



Witham Housing
Association

PODSBROOK NEWSLETTER AUG 2022

PARKING

OUR CAR PARK HAS BEEN EXCEPTIONALLY BUSY LATELY. OUR NEIGHBOURS REX MOTT HAVE TOLD US THAT WE CANNOT PARK IN THEIR CAR PARK, PLEASE LET YOUR RELATIVES AND CARERS KNOW.

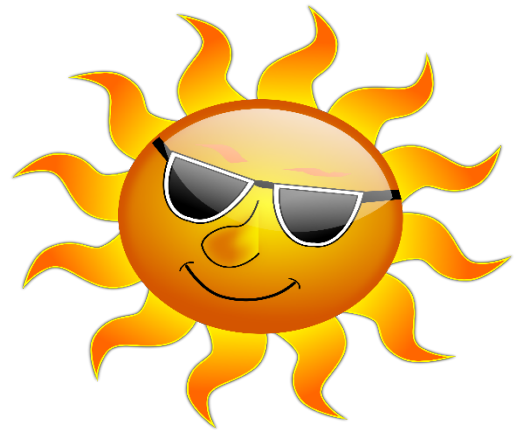


SECURITY

ANYONE USING THE GARAGE, PLEASE MAKE SURE THAT THE DOOR IS CLOSED AFTER USE. ALSO, WE HAVE HAD REPORTS THAT THE DOOR INTO THE CAR PARK HAS BEEN LEFT OPEN AT NIGHT, ALSO THE DOWNSTAIRS WINDOWS HAVE BEEN LEFT OPEN. PLEASE CAN YOU MAKE SURE THESE ARE SECURE. THE KEYLOCK TO THE DOOR IS DUE TO BE FITTED SHORTLY.

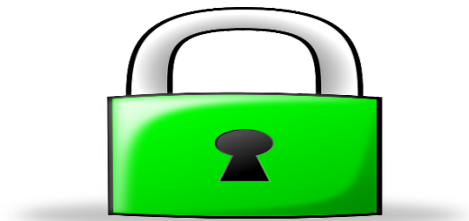
COFFEE MORNING

THURSDAY 11TH 10.30
£1.50 CAKES AND BISCUITS
PROVIDED.



MAINTENANCE

IF YOU HAVE ANY REPAIRS OR MAINTANENCE, YOU **MUST** FILL IN ONE OF OUR MAINTANENCE REPAIR REQUEST FORMS. YOU WILL FIND THESE ATTACHED TO THE NOTICE BOARDS ON EACH FLOOR. PLEASE RETURN TO THE OFFICE. REPAIRS CANNOT BE COMPLETED WITHOUT A FORM BEING COMPLETED.



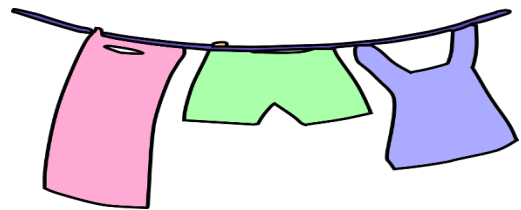


RUBBISH

WE HAVE HAD A LOT OF ITEMS OF FURNITURE LEFT IN THE BIN STORE. PLEASE NOTE IT IS NOT OUR RESPONSIBILITY TO DISPOSE OF THESE. ARRANGEMENTS MUST BE MADE BY YOURSELVES. IF ANYTHING IS LEFT YOU WILL BE CHARGED TO REMOVE IT.

LAUNDRY

PLEASE LEAVE THE LAUNDRY ROOMS IN A CLEAN AND TIDY CONDITION AFTER USE. PLEASE MAKE SURE THAT THE WATER AND FLUFF COMPARTMENTS ARE CLEANED AFTER EACH USE. PLEASE LEAVE THE EXTRACTOR FANS ON THROUGHOUT THE DAY. DO NOT LEAVE DOOR WEDGED OPEN, AS THIS IS A FIRE HAZZARD. WE ALSO HAVE A NUMBER OF ITEMS IN OUR LOST PROPERTY BOX WHICH IS IN OUR MAIN LAUNDRY ROOM ON THE 1ST FLOOR. ITEMS WILL BE KEPT FOR ONE MONTH AND THEN DISPOSED OF.



OLD BATHROOM CUPBOARDS

THERE ARE A LOT OF ITEMS IN THESE CUPBOARDS, AND WE ARE UNSURE WHO THEY BELONG TO. DUE TO HEALTH AND SAFETY, ALL ITEMS MUST BE REMOVED BY THURSDAY 11TH AUGUST, OR THEY WILL BE DISPOSED OF. HOWEVER, IF YOU HAVE CERTAIN ITEMS THAT YOU NEED TO STORE, PLEASE CONTACT THE OFFICE.



IMPORTANT

THE WORKS MOBILE IS MANNED 24 HOURS.
THIS IS FOR EMERGENCY SITUATIONS
REGARDING REPAIRS.
07368 642742

CARE CALL IS AVAILABLE 24/7.
IF ANY OF YOUR CONTACTS HAVE
CHANGED THEIR TELEPHONE NUMBERS,
PLEASE LET US KNOW, SO WE CAN
UPDATE YOUR RECORDS.