

5<sup>th</sup> February 2020

**Façade Fire Risk Assessment  
Cartier House, Leeds**

Dear Leaseholders,

We are writing to update all leaseholders and residents at Cartier House about the recent Façade Fire Risk Assessment – an investigation of the external building materials and construction, for the purpose of identifying potential fire safety risks. Resident safety is paramount, and as managing agent, we will continue to maintain consistent communication around the ongoing issues relating to the external wall systems on your building.

In November 2017 we instructed several building surveys in response to the Government guidelines to identify the presence of the flammable Aluminium Composite Material (ACM) cladding on your building. These surveys confirmed that no ACM was used during the build.

More recently, the Government issued a further set of guidelines concerning wall covering systems that do not incorporate ACM, but may also pose a fire risk, such as wood and High Pressure Laminate (HPL) installations. These guidelines required a Façade Fire Risk Assessment be undertaken, which we scheduled immediately.

LIV Group along with the block landlord are carefully evaluating the initial findings of the assessment and the results of the evaluation will be shared with leaseholders in due course. Following receipt of the report and advice from the local fire service, we have employed a Waking Watch – a 24/7 team of watchmen dedicated to patrolling the building – since late December 2019.

During this time, the building fire strategy will continue to be an ‘Evacuation’ procedure (changed from a ‘Stay Put’). **If the alarm is raised by a Waking Watch operative, all residents are to evacuate the building via the nearest fire escape. We have attached a copy of the evacuation procedure for your reference.**

To ensure the Waking Watch operatives are compliant with the requirements set out by the authorities, barcodes located on each floor are scanned with a handheld device, and a regular report is provided. The cost of the Waking Watch service is summarised below, which is currently paid for from the service charge:

Waking Watch Cost Per Leaseholder (31 January 2020)	
Day	£1.85
Week	£12.94
Month	£51.75

The Waking Watch will remain in place until the relevant authorities are satisfied that any risks that have been verified in the Façade Fire Risk Assessment have been removed.



We are working diligently with the landlord to complete the next steps of this project, and will continue to offer regular updates on the situation, as available. If you have any questions, please reach out to us on the contact details below and a member of our team will assist you promptly.

**DEDICATED CONTACT INFO:**

Email: [leedsdock@liv-group.co.uk](mailto:leedsdock@liv-group.co.uk)

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Connor Scherer', written in a cursive style.

**Connor Scherer**  
**Property Manager**

## **FIRE EVACUATION POLICY**

The policy within your building has changed from a stay put to an evacuation policy. This change takes place with immediate effect. Please take time to read the following and contact LIV if you have any queries.

### **IF A FIRE BREAKS OUT IN YOUR HOME:**

- Leave your flat with all occupants.
- Close the front door behind you.
- Do not stay to extinguish.
- Call the Fire Service.
- Wait outside away from the building.

### **IF YOU ARE AWARE OF A FIRE IN THE BUILDING**

- Leave the building immediately.
- Report to your assembly point at: Leeds Dock Bridge

### **RAISE THE ALARM:**

- Press the nearest Call Point button or alert the nearest warden.

### **TO CALL THE FIRE SERVICE:**

- Dial 999 or 112.
- Give your number to the operator and ask for FIRE.
- Confirm the Fire Service have the

### **DO NOT:**

- Use the lifts
- Return to the buildings

### **OUR CONTACTS:**

- Out of Hours – 0113 467 5452
- Mon – Fri, 08:00 – 17:30 - 0113 244 2444