

Reply to:

Lindsay Jenkins
Communications co-ordinator
Property Services

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Date: 28 August 2018

Dear

Ventilation and fire safety works planned for Brunswick Court, Dalkeith Court, Hide Tower and Semley House (project X251)

We would like to invite you to an introduction meeting about the ventilation and fire safety works that are planned to your home.

The meeting will provide you with details of the works and give you the opportunity to get involved or comment on the project. Set out below is a summary of the proposed work.

The works proposed cover the following:

- Replace existing extract fans, silencers, local ductwork, dampers and controls within the plantroom.
- Works in-flat to include cleaning of local ductwork and replacement grilles
- Upgrade emergency lighting to bring the block in line with current safety regulations.
- Fire safety works including review and upgrades of doors to fire rated doors where required.

Westminster City Council has appointed United Living to carry out major works in the south of the city for the next 10 years and they will be carrying out the works.

The CityWest Homes' project team and the team from United Living will be there to answer any questions you may have. The meeting will start with a presentation, which will start at 6.45pm, followed by a question and answer session.

Meeting details

Venue: Grosvenor Hall, Vincent Street, London, SW1P 4HB

Date: Wednesday 19 September 2018

Time: 6.30pm to 8pm (presentation will start at 6.45pm)

If you are unable to attend the meeting and have any questions, please email me via email ljenkins@cwh.org.uk.

Next steps

Following the introduction meeting United Living will develop detailed plans for the delivery of the project. Once this plan is approved by CityWest Homes, we will publish a copy on our website.

<https://www.cwh.org.uk/major-works/current-projects/grosvenor-and-pimlico-ventilation-and-fire-safety-works-x251>.

In the meantime if you have any questions, please don't hesitate to contact me.

Yours sincerely

A handwritten signature in black ink that reads "L Jenkins". The signature is written in a cursive, slightly slanted style.

Lindsay Jenkins

Communications co-ordinator, Property Services