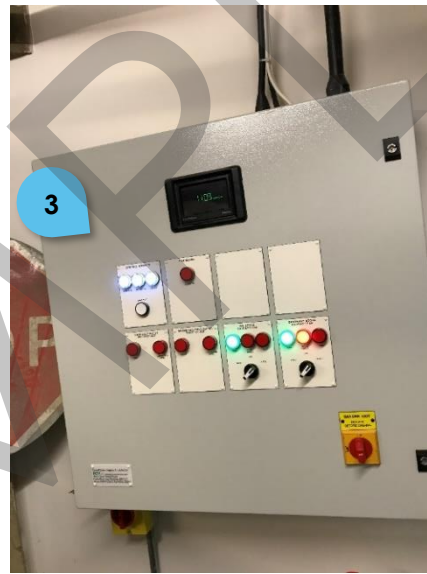
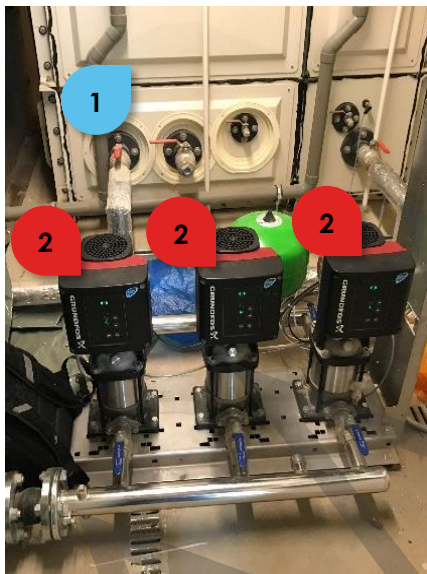
For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

BOOSTER SET

The **Water Storage Tank¹**, including the **Booster Pumps²** have been installed 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, signals 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 corresponding Consumer Unit Breaker.



MAINTENANCE

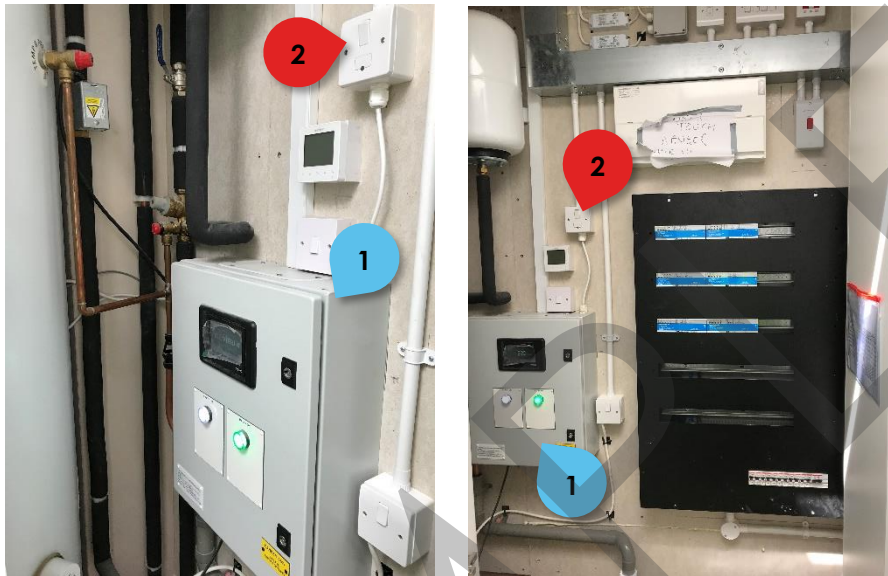
For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

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 corresponding Consumer Unit Breaker.

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



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.

MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

4.2. Heating

HEATING – GENERAL INFORMATION

The apartment is equipped with the following sources of heating:

- **Wet Underfloor Heating (UFH)** in all **Habitable Rooms** & **Ensuites**
- **Dual Towel Rails** provide additional heating in both **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 28.



For more information, please refer to the corresponding page:

- **Wet Underfloor Heating** – page 26
- **Dual Towel Rails** – page 30.

MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

WET UFH – GENERAL INFORMATION

The **Wet Underfloor Heating (UFH)** provides the main source of heating in all **Habitable Rooms** and **Ensuites**.

In total, there are two **Wet UFH Manifolds** throughout the apartment.

Each **Manifold** has its own:

- **Actuators¹**
- **Spur Switch²**
- **Pump³**
- **Flow & Return Valves⁴**
- **Wiring Centre⁵**

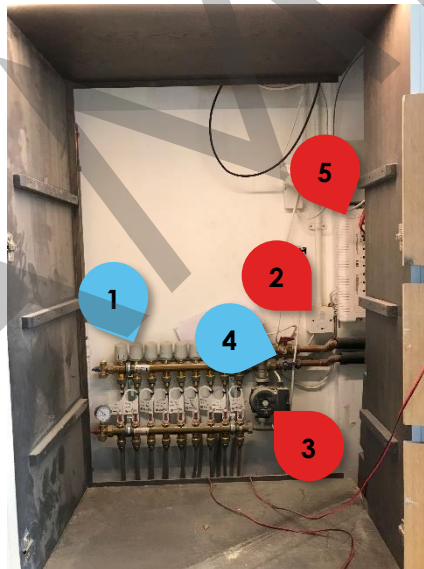
WET UFH TEMPERATURE SENSORS

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

POWER SUPPLY

Each **Manifold** has its **Spur²** located next to it.

Alternatively, both **Manifolds** can be shut off, by shutting their corresponding **Breaker** on the **Consumer Unit 1** in the **Utility Room (5F)**.



For specific locations of **Wet UFH Manifolds**, please refer to the following page.

For specific locations of **Thermostats (Heatmiser)**, please refer to the page 28.

WET UFH – MANIFOLDS – LOCATIONS

The **Wet UFH Manifolds** are located in the following areas:

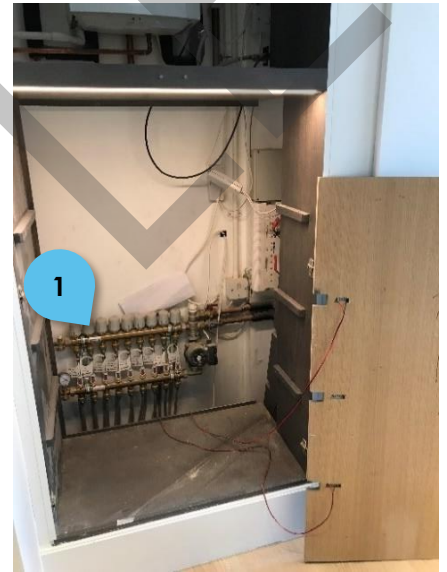
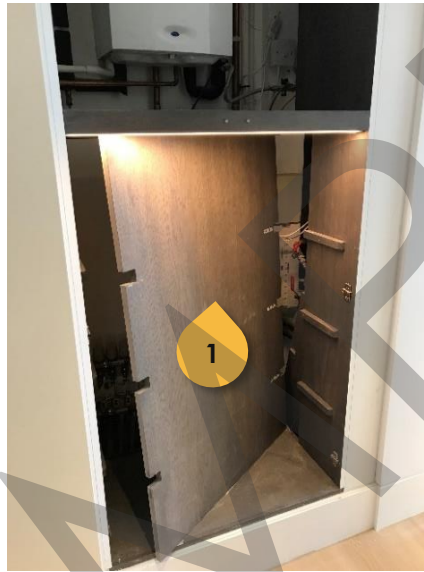
- Hall (GF)¹
- Study (5F)²

Both **Manifolds** can be monitored by the **BMS Panel** in the **Utility Room (5F)**.

ACCESSING THE MANIFOLDS

Extra care needs to be taken when accessing the Manifold in the Hall (5F) as there are **LED Strip Lights** built in. There is no need to disconnect any cables – they are connected by contact.

HALL (5F)¹



STUDY (5F)²



THERMOSTATS – LOCATIONS

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

- Study¹
- Hall²
- Utility Room³
- Master Bedroom⁴
- Bedroom 2⁵
- Kitchen⁶

STUDY (5F)



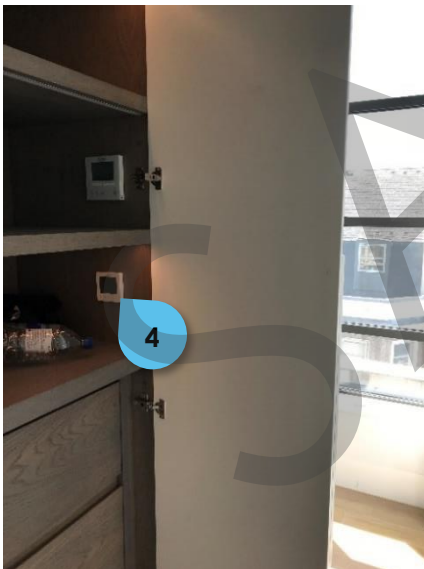
HALL (5F)



UTILITY ROOM (5F)



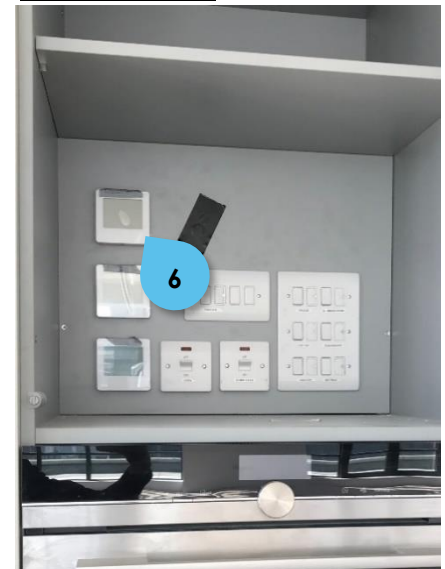
MASTER BEDROOM (5F)



BEDROOM 2 (5F)



KITCHEN (5F)



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 only when the **Wet UFH** is switched ON. **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.**

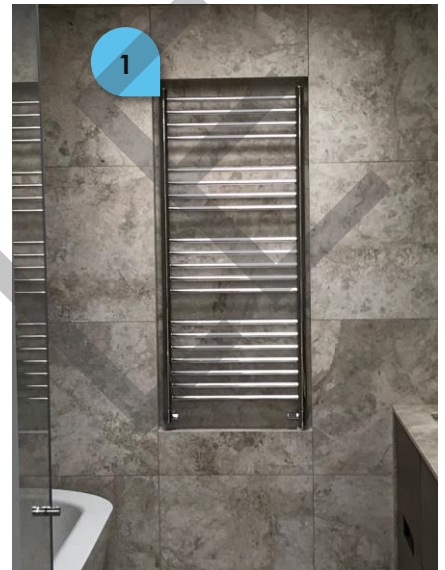
MAINTENANCE

In case of maintenance, close the **Towel Rails Valves** on both sides. For contact details and responsible personnel, please refer to section **3. Project Directory – Ludek Ltd.**

CLEAN CARE

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

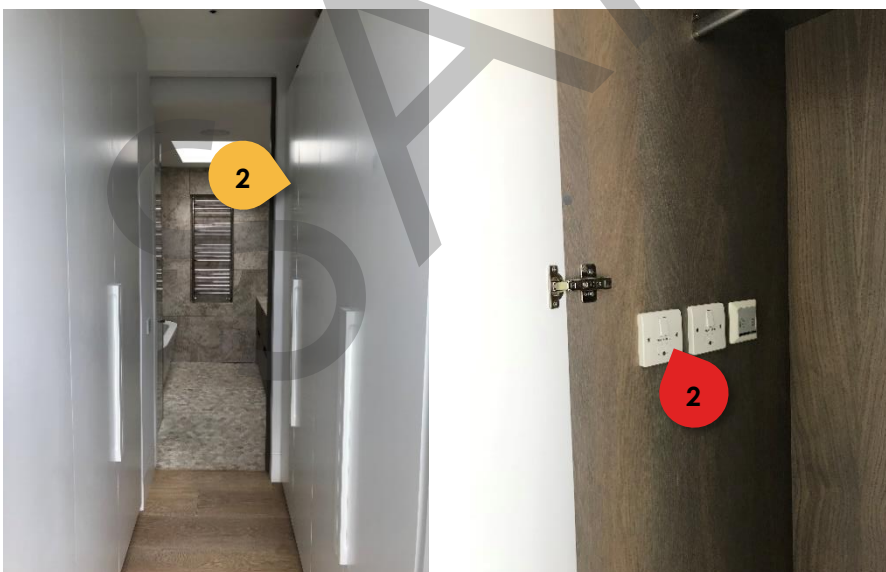
All finishes are vulnerable to acid attack and some strong substances such as household cleansers or disinfectants can cause surfaces to go black or peel.



SPUR SWITCHES

Each Towel Rail has its **Spur^{2,3}** located inside wardrobe in the nearby room.

MASTER BEDROOM (5F)¹



BEDROOM 2 (5F)²



4.3. Ventilation

AIR CONDITIONING – GENERAL INFORMATION

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

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

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

CONTROLLERS

All 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 corresponding Consumer Unit Breaker.

For more information, please refer to the following pages:

- **A/C Units – Locations** – following page
- **A/C – Controllers – Locations** – page 33
- **Condenser Units** – page 34

MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

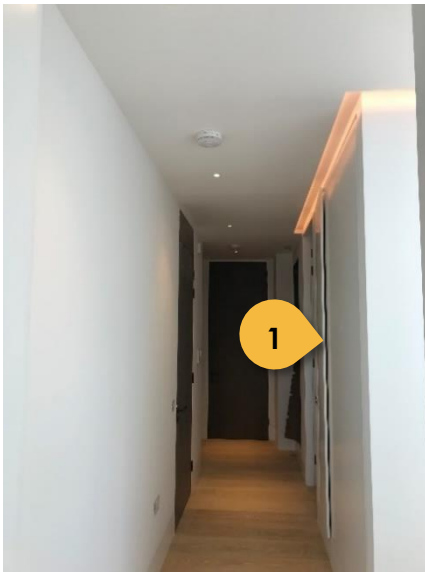
A/C UNITS – LOCATIONS

In total, there are six **A/C Units (Mitsubishi)**¹ throughout the apartment.

They are located in the following areas:

- **Hall (5F)**¹
- **Bedroom 2 (5F)**²
- **Master Bedroom (5F)**³
- **Kitchen (5F)**⁴
- **Study (5F)**^{5,6}

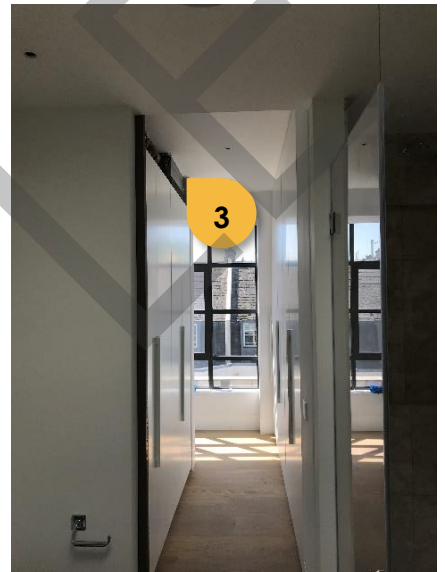
HALL (5F)¹



BEDROOM 2 (5F)²



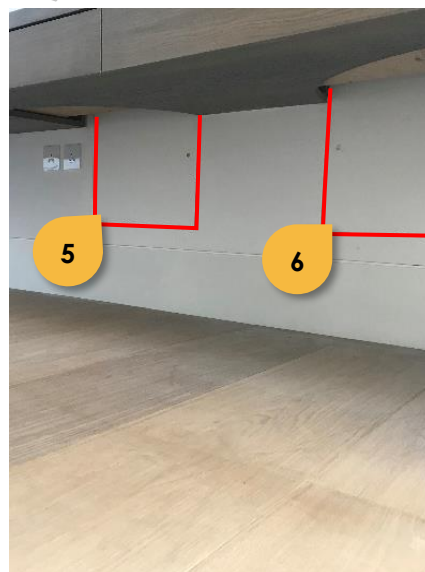
MASTER BEDROOM (5F)³



KITCHEN (5F)⁴



STUDY (5F)^{5,6}



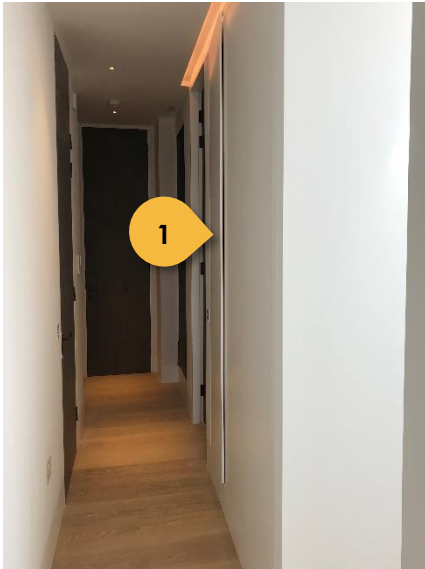
A/C – CONTROLLERS – LOCATIONS

In total, there are five A/C Controllers (Mitsubishi) ¹ throughout the apartment.

They are located in the following areas:

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

HALL (5F) ¹



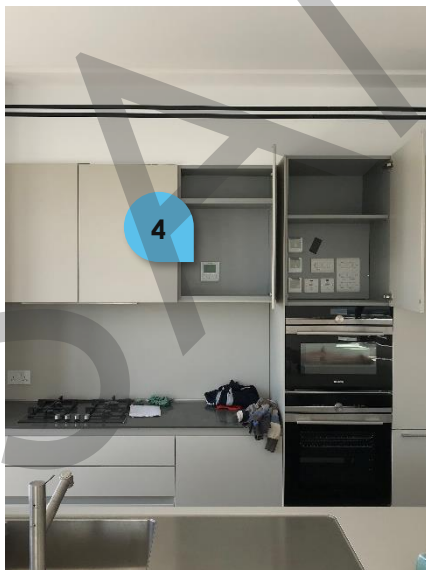
BEDROOM 2 (5F) ²



MASTER BEDROOM (5F) ³



KITCHEN (5F) ⁴



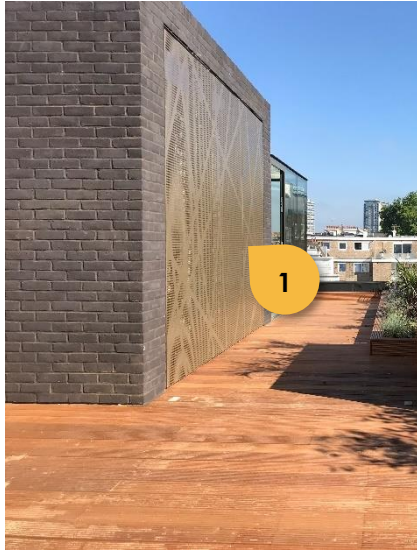
STUDY (5F) ⁵



CONDENSER UNITS

The **Condenser Unit**¹ for the **A/C Units** in **Apartment (5F)**, including the **Condenser Units** for all the other apartments inside the building, is located inside the enclosure on the **Roof**. Therefore they are only accessible through Apartment No. 5.

Each Unit has its **Isolator Switch** next to it.



MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory**
– **Ludek Ltd.**

INLINE MOTORS

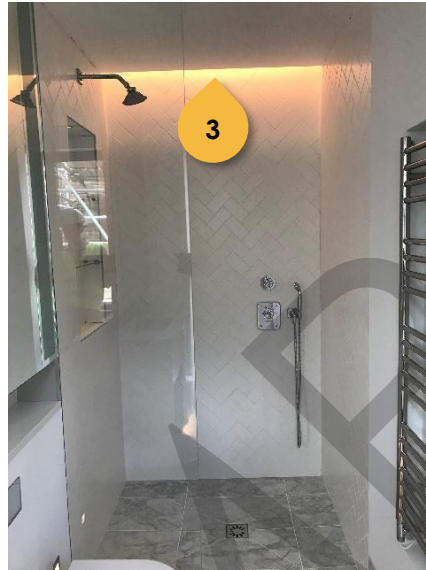
HALL (5F)

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

The **Extraction Vents**³ in the **Ensuites** are hidden in the shower recesses and **Utility Room (5F)** is equipped with a **Ceiling Extract Valve**⁴.

To access the Inline Motor, remove the wardrobe door and slide out the access panel.

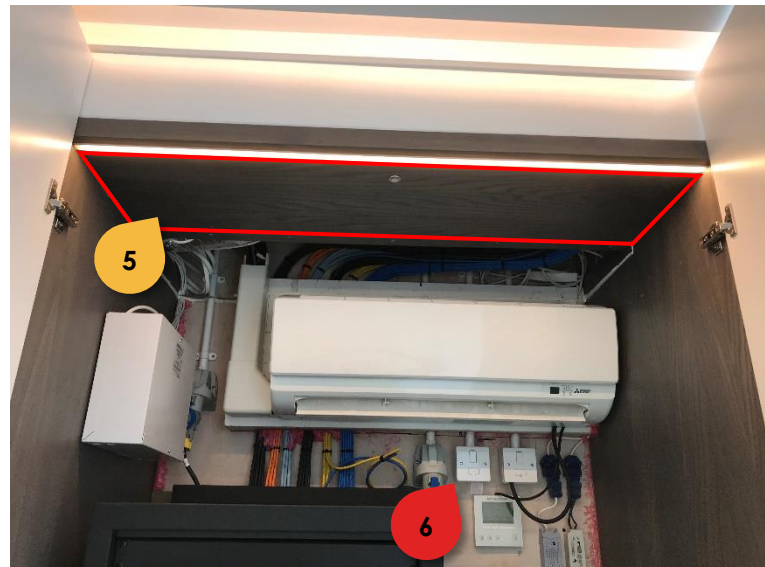
Extra care needs to be taken, as the motion sensor is mounted on the access panel.



HALL – TV/AV CUPBOARD (5F)

The second Inline Motor⁵ has been installed above the access panel inside TV/AV cupboard in the **Hall (5F)**. It acts as a Booster for the **Extractor** in the **Kitchen (5F)**. Its **Spur**⁶ is located below the **A/C Unit** inside the **TV/AV** cupboard.

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



4.4. Drainage

SHOWER DRAINS & WASTES

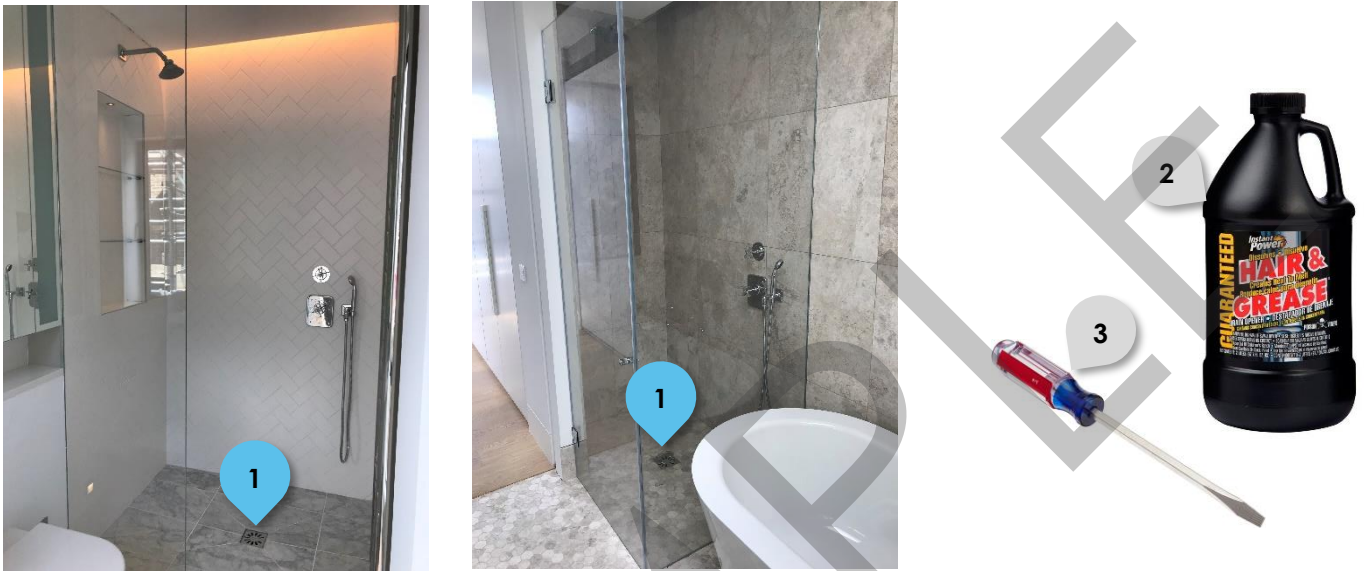
SHOWERS

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

Each Shower Drain should be regularly checked, and any hair should be removed to prevent a blockage and potential water spilling. The Shower Waste and the surrounding area should be cleaned with a suitable cleaner².

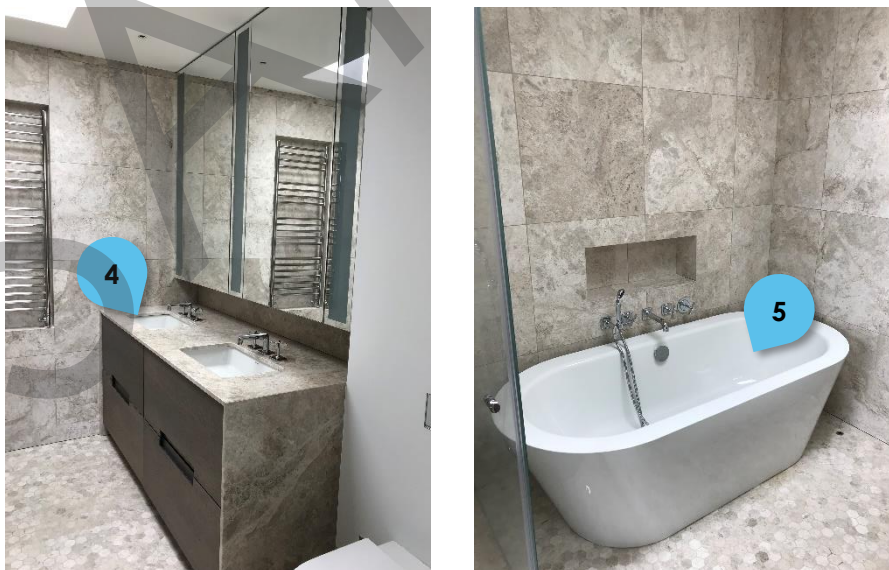
To access the **Shower Drain**, you need to lift the lid using a **Flat Screwdriver**³.

Extra care needs to be taken when accessing it to avoid damage to the stone!



BASINS & BATHTUBS

The **Waste** on **Basins**⁴ and **Bathtubs**⁵ should also be cleaned with a suitable cleaner.



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 two access panels 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



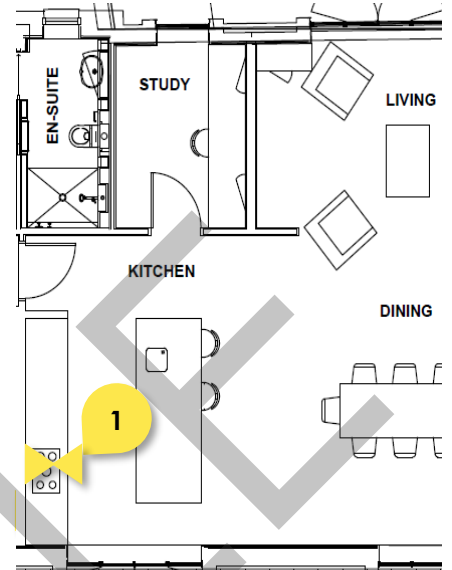
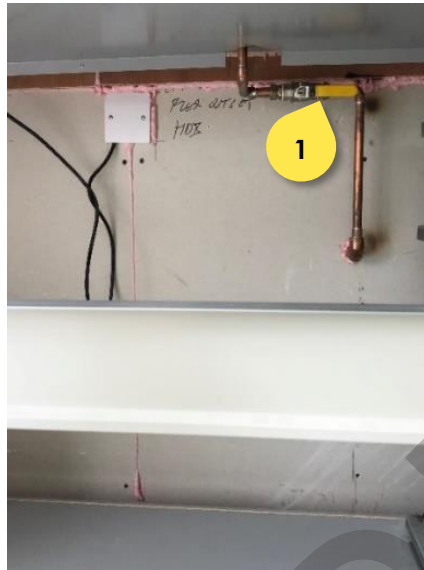
LIVING ROOM (5F)



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. To access it, pull out the drawers.



GAS PIPE VENTS

Throughout the apartment, there are several ceiling **Gas Pipe Vents²**, that mark the path of the Gas pipe.



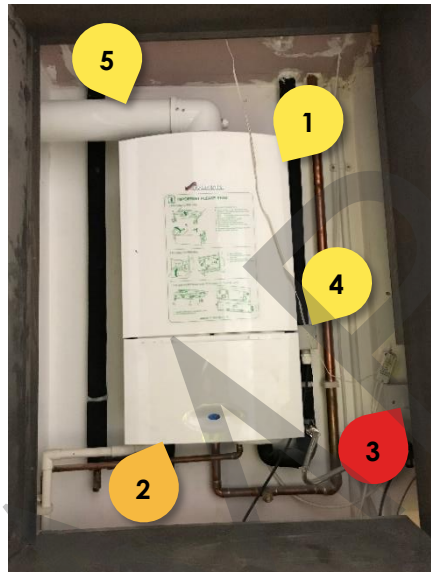
GAS BOILER & BOILER FLUE

The **Gas Boiler**¹ has been installed behind a removable access panel 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 Valve**² is located below the Boiler. To access it, the plastic cover under the Boiler needs to be removed.

Its **Spur Switch**³ is mounted on the wall on the RHS of the Boiler. The whole system is also monitored by the **Temperature Sensor**⁴.

The **Boiler Flue**⁵ leads directly outside, through the wall in the **Hall**.



MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

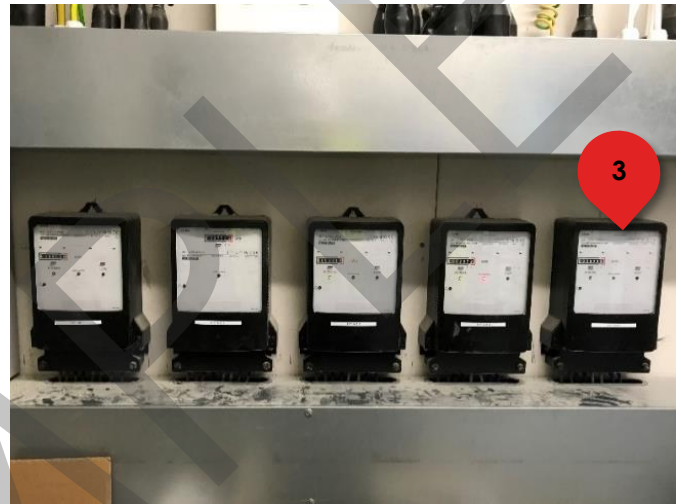
6. ELECTRICITY

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 5 (5F)** are located.

Please note that in the same area, there are also **Electric Meters** and **Electric Mains Switches** for all the other apartments. The **concierge** will have keys to the **Basement** area.

Also please note that there are five separate **Electric Meters³** which are connected to the **A/C Condenser Units** located on the **Roof (5F)** – for more information, please refer to the section “Air Conditioning”.



MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

CONSUMER UNITS

UTILITY ROOM (5F)

The **Consumer Unit 1¹** has been installed inside the cupboard in the **Utility Room (5F)**.
To isolate this Consumer Unit, shut its **Main Switch**.



LIFT CONTROL ROOM (5F)

The **Consumer Units 2²** has been installed in the Lift Control Room (5F), next to the **Pavilion (5F)**.

To isolate this Consumer Unit, shut it **Main Switch** or the corresponding **Breaker** on the **Consumer Unit 1** in the **Utility Room (5F)**.



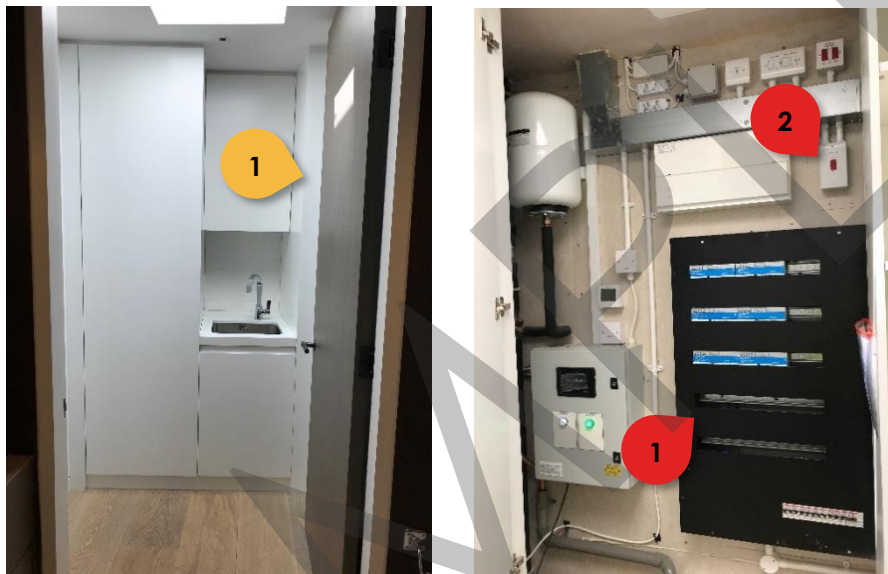
LIGHTING PANEL

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

To switch off the Lighting Panels completely, shut the corresponding Consumer Unit Breaker.

NOTE:

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



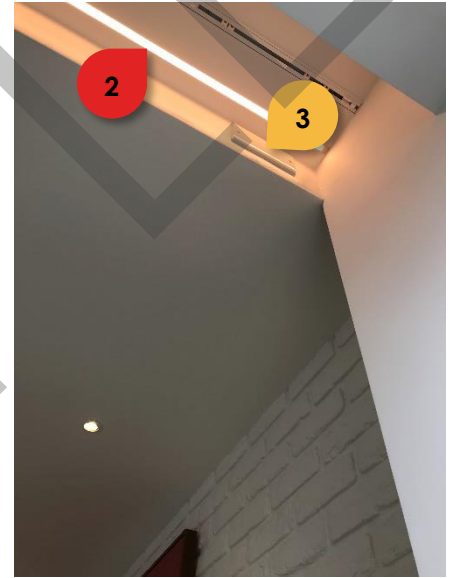
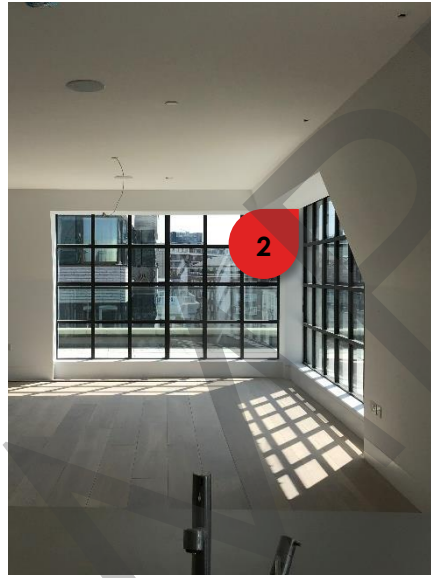
LIGHTING CONTROLS

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 Lights**² alongside the windows have their **Drivers** behind the double plate³, which is always one side of the window reveal.
- **Shower Area LED Strip Lights**⁴ and **Nightlights**⁵, have their **Drivers** behind the lower drawer⁶.
To access them, the drawer needs to be carefully pulled out and put aside using a **Double Sucker Pad**⁷.
- 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.



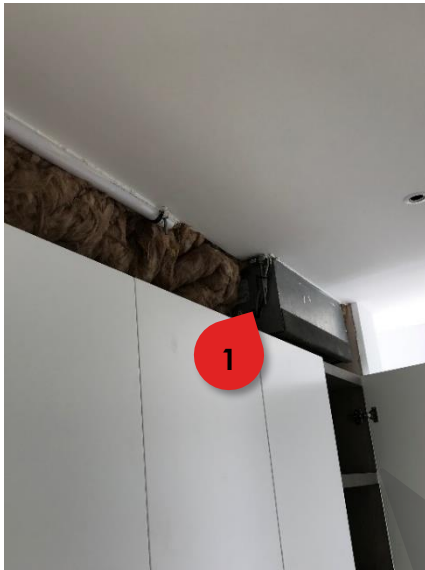
LIGHTING – DRIVERS – LOCATIONS

MASTER BEDROOM (5F)

The **Drivers**¹ for **LED Strip Lights** are located in the **Master Bedroom (5F)** wardrobe, next to the A/C Unit.

To access them, 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.



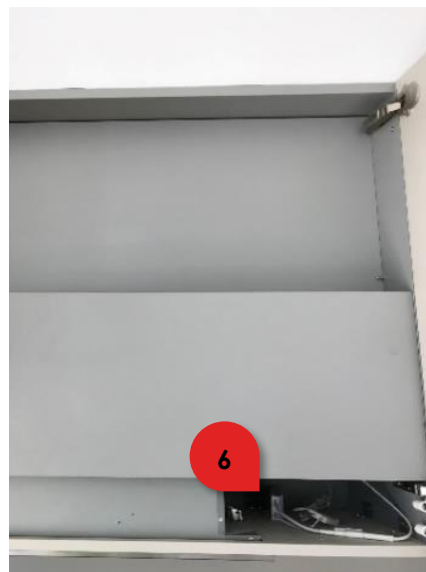
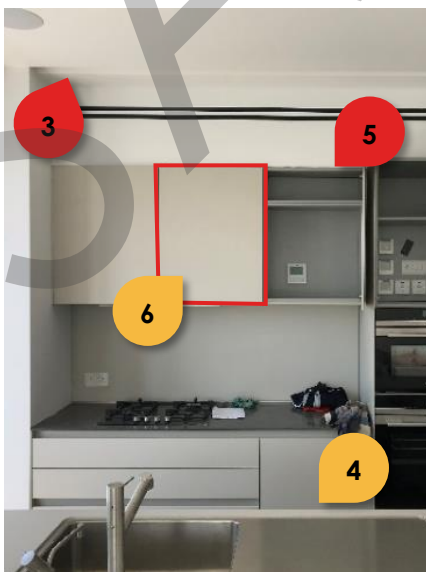
2



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 magnetically-secured access panel located in the cupboard.

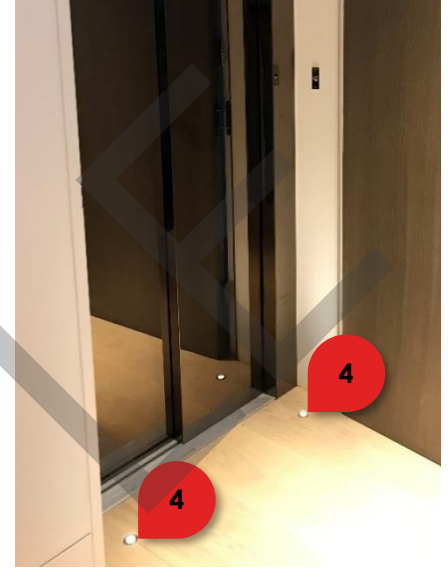
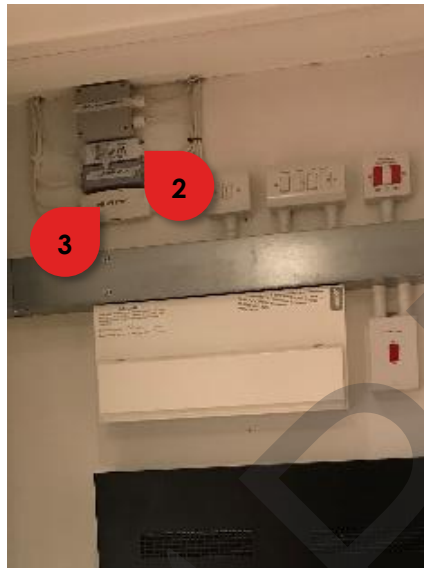
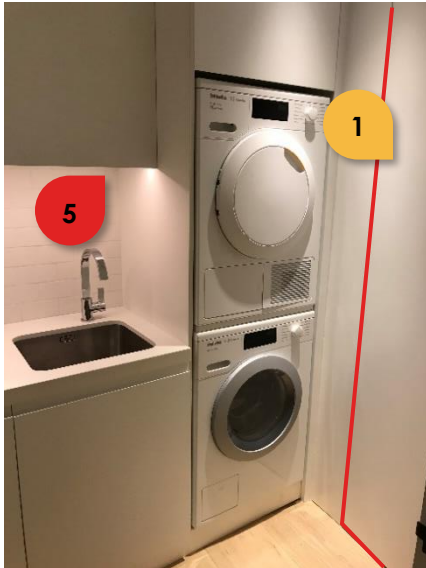


LIGHTING – DRIVERS – LOCATIONS (Cont.)

UTILITY ROOM

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

- the top **Driver**² is for the small **Floor Lights**⁴ in front of the **Lift**,
- the bottom **Driver**³ is for the **LED Strip Light**⁵ in the **Utility Room (5F)**.



LIGHTING – DRIVERS – LOCATIONS (Cont.)

STUDY (5F)

The **Drivers²** for **LED Strip Lights¹** in the **Study (5F)** are located behind the middle and RHS 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 Clips²**, 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.

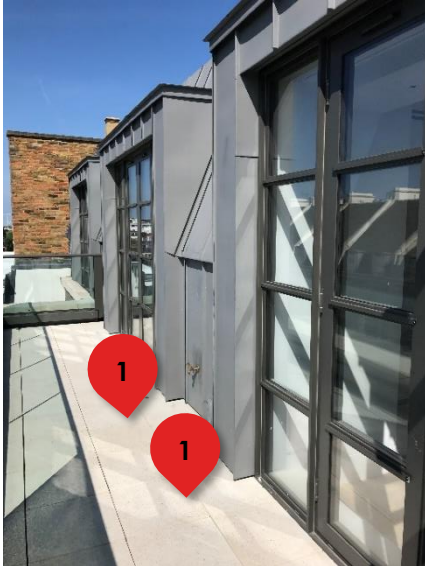


LIGHTING – DRIVERS – LOCATIONS (Cont.)

SIDE PATIO LIGHTS

The **Driver**² for the **Patio Lights**¹ which are along the Kitchen, Dining and Living Room is located behind the removable plinth in the **Kitchen (5F)**.

To access it, it is recommended to use a **Double Sucker Pad**³.



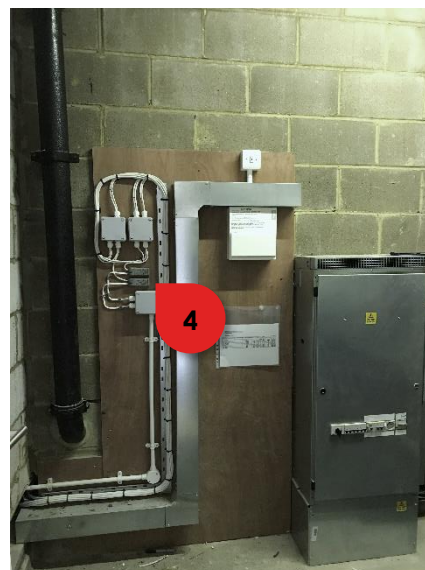
MAIN PATIO LIGHTS

The **Drivers**⁴ for the **Main Patio Decking Lights**³ 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 who has the keys to this separate area.

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

To access the Junction Boxes, 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.

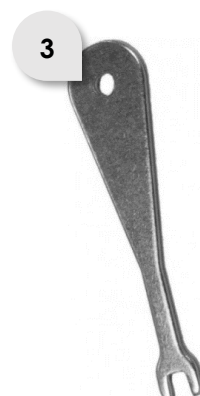
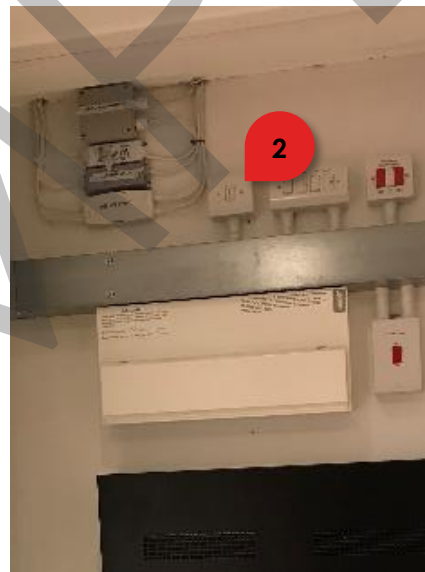
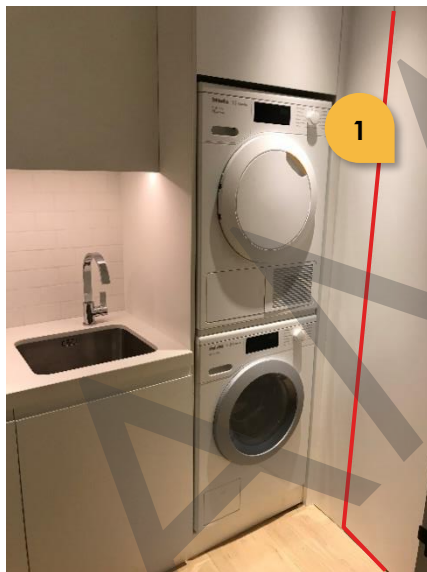
These are battery-backed lighting fittings that switch on automatically when a building experiences a loss of power. In case of an accident, the emergency lights will illuminate, thus allowing people to see clearly and help them to move to the nearest exit.

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

To test the lighting, insert the **Fish Key³** supplied and then make sure the emergency light fitting illuminates once the key is being inserted. Note any fitting that is not working.

The other way to test the emergency light 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**, inside the RHS cupboard¹.



APPLIANCES SPURS

KITCHEN (5F)

The **Kitchen (5F)** is equipped with the following appliances and equipment: **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 kitchen cabinet¹ above the Oven. The **Freezer**², **Oven**³ and **Combi Oven**⁴ have their separate **Spur Switch**.

There is also a **Grid Switch** with **Spur Switches** for the **Fridge**⁵, **Warming Drawer**⁶, **Dishwasher**⁷, **Hob Ignition**⁸, **Hot Water Tap**⁹ and **Extractor**¹⁰.

To switch off these appliances completely, shut corresponding Consumer Unit Breaker.



UTILITY ROOM (5F)

The **Utility Room (5F)** is equipped with the **Washing Machine** and **Tumble Dryer**.

Their **Spur Switches**² are located in the **RHS cupboard**¹.

To switch off these appliances completely, shut the corresponding Consumer Unit Breaker.

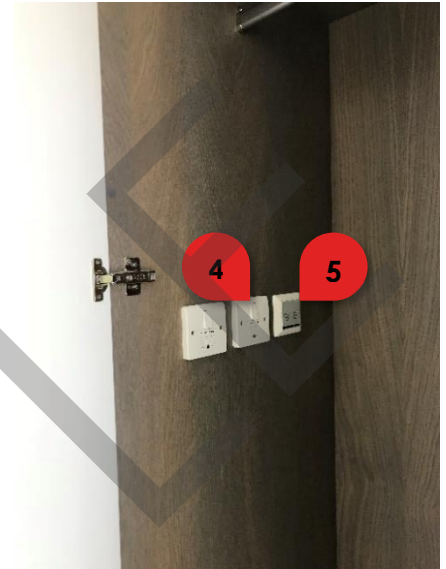
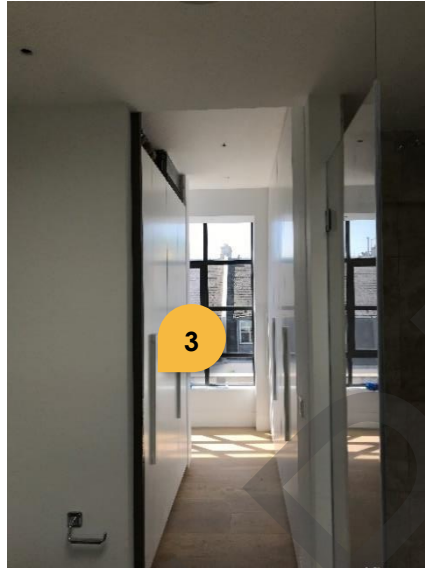


MOTORISED SKYLIGHTS

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.

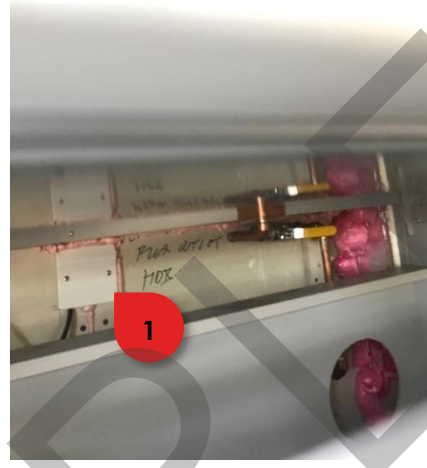


JUNCTION BOXES

KITCHEN (5F)

There is a **Junction Box¹** in the **Kitchen (5F)**, behind the top drawer of the kitchen cupboard. It serves the **Gas Hob Ignition**.

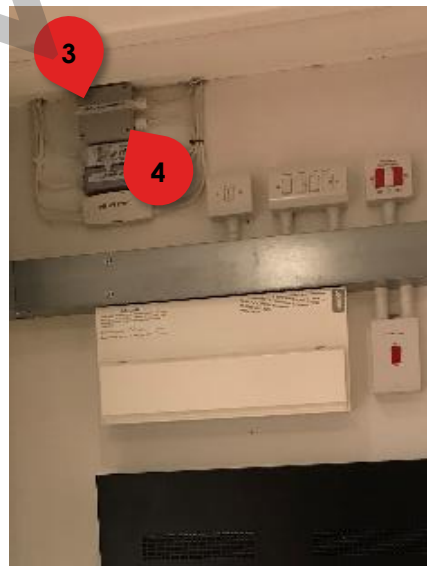
To access it, the drawer needs to be carefully pulled out.



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 side staircase

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

HALL (5F)



LIVING ROOM (5F)



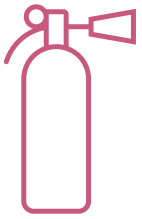
PAVILION (5F)



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 www.gov.uk/firekills. 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.

ESCAPE

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 999, call the concierge and go down the stairs to **press the Fire Alarm Button¹** 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 mains powered **Smoke & Heat Detectors**.

There are four **Smoke Detectors**¹, located in the following areas:

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

There is one **Heat Detector**² installed in the **Kitchen (5F)**.

All Detectors are interlinked – 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 Button**³ on the **Ground Floor** needs to be activated.



MAINTENANCE

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

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

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

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 Gauge⁵** and a **Test Valve⁶** – located in the **Living Room**, behind a removable access panel³,
- Eight **Sprinkler Heads⁷** – located in the **Kitchen (5F)** and **Living Room (5F)**.



MAINTENANCE

The system should be maintained once a year 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 Valve⁶** also serves as a drain point. All maintenance will be coordinated with the Management Team. **The Test Valve⁶ must always remain in the OPEN position.**

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

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**

The Intruder Alarm is connected to the corresponding Consumer Unit Breaker.

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

MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Security Ltd.**

For specific location of Wiring Box, please read as follows.

For specific locations of the other equipment, please refer to the following page.

WIRING BOX

Its **Wiring Box¹** has been installed in the **Hall (5F)**, above the TV / AV Rack.

Its **Spur Switch²**, labelled as "**Security Alarm**", is located on the LHS of the wardrobe.



INTRUDER ALARM (Cont.)

INTRUDER ALARM EQUIPMENT

Other Intruder Alarm equipment is 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 **all rooms**
- **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 putting the pre-programmed Fob close to 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.

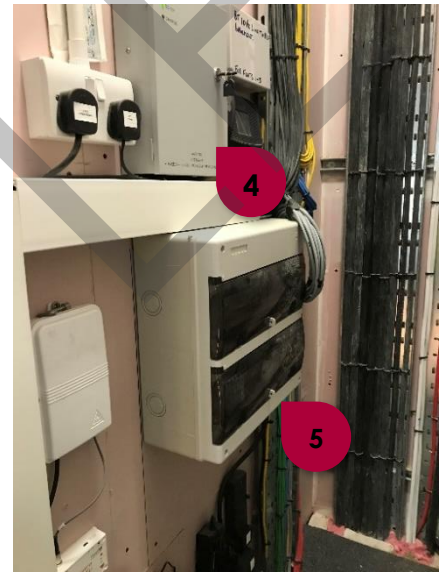
To unset the alarm: on entry through the front door or lift door the internal sounder will operate, then offer up the Fob or enter the 4-digit code to unset within the pre-set entry time.

VIDEO DOOR ENTRY

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

- **External Audio/Video Unit (BPT-5 Panel)**¹ including the **Fob Reader**² located in the outside the **Street Entrance** and inside the **Street Entrance Hall**
- **Indoor Audio/Video Unit (Nova EVO Video Monitor)**³ located in the **Hall**
- **Power Board**⁴ located in the **Riser (1F)**
- **Control Panels**⁵ located in the **Riser (1F)**
- **Key Fobs**⁶

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



MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory**
– **Ludek Ltd.**

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.



MAINTENANCE

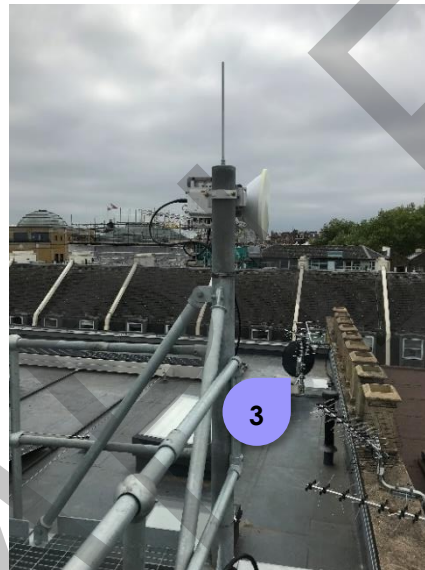
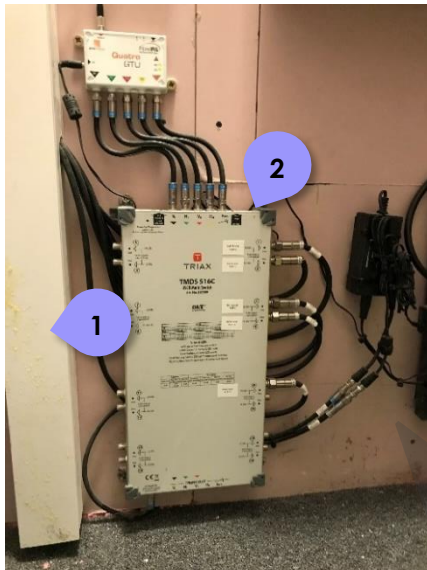
For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

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 four **Spare Coaxial Cables** installed on the **Roof**. These Spare Cables then end in the **Riser (1F)** enclosure¹.

It is possible to install additional **Satellites** if necessary. The **Aerial Cables**³ run from the **Roof** into a large **Multi-switch Board**² located in the **Riser (1F)**. From here, the cables are individually distributed into all apartments.



MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

TV / AV RACKS

HALL (5F)

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 corresponding Consumer Unit Breaker.

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



MAINTENANCE

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

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

WI-FI CONNECTION & MUSIC SYSTEM

WI-FI CONNECTION

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

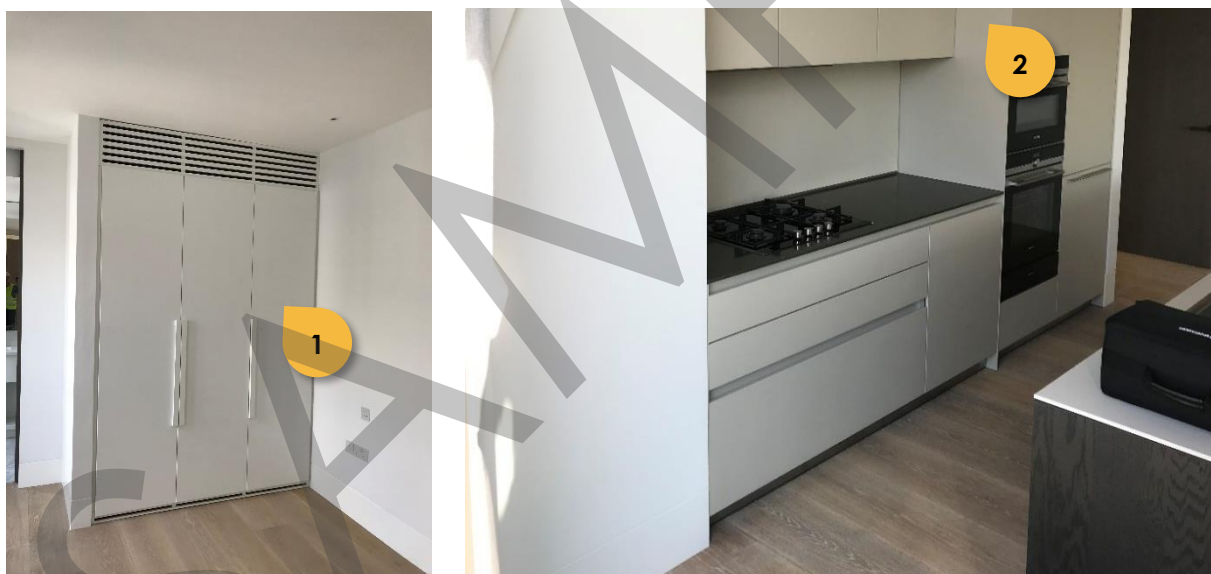
The **Wireless Access Points**¹ have been installed in the **Master Dressing Room (5F)** and in **Bedroom 2 Dressing (5F)**.

There are two types of networks in the apartment:

- **Home network** – which will allow control of Lighting, UHF and the AV system.
- **Guest network** – devices on the Guest network will not have permission to control any of these systems.

MUSIC SYSTEM

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



MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

SMART HOME – CONTROL4 APP

Different types of equipment have been connected to the network and can be now controlled with the **Control4 App**¹:

- **TV/AV**
- **Music System**
- **Lighting**



MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory**
– **Ludek Ltd.**

9. LIFT

PASSENGER LIFT

The building is equipped with a **Passenger Lift**. It runs through all six floors – from the **Basement** up to the **Fifth Floor**.

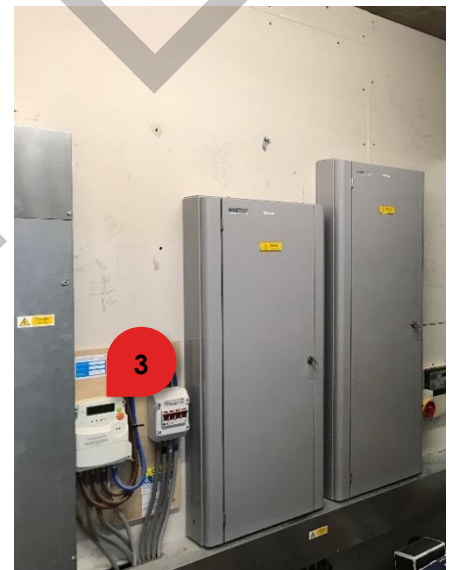
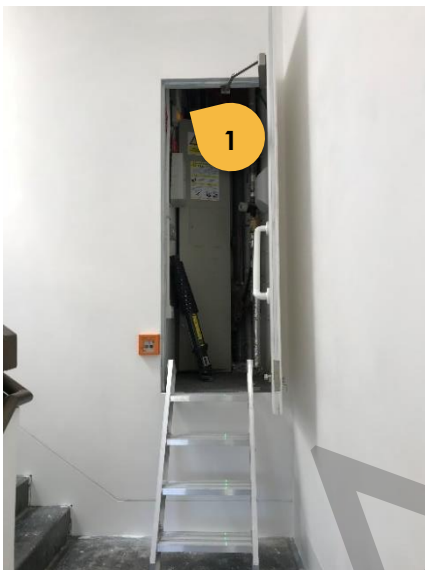
The **Wiring Panel**, **Main Isolator Switch**² and **Motor** are located in the **Riser (5F)**¹, a special area accessible only by the authorised people.

Its **Electric Meter**³ is located in the **Basement**, near the Distribution Board.

In case someone gets 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



MAINTENANCE

For contact details and responsible personnel, please refer to section **3. Project Directory** – **Ludek Ltd.**

10. OTHER

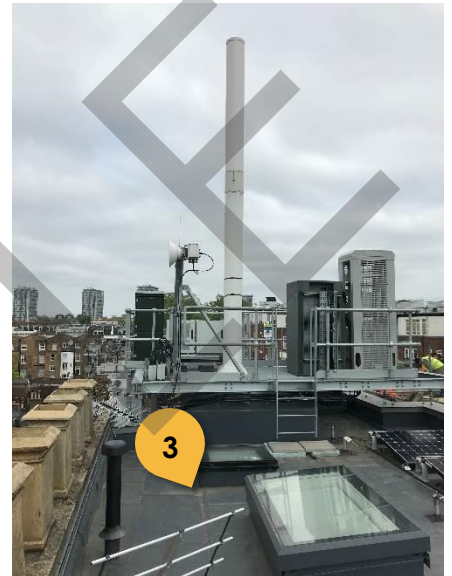
ACCESS TO THE ROOF

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 (5F)** is required (due to PV Panels, 3G Equipment, etc.), it is possible to use a **Skylight Access Hatch**³.

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



UNOCCUPIED PROPERTY

When the property is left unoccupied or vacant 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** on "Holiday" mode. 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**.
- Shut off all **appliances** and unplug all **electronic devices** and **small appliances**.

We recommend you ask your neighbour, friend or relative to watch over the property. 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 are 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.

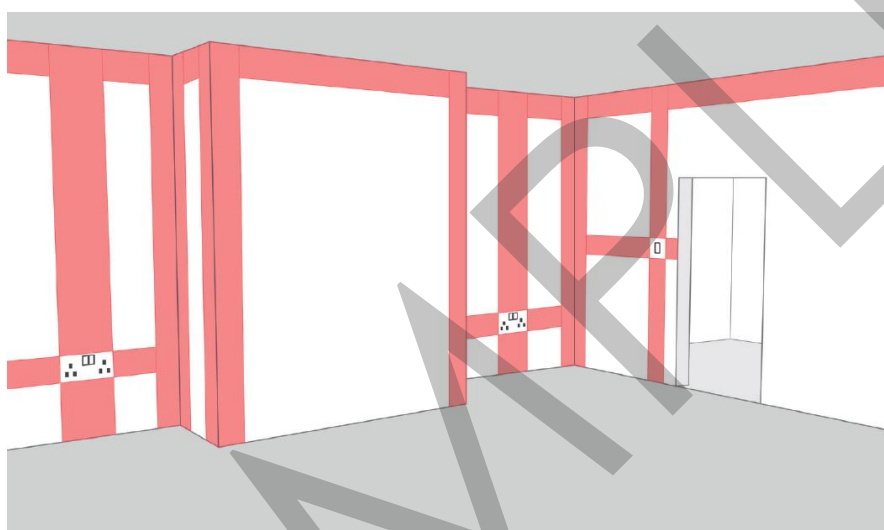
DRILLING, SCREWING, NAILING

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 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.

