

28 June 2017

Dear residents

What we're doing to make sure you're safe

I'm writing to let you know we've started fire safety patrols at Shepherds, Bush, Roseford and Woodford Courts today.

We're doing this to reassure you we are committed to keeping our residents and buildings safe at the Charecroft estate.

What will be happening?

Two fire wardens will now patrol your blocks, 24 hours-a-day, seven days a week. The wardens will wear high visibility vests with FIRE WARDEN in red letters on the back.

What will they be doing?

The fire wardens will patrol and inspect the communal areas of the three blocks to make sure there are no fire hazards.

The fire wardens will check:

- All fire doors are closed.
- All riser cupboards are closed and locked.
- All residents' doors are closed.
- All areas are free from combustible material.
- All escape routes are clear.
- All fire exits clear.
- All fire exits can be easily opened.
- The access routes for fire engines is clear.
- Nobody is smoking in the communal areas.

If you have any concerns or would like to discuss any issues on the estate, please contact your housing officer on **020 8753 4808** or email: **hammersmithnorth@lbhf.gov.uk** if you have any concerns or comments.

Kind regards

A handwritten signature in blue ink that reads "Jane Martin". The signature is written in a cursive style and is positioned above the printed name.

Jane Martin
Interim Director of Property Services