



Cosgrave



CHEEVERS COURT & HALIDAY HOUSE

HOMEOWNER MANUAL

HOMEOWNER MANUAL

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Introduction

Caring for Your Home

Cosgrave Developments have constructed your home with quality materials and the use of experienced craftsmen. Before we use any materials, they must meet our specifications for quality and durability. All work is carried out under our personal supervision to achieve the best possible results for your investment.

A home, like a motor car, requires care and attention from day one. General homeowner maintenance is essential in providing a lifetime quality home.

Homeowner use and maintenance guidelines

It is incumbent on you the homeowner to properly maintain your home and all of its components. Periodic maintenance is necessary because of normal wear and tear, the inherent characteristics of the materials used in your home, and normal service required by the mechanical systems. Natural fluctuations in temperature and humidity also affect your home.

Many times, a minor adjustment or repair carried out immediately saves a more serious, time-consuming, and sometimes costly repair later. Please note also that neglect of routine maintenance can void applicable limited warranty coverage on all or part of your home. By caring for your new home, you ensure your enjoyment of it for years to come. The attention provided by each homeowner contributes significantly to the overall desirability and spirit atmosphere of the community. We recognise that it is impossible to anticipate and describe every attention needed for good home care however we have covered many important details. The subjects covered include components of homes we build, and each topic includes suggestions for use and maintenance followed by Cosgrave Developments warranty guidelines. This manual may discuss some components that are not present in your home.

Please take time to read the literature provided by the manufacturers of consumer products and other items in your home. The information contained in that material is not repeated here. Much of the information may be familiar to you, some points may differ significantly from homes you have had in the past. Some information may vary or indeed be incorrect.

We always strive to construct a defect free home; we are realistic enough to know that we may make mistakes or that something in the home may not perform as intended. In support of this commitment Cosgrave Developments provides you with a limited warranty. Our criteria for qualifying warranty repairs are based on typical industry practices and meet or exceed those practices for the components of your home. However, we reserve the right to exceed these guidelines if common sense or individual circumstances dictate, without being obligated to exceed all guidelines to a similar degree or for all Homeowners.

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Instructions and manuals

The site representative will provide you with instruction manuals* for the operation and maintenance of the various systems, appliances and fittings in your home.

** Subject to availability, if you do not have manuals please contact the relevant number in the Useful Number section at the back of this book.*

PLEASE READ THESE CAREFULLY AND KEEP THEM SAFE FOR FUTURE REFERENCE

Section 1 - Your New Home

HOMEOWNER MANUAL

Welcome to Your New Home

Cosgrave Developments welcome you to your new home! We compiled this Home Owner's Manual to help you get to know the workings within your new home.

Within this manual you will find details of how to operate and maintain your home, details of your management company (if applicable), security and general information that is important to help you with the maintenance and upkeep of your new home.

Your home has the benefit of 'HomeBond' cover which is a ten year guarantee against major structural defects for your peace of mind.

'HomeBond' have produced a handbook which can be viewed or downloaded from the following website address; <http://www.homebond.ie>

Please take the time to study it carefully.

Finally, you will find some information on general maintenance and a list of useful telephone numbers to coincide.

Hopefully this information will help you easily resolve any issues that may arise.

We hope you enjoy many happy years in your new home!

Best Wishes,

Cosgrave Developments



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Moving In

Moving-in day!

It is important that lifts are not blocked at any time and that lift doors are not held open. If you require the lift doors to be open for the purpose of moving in (or out), then you must liaise with the Concierge, who will make the necessary arrangements.

On the day you move in it is important to inspect your new home carefully throughout, paying particular attention to:



- Sanitary Ware (including baths, basins and WCs).
- Glass (including windows, mirrors and shower screens).
- Fireplace surrounds.
- Kitchen Fittings and Appliances.
- Wall Tiling.
- Carpets, floor tiling and laminated flooring

This is reasonable because the time to report items such as a chip in the bath must be on the date you move in. If left longer than this, it may be impossible to prove who caused the crack or the chip.

You should also confirm that:

- You have been given the correct keys for all locks and that the windows and doors open, close and lock properly.
- Any extras that you may have ordered have been provided.
- All services (gas, water and electricity) are connected and are in working order. You should also agree meter readings with the site representative.



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When You Move In

- Familiarise yourself with the operation of the smoke detectors and check that they work by pressing the test button.
- Check that you have been given operating instructions for all systems, appliances and fittings.
- If a chimney or flue has been installed in your home make yourself aware of the types of appliances that can be safely installed and used. Your site representative will supply this information.



You are advised to bring any matters of concern to the site representative's attention.

Legal rights and obligations

Your solicitor/ surveyor should have made you aware of your rights under HomeBond and about planning restrictions, restrictive covenants, tree preservation orders and ownership and maintenance of fences, shared drives etc. If you want further information on these matters, you should consult your solicitor.

Contractual disputes

Disputes over matters of contract and or problems arising out of rights-of-way and access and matters of legal title to your property should be handled by your solicitor.

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Standards of Finish

A new home is an individually built hand crafted product. For this reason, there will inevitably be some variation in the finished appearance of different elements of the construction and a lack of uniformity due to the nature of the materials used and the methods by which they are applied. This is normal and to be expected.



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Running-in Your Home

Homes should be run-in gently over the first few months. This is because concrete, bricks, timber, plaster and other materials will have absorbed water during construction. You may not be aware of it and it will not do you any harm, but it does need to evaporate slowly and be ventilated away.



Drying out

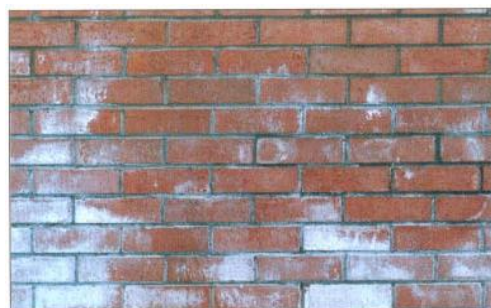


As your home is lived in and heated, timber and other materials will shrink, and this can cause small cracks to appear on wall and ceiling finishes. Such cracks are not structurally significant and can be rectified in the normal process of decoration. However, because such minor cracks are inevitable the builder is not required to rectify them. It is in your own interest therefore to follow the advice given here.

To minimise cracking try to keep a reasonably even temperature throughout your home even in rooms that are not occupied. If you move in during winter months try to use the central heating sparingly at first so that the structure of your home warms up and dries out gradually. Depending on how your home has been built and the weather conditions, this may take several months.

Efflorescence

A consequence of drying out may be the appearance of a white deposit on walls called 'efflorescence'. This is caused by natural salts coming out of the wall materials and is quite normal. It is not harmful and usually disappears over time. If efflorescence occurs on internal walls it can be wiped or brushed away. If efflorescence persists internally it could indicate a water leak in which case, you should have it investigated further.



EFFLORESCENCE IN CLAY BRICKWORK

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Reducing condensation and mildew

Condensation is caused by steam or water vapour coming into contact with cold surfaces in the same way that steam in a bathroom condenses on the bathroom windows. Condensation is common in new and newly converted homes while construction materials dry out. If allowed to persist it can sometimes cause mould on walls and ceilings. In exceptional circumstances



condensation and mould can damage clothes, bedding, floor coverings, decorations and the home itself. Once materials have dried out, condensation should no longer be significant. However normal daily activities produce a great deal of water vapour which may cause condensation if allowed to spread around the home.

The following advice should help reduce condensation.

1. Produce less moisture.

- Periodically use the boost button on the HRV* unit to remove excess moisture.
- Always use cooker hood fan.
- Cover pans when cooking to reduce steam.
- Avoid drying clothes indoors over radiators. Put washing outdoors to dry if you can. If you use a tumble dryer - make sure that the dryer is vented to the outside air, unless it's a self-condensing type. DIY vent kits are available.

2. Stop moisture spreading through the home.

- Use the cooker hood and/or Press the booster button on the HRV* unit and keep the doors closed when cooking, washing, bathing and drying cloths indoors.



3. Ventilate moisture away

- Get rid of the moisture that is naturally produced every day in your home, by keeping the HRV on 24/7. The vents are intended to provide constant 'background' ventilation and should **NOT** be closed or adjusted.

N.B. Condensation in the home is created by the behaviour of the individual occupant and is therefore ultimately not the responsibility of the builder.

* Heat Recovery Ventilation

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Provide even heating

Homes where the heating is turned off all day because the occupants are away, are more likely to suffer condensation problems than those that are heated more continuously. This is because normal activities such as washing and cooking are carried out in the evening where the home has been unheated for long periods, so surfaces are cold. Make sure the central heating timer is set so that your home is warm by the time you return home. During very cold weather it is better to leave the heating on during the day to maintain an even temperature. The temperature can be set a few degrees lower and turned up when you return.



The main points again!

- Constantly heat and ventilate your dwelling 24/7.
- When cooking and washing use the cooker hood and boost button on the HRV unit and keep internal doors closed. When you are finished open a window to ventilate the room.
- Always use cooker hood fan.
- Keep the lid on saucepans as they boil.
- Do not block/ adjust the built-in ventilators as they are pre-set.
- When sleeping, a person exhales on average 500ml of water vapour, so please keep a vent open.
- When drying clothes (this can cause as much as six litres of water vapour to form), make sure there is plenty of ventilation.
- If using heat producing appliances, make sure to adhere to the guidance, as there may be a risk of Carbon Monoxide.



Remember, a new building is built with materials which contain a significant amount of water and will take time to dry. The generation of water vapour which leads to condensation occurring is not as a result of the way that the building is constructed but as a result of the way it is used.

Section 2 - Looking After the Outside of Your Home

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Safe Access

Choose the right work equipment and select collective measures to prevent falls (such as guard rails and working platforms) before other measures which may only reduce the distance and consequences of a fall (such as nets or airbags) or may only provide fall-arrest through personal protection equipment.

Please refer to the Health and Safety Authority Guidelines when using ladders / scaffolding.



Looking after the Outside of your Home

Flat Roofs, Valleys and Balconies

Flat roofs should be inspected once a year to ensure that they remain in sound condition. Rainwater outlets should be checked to ensure that they are not blocked in private patio, courtyards and roof garden areas.



Basement outlets/drains and pumps etc. should be regularly checked to ensure they are clear and free from obstruction.

The Management Company should annually check all roofs, valleys, gutters and courtyard roof garden areas. Basement outlets and drains, slung or concealed, pumps etc. should be checked that they are clear/ free and don't need any minor repairs. Failing to do so will affect the life cycle not to mention the associated warranties.

Paintwork

Outside woodwork should be regularly repainted or restained to preserve the wood. The first repainting outside will probably be required in about two years, but after that – provided it is done properly, repainting or staining should only be necessary every four to five years. You may need to do it more often if you live close to the sea or in an exposed area.



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External Render Maintenance and Repair

While External Renders can be assumed to be low maintenance, it is recommended that periodic checks are carried out to ensure that architectural details for shedding water clear of the building are still functioning properly.

The history of the colour retention of External Renders is good. These products are less susceptible to crazing than traditional renders. External Renders may become discoloured with time depending on the local environment. Cleaning with water and a stiff brush can normally restore appearance. The product may suffer

from algae or lichen growth in a similar manner to traditional finishes – proprietary treatments are available to treat these.

Brick

Brick is one of the most durable and lowest maintenance finishes for a home's exterior.

- **Efflorescence**

The white powdery substance that sometimes accumulates on brick surfaces is called efflorescence. This is a natural phenomenon and cannot be prevented. In some cases, you can remove it by scrubbing with a stiff brush and vinegar. Consult your home centre or hardware store for commercial products to remove efflorescence.

- **Tuck-pointing**

After several years the face brick may require tuck-pointing (repairing the mortar between the bricks). Otherwise, no regular maintenance is required.

- **Weep holes**

You may notice small holes in the mortar along the lower row of bricks. These holes allow moisture that has accumulated behind the brick to escape. Do not fill these weep holes or permit landscaping materials to cover them.

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Caulking

Time and weather will shrink and dry caulking so that it no longer provides a good seal. As a routine maintenance check the caulking and make needed repairs. Caulking compounds and dispenser guns are available in all good hardware and DIY stores. Be careful to select the appropriate caulk for the intended purpose.

- **Coloured Caulk**

Coloured caulking is available in all good hardware and DIY stores, dye lots may vary.

- **Latex Caulk**

Latex caulking is appropriate for an area that requires painting, such as where wood trim meets a wall.

- **Silicone Caulk**

Caulking that contains silicone will not accept paint it works best where water is present such as where the bathtub meets tiles or where the sink meets the worktop. Cosgrave Developments Warranty Guidelines - During inspection we confirm that appropriate areas are adequately caulked.



Damp proof courses, Air bricks and other ventilators

The level of soil around your home should be kept around 150mm or two brick courses below the damp-proof course. Paths should also generally be kept around 150mm or two brick courses the damp-proof course, except where these have been designed to provide level access into the home. Where air-bricks, permanent ventilators or perpend vents are provided, they should not be blocked or covered by soil or paving.

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Paths, Patios and Driveways

- **Cleaning**

Avoid washing exterior concrete slabs with cold water from an outside tap when temperatures are high, and the sun has been shining on the concrete. The abrupt change in temperature can damage the surface bond of the concrete. We recommend sweeping for keeping exterior concrete clean. If washing is necessary, do this when temperatures are moderate.

- **Cracks**

A concrete 3 metres across shrinks approximately 15mm as it cures. Some of this shrinkage shows up as cracks. Cracking of concrete also results from temperature changes that cause expansion and contraction. During the summer, moisture finds its way under the concrete along the edges or through cracks in the surface. In winter, this moisture forms frost that can lift the concrete, increasing the cracking. Maintaining drainage away from all concrete slabs will minimise cracking from this. As a crack occurs, seal them with a waterproof caulk (available at hardware and DIY stores) to prevent moisture from penetrating to the soil beneath. Concrete slab maintenance is your responsibility.

- **Expansion joints**

We install expansion joints to help control expansion. However, as the concrete shrinks during the curing process moisture can penetrate under the concrete and lift the expansion joint. When this occurs, fill the resulting gap with a silicone sealant, which you can purchase at most hardware stores.

- **Heavy vehicles**

Do not permit heavy vehicles such as vans or concrete trucks to drive on your concrete work. We design and install this concrete for residential use only.

- **Ice, snow and chemicals**

Driving or parking on snow creates ice on the drive, which magnifies the effects of snow on the surface. Remove ice and snow from concrete slabs as promptly as possible after snowfalls. Protect concrete from abuse by chemical agents such as pet urine, fertilisers, radiator overflow, repeated hosing, or de-icing agents, such as road salt that can drip from vehicles. All these items can cause chipping of the surface of the concrete.

- **Concrete sealer**

A concrete sealer, available at paint stores will help you keep an unpainted concrete floor clean. Do not use soap on unpainted concrete. Instead, use plain water and washing powder or if necessary, a scouring powder.

- **Concrete colour**

Concrete slabs vary in colour. No correction is provided for this condition.

Cosgrave Developments Warranty Guidelines

Paths and driveways are floating – they are not attached to the home's foundation walls. These are not a structural (load-bearing) element of the home and are not covered by the structural warranty.

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Looking after your Garden

Trees and shrubs

Planting trees and shrubs can make your garden more attractive but be careful! Trees and shrubs take moisture from the soil. If the soil is clay, new planting may cause it to shrink, while removing existing trees and shrubs may make it swell. Much depends on the type, size and location of the trees and shrubs and the type of clay. You should seek



advice from an expert before planting new trees and shrubs or if a large tree dies or has to be severely pruned. On clay soils it is best to avoid planting trees nearer to your home than a distance equal to three-quarters of the mature height of the tree. However, trees that demand a high level of water should be planted no closer to the home than one and-a-quarter times the mature height. This type of tree includes elm, eucalyptus, oak, poplar, willow and some common cypress species.

External landscaping

Landscapers and landscape architects have designed the communal areas to a specific theme. We must therefore insist that you do not place plants or light barbecues in these areas or in any terrace area or walkway included in your home. It is your responsibility to maintain the private area outlets that are under your control.



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Balconies, Valleys, Patio Gullies & Drains

It is essential and incumbent on the home owner to ensure that all patio and balcony drains are kept free and clear of debris e.g. silt, leaves, moss and weeds which can result in adverse effects of flooding on themselves and their neighbours.



Drainage access

Inspection chambers and Roding eyes are there to provide access to the drainage system below ground so that blockages can be cleared. It is important that these are not covered over by soil, turf or paving. All drainage systems should be checked annually for blockages.



It is your responsibility to maintain the private patio balcony outlets that are in your control. It is the responsibility of the management company to maintain the common area roof valleys, garden areas.

Electric Vehicle Charging (PrepayGO)

Electric Vehicle Charging Points are available for residents.

Refer to **Section 7 – Essential Services – Electricity** for further details.



Section 3 - Looking after the inside of your Home

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Maintenance & DIY

Connecting appliances

Be careful if you are connecting kitchen appliances to the water supply and drainage. Check that hoses are properly connected and tightened before turning the water on. It is a good idea to recheck the connections once the appliances have been in use for a day or two. Dripping connections can cause serious damage.



Bleeding radiators

If you notice that a radiator is cool at the top this may indicate that there is air in the system. This is common particularly in systems that have been newly commissioned. To release the air first turn off the heating and allow the system to cool. Attach the radiator key to the bleed valve and turn it anti-clockwise. Open the valve with care as it can come out completely. Open it just enough to hear the hiss of the air escaping. Hold a cloth underneath the bleed valve to catch the water when the last of the air is released. When water comes out, close the bleed valve. If you have not been given a radiator key by the builder, they are readily available from DIY and hardware stores.

In the case of a sealed heating system, it may be necessary to re-pressurise the system after bleeding a radiator.

Smoke alarms / Carbon Monoxide detectors



The smoke alarms fitted in your home should be mains operated. You should check smoke alarms once a week by pressing the test button.

Smoke alarms and carbon monoxide detectors should be kept clean by the occasional use of a vacuum cleaner.

Overflows and warning pipes

If you notice water dripping or flowing from an overflow or warning pipe you should identify the cause straight away. It may indicate that a float operated valve on a storage cistern or WC cistern, or that an unvented hot water storage system requires attention.

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Danfoss Heat Exchanger Unit

Further information on the Danfoss Heat Exchanger Unit (HEU) can be found in Section 4 (Heating & Hot Water) and Section 6 (Water).

Alterations and extensions to your home

For structural alterations and extensions – you should seek advice from a professional structural engineer, building surveyor or architect. If you are planning alterations that may affect the structure of your home or the sound proofing of separating walls and floors, including additional thermal insulation to the external walls, you should also contact your Owners Management Company and the Planning Department in your Local Authority. Any alterations or extensions to your home will not be covered by Cosgrave Developments or HomeBond neither will any damage to your home caused by the work undertaken.

Overflows and warning pipes

If you notice water dripping or flowing from an overflow or warning pipe you should identify the cause right away. It may indicate that a float operated valve on a storage cistern or WC cistern, or that an unvented hot water storage system requires attention.

Floor fixings

- Boarded Floors

You can use ordinary wood screws to fix into a floor that is boarded. You should make sure that the screw does not penetrate through the underside of the board to avoid damaging pipes or cables located in the floor.

- Separating 'Party' Floors

Floors used to separate apartments and maisonettes reduce the passage of sound and may be designed so that the top layer 'floats'. Please note that it is essential that any fixings do not prevent this by connecting the floating layer to the structural floor.



Before fixing to walls, floors and ceilings, always check for buried cables and pipes using a detector available from DIY and hardware stores.

NB. When a system that generates electricity e.g. wind turbines, solar photovoltaic (PV) or combined heat and power (CHP) units, the system, associated components and wiring **MAY REMAIN LIVE** even when the main switch on the consumer unit is turned off.

PARTICULAR CARE SHOULD BE TAKEN.



Renewable energy

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Any renewable technologies installed in your home should be serviced and maintained only by a competent person in accordance with the manufacturer's recommendations.

Cabinets

- **Cleaning**

Products such as lemon oil or polishes that include scratch cover are suggested for wood cabinet care. Follow the manufacturer's directions. Use such products no more than every three to six months to avoid excessive build-up. Avoid paraffin based spray waxes and washing cabinets with water as both will damage the lustre of the finish.

- **Hinges**

If hinges catch or drawer glides become sluggish, a small amount of silicone lubricant will improve their performance.

- **Moisture**

Damage to cabinet surfaces and warping can result from operating appliances that generate large amounts of moisture too close to the cabinets. When operating such appliances place them in a location that is not directly under a cabinet.

- **Wood grain**

Readily noticeable variations in wood grain and colour are normal in all wood or wood veneer selections. Replacements are not made due to such variations.

Cosgrave Developments Warranty Guidelines

During the inspection we will confirm that all cabinet parts are installed and that the cabinet surfaces are in an acceptable condition.



Internal walls

Internal walls can be built of blocks, from timber frames or using proprietary partition panels. Blockwork walls can be finished with plaster or plasterboard dry-lining. Timber framed walls and proprietary partition panels are finished with plasterboard. Some internal walls are load-bearing, so do not remove them, or make substantial alterations to them, without first seeking professional advice.

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Doors and locks

The doors installed in your home are wood products subject to such natural characteristics of wood as shrinkage and warping. Due to the natural fluctuation of humidity and the use of central heating, showers and dishwashers, interior doors may occasionally require minor adjustments.



- **Folding doors**

Interior folding doors sometimes stick or warp due to weather conditions. Apply a silicone lubricant to the tracks to minimise this inconvenience.

- **Exterior finish**

To ensure longer life for your exterior wood doors, varnish them once a year. Stained exterior doors with clear finishes tend to weather faster than painted doors. Treat the finish with a wood preservative every three months to preserve the varnish and prevent the door from drying and cracking. Reseal stained exterior doors whenever the finish begins cracking.

- **Failure to latch**

If a door will not latch because of minor settling, you can correct this by making a new opening in the jamb for the latch plate (re-mortising) and raising or lowering the plate accordingly.

- **Hinges**

You can remedy a squeaky door hinge by removing the hinge pin and applying a silicone lubricant to it. Avoid using oil, as it can gum-up or attract dirt. Graphite works well as a lubricant but can create a grey smudge on the door or floor covering beneath the hinge if too much is applied.

- **Keys**

Keep a duplicate privacy lock key where children can't reach it in the event a youngster locks him or herself in a room. The top edge of the door casing is often used as a place to keep the key. A small screwdriver or similarly shaped device can open some types of privacy locks.

- **Locks**

Lubricate door locks with graphite or other waterproof lubricant. Avoid oil as it will gum up.

- **Slamming**

Slamming doors can damage both doors and jambs and can even cause cracking in walls. Teach children not to hang on the doorknob and swing back and forth, this will work loose and cause the door to sag.

- **Shrinkage**

The most common cause of a sticking door is the natural expansion of wood due to changes in humidity. When sticking is due to swelling during a damp season do not plane the door unless it continues to stick after the weather changes. Before planning a 'sticking' door, try two other steps. First, apply either a paste wax, light coat of paraffin, or candle wax to the sticking surface or tighten

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the screws that hold the doorjamb or doorframe. If planning is necessary even after these measures, use sandpaper to smooth the door and paint the sanded area to seal against moisture.

- **Warping**

If a door warps slightly, keeping it closed as much as possible, often returns it to normal.

- **Weather stripping**

Weather stripping and exterior door thresholds occasionally require adjustment or replacement.

- **Adjustments**

Due to normal settling of the home the doors may require adjustment for a proper fit. This is your home maintenance responsibility.

- **Panel shrinkage**

Panels of wood doors shrink and expand in response to changes in temperature and humidity.

Touching up the paint or stain on unfinished exposed areas is your home maintenance responsibility.

Cosgrave Developments Warranty Guidelines

During the inspection we confirm that all doors are in acceptable condition and correctly adjusted.

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Plasterboard

Slight cracking or seams may become visible in walls and ceilings. These are caused by the shrinkage of the wood and normal deflection of rafters to which the plasterboard is attached.

- **Repairs**

The care of plasterboard is your maintenance responsibility. Most plasterboard repairs can be easily made. This work is best done at the time of decoration. Hairline cracks can be repaired with a coat of paint. You can repair slightly larger cracks with polyfilla or caulk.

Cosgrave Developments Warranty Guidelines

During the inspection we confirm that plasterboard surfaces are in acceptable condition.

- **Lighting conditions:**

Cosgrave Developments does not repair plasterboard flaws that are only visible under particular lighting conditions.

- **Related warranty repairs:**

*If a plasterboard repair is needed as a result of poor workmanship (such as blisters in tape) or other **warranty based** repair (such as a plumbing leak), Cosgrave Developments will complete the repair by touching up the repaired area with the same paint that was on the surface when the home was handed over. If more than one third of the wall is involved, Cosgrave Developments will repaint the wall, corner to corner. You are responsible for custom paint colours or wallpaper that has been applied subsequent to the hand over. Due to the effects of time on paint and wallpaper, as well as possible dye lot variations, touch-up may not match the surrounding area.*

Hardwood floors

Daily care of hardwood floors, preventative maintenance is the primary goal.

- **Cleaning**

Sweep on a daily basis or as needed. Never wet mop a hardwood floor. Excessive water causes wood to expand and can possibly damage the floor. When damp mopping, remove all excess water from the mop. Check with the builder to see if the floor has a water-based finish.

- **Dimples**

Placing heavy furniture or dropping heavy or sharp objects on hardwood floors can result in dimples.

- **Filmy appearance**

A white, filmy appearance can result from moisture, often from wet shoes and boots.

- **Furniture legs**

Install proper floor protectors on furniture placed on hardwood floors. Protectors will allow chairs to move easily over the floor without scuffing. Regularly clean the protectors to remove any grit that may have accumulated.

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- **Humidity**

Wood floors respond noticeably to changes in humidity in your home. Especially during winter months, the individual planks or pieces expand and contract as water content changes. A humidifier helps but does not eliminate this reaction.

- **Mats and area rugs**

Use protective mats at the exterior doors to help prevent sand and grit getting onto the floor. Gritty sand is wood flooring's worst enemy. However, be aware that rubber backing on area rugs or mats can cause yellowing and warping of the floor surface.

- **Separation**

Expect some shrinkage around heat vents or any heat-producing appliances, or during seasonal weather changes. (See warping).

- **Shoes**

Keep high heels in good repair. Heels that have lost their protective cap (thus exposing the fastening nail) will exert over 8,000 pounds of pressure per square inch on the floor. That's enough to damage hardened concrete; it will mark your wooden floor.

- **Spills**

Clean up food spills with a dry cloth.

- **Splinters**

When floors are new, small splinters of wood can appear.

- **Sun exposure**

Exposure to direct sunlight can cause irreparable damage to hardwood floors. To preserve the beauty of your hardwood floors, install and use window coverings in these areas.

- **Traffic paths**

A dulling of the finish in heavy traffic areas is likely.

- **Warping**

Warping will occur if the floor repeatedly becomes wet or is thoroughly soaked even once. Slight warping in the area of heat-vents or heat-producing appliances is also typical.

- **Wax**

Waxing and the use of products such as oil soap are neither necessary nor recommended. Once you wax a polyurethane finish floor, recoating is difficult because the new finish will not bond to the wax. The preferred maintenance is preventive cleaning and recoating annually or as needed, to maintain the desired lustre.

- **Separating 'party' floors**

Floors used to separate flats and apartments reduce the passage of sound and may be designed so that the top layer 'floats'. It is essential that any fixings do not prevent this by connecting the floating layer to the structural floor.

HOMEOWNER MANUAL

Floor sound insulation

Please note that floor sound insulation material has been fitted to all apartment floors at Cosgrave Developments, above ground level.

The products currently used are as follows.

- 1. Boomerang: General areas excluding bathrooms and kitchens.**
- 2. Silent-Pro: Kitchen and bathroom areas.**

All floor surfaces have been covered including under baths, sanitary ware, door saddles, kitchen and bathroom units and wardrobes.

The purpose of these products is to reduce impact sound transmission. Current building regulations specify a weighted impact sound improvement index of 17decibels as in annex A to BS 5821 part 2 1984. This regulation specifies that products be bonded to the floor. Both products are stuck.

** Subject to change without notice*

N.B. Under no circumstances should these products be uplifted as they form part of the insulation system!

Before installing floor covering materials such as solid, semi-solid, laminated timber flooring products or ceramic tiles, it is incumbent on the owner to ascertain whether the flooring product being used is compatible with the sound insulation, and complies with Building Regulations 1997 T.G.D.E., sound.

Before fixing to floors or ceilings always check for buried pipes and cables using a detector.

Separating ('party') walls

Walls used to separate semi-detached, terraced houses or apartments are designed to reduce the passage of sound and provide a fire barrier. In masonry construction, separating walls may be built from bricks or blocks with solid or cavity construction and finished with plaster or plasterboard. In timber framed homes, the separating wall is also timber framed. It may be finished with extra layers of plasterboard and incorporate sound absorbent material. Whichever method is used, you should not reduce the thickness of the wall or make holes in the plasterboard lining, for example, to install an extra power point or recess a bookshelf. This may reduce its sound insulation and fire resistance.

HOMEOWNER MANUAL

Insulation



The effectiveness of insulation is diminished if it is uneven. As the last step in any work carried out in your attic (for example, the installation of a T.V. antenna) you should confirm that the insulation lays smooth and even. Do not step on drywall ceilings, because this can result in personal injury or damage to the plasterboard. Electrical outlets normally emit noticeable amounts of cold air when outside temperatures are low.

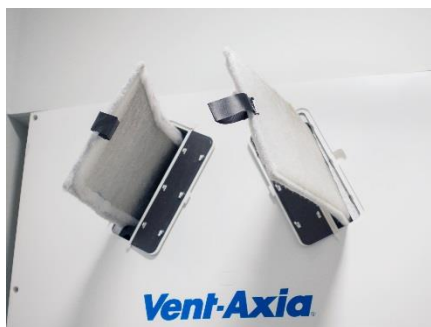
Cosgrave Developments Warranty Guidelines

Cosgrave Developments will install insulation to meet or exceed the building codes applicable at the time of construction.

HRV filters and vents

The HRV filters need to be checked at three (3) month intervals and the vents should be cleaned regularly with a vacuum cleaner. For information on cleaning the vents, please view the online tutorial at <https://youtu.be/HZ6REXWsB-A>

For further information on Vent-Axia, please visit <https://www.vent-axia.com>



HOMEOWNER MANUAL

Windows

Windows require minimal care. Generally, the windows in your home can be cleaned from the inside and are the responsibility of the owner/occupier. Fixed panes can be reached from adjacent opening panes. Please follow the manufacturer's instructions.

- Take every precaution when cleaning.
- Use warm water with mild detergent.

DO NOT...

- Stand on loose furnishings.
- Use ladders without first ensuring the safety of the operative.
- Use abrasive cleaners, blades etc. as these will damage the glass and surrounds.

Glass / glazing

Guidelines from standard industry Codes of Practice recommend that should you note a problem with your windows that you keep the following in mind.

- Both panes of the sealed unit shall be viewed at right angles to the glass from the room side standing at a distance of not less than two metres in natural and not direct sunlight.
- For units incorporating toughened, laminated or coated glass the viewing distance shall not be less than three metres.
- The area to be viewed is the normal vision area with the exception of a 50mm wide band around the perimeter of the unit.
- Flat transparent glass including laminated and toughened glass shall be deemed acceptable if the following phenomena are neither obtrusive nor bunched; seeds, bubbles or blisters, hair lines or blobs, fine scratches of not more than 25mm in length, minute embedded particles.
- Obtrusiveness of blemishes shall be judged by looking through the glass, not at it, under lighting conditions as described above.

HOMEOWNER MANUAL

Kitchen Care

- **Accessories & taps**

- Clean with warm water, mild soap or cream cleaner and dry promptly.
- Brass or chrome taps may require occasional polishing with a small amount of Brasso or similar product.
- Avoid the use of polishes or concentrated cleaning agents on 'antique' finish taps as this may destroy the antique effect.



- **Sink accessories**

- Avoid contact with hot pans.
- Avoid prolonged contact with bleach.

- **Kitchen and fitted accessories**

- Do NOT allow prolonged with water or liquid foodstuffs and NO contact with oily substances.
- Wipe up any dirt or spillage immediately.
- Metal Extractor Filters can be washed in a dishwasher. Paper, Carbon or Foam Filters should be replaced every six – twelve months.
- Treat any stainless-steel accessories with warm water and a mild soapy solution and dry off afterwards.

- **Stainless Steel and Granite Sinks**

- After use wipe over the surface with a soft damp cloth removing surface water and any particles of food, debris etc. Depending on the level of use, the sink will respond to a weekly clean with a cream cleaner.
- Bleach should be avoided in high strength and for prolonged contact.
- Never leave cloths to soak in a bowl overnight in a concentrated solution of bleach. This may lead to severe pitting (holes) on the stainless steel surface which in extreme cases will cause the bowl to leak.

Do NOT use wire wool, bleach, scouring pads/powders or silver dip cleaners in your sink.

HOMEOWNER MANUAL

How to clean and maintain your Quartz Countertops

Quartz comes in a variety of patterns and colours and is extremely durable. Regular upkeep is very simple. While maintaining quartz, it is important to avoid any harsh chemicals. These can weaken the bonds between the resins and quartz crystals. You will want to avoid abrasive cleaners, because these may dull your finish.

Chemicals and cleaners to avoid include:

- Bleach
- Nail Polish Remover
- Turpentine
- Drain Cleaner
- Oven Cleaner
- Dish Washer Rinse Agents

If any of these spill accidentally on your counter, clean right away with a mild detergent.

For daily upkeep, all you need is a soft cloth and warm soapy water. No need for bleaching or antimicrobial agents – your quartz has its own antimicrobial layer built in.

For a deeper clean, saturate your quartz countertops with a glass cleaner and let it sit for a few minutes then wipe it up with a wet cloth.



Maintaining Quartz and handling spills

Quartz is stain resistant, but not stain proof. If you do not wipe up staining agents, such as fruit juices, tea, coffee or wine, it could settle in. To remove stubborn stains, use a paste of baking soda and water and rub in with a soft cloth.

Your quartz countertops are heat resistant, but again, not heat proof. Never place hot items directly on the surface. Also, do not place heat-generating appliances directly on the surface; such as crock-pots or indoor grills. Instead, use a trivet or potholder to keep heat from affecting your countertops shine. Excessive heat can lead to thermal shock, which causes deep cracks in the surface of your quartz.

HOMEOWNER MANUAL

Bathroom Care

- **Wall Tiles**

- Wipe down wall tiles regularly with a moist microfibre cloth. An all-purpose cleaner can be used in the case of more stubborn dirt.

- **Floor Tiles**

- Regular vacuuming or wiping prevents the accumulation of dust and dirt. In the case of more stubborn dirt, the floor can be wet cleaned using a microfibre mop.

- **Porcelain Stoneware**

- An all-purpose bathroom cleaner can be used to clean Wash Hand Basins and WC's and shower trays.
- Avoid prolonged contact with bleach.

- **Accessories & taps**

- Clean with warm water, mild soap or cream cleaner and dry promptly.
- Brass or chrome taps may require occasional polishing with a small amount of Brasso or similar product.



**Your bathroom products are covered by
Niko Bathrooms Guarantee.**



Section 4 - Heating & Hot Water

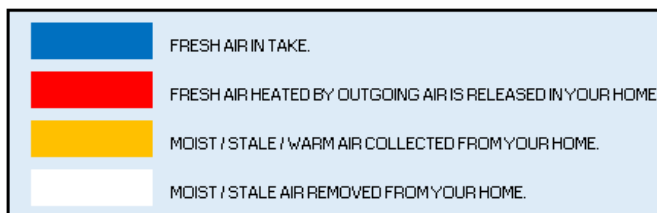
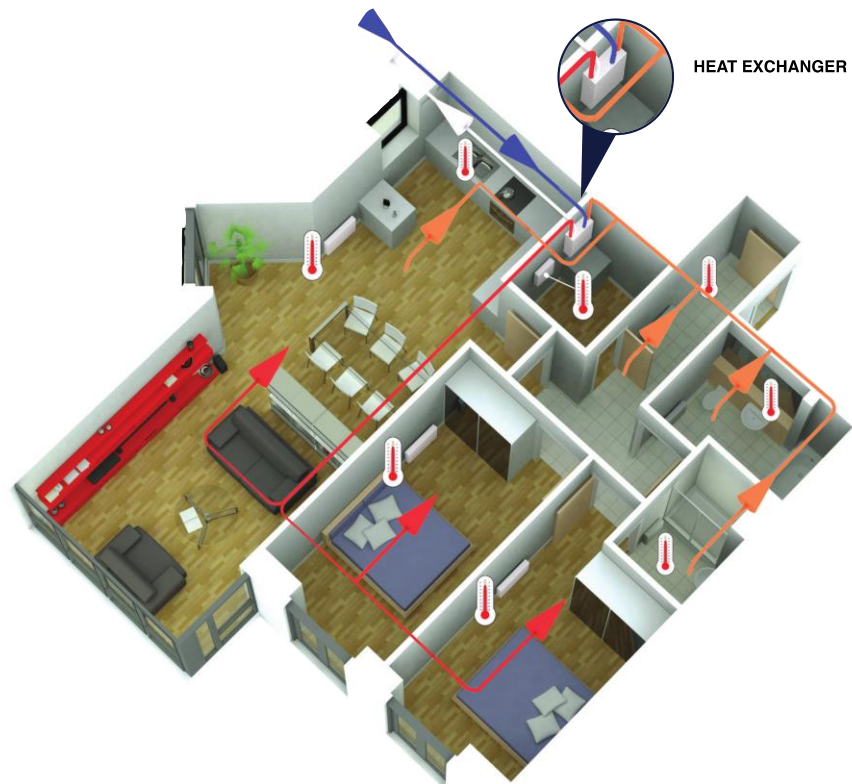
HOMEOWNER MANUAL

Heat Recovery Ventilation

Heat Recovery Ventilation:

Resulting in less energy used and lower running costs:

- More than 70% of heat is recovered saving energy.
- Saves money by recovering heat from ventilated air.
- Constant supply of filtered fresh air
- Reduced air moisture and reduced allergens in air.
- Improved quality of fresh air.
- Reduced condensation and reduced dust.
- Summer bypass cooling - Refer to manufacturer guide - "Operation and Monitoring"
- **You should only turn off the HRV for maintenance purposes.**



HOMEOWNER MANUAL

District Heating Explained

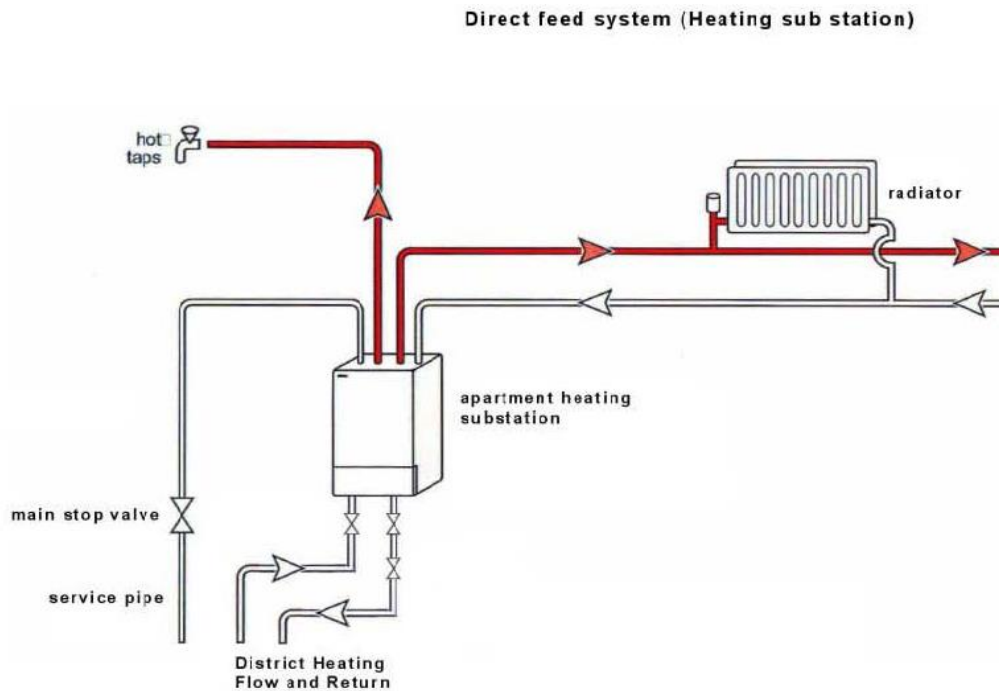
What is District Heating?

District heating is the phrase used to describe an installation where all of the boilers required to cater for a series of units are located in one location, rather than having an individual boiler per dwelling. The heating flow is then piped to each home and used to energise the radiators and generate hot water.

What are the benefits of District Heating?

District Heating will have a greater level of efficiency and lower amount of boiler capacity needed as a result of the concentrating the boiler power in one location. For the occupant, the benefits are greater amounts of space in the apartment with no hot water cylinder or boiler unit. Never worry about the immersion being left on! Hot water is generated instantly once a tap is opened. There is no flue projecting through the side of the property and with no gas and combustion at the apartment there is no risk of carbon monoxide poisoning. There are no hidden costs and the management company run a special fund to future proof the system.

The centralised boiler and circulation plant is maintained by an Esco energy provider, another item that the homeowner does not have to allow for.



HOMEOWNER MANUAL

How does the price compare to other heating methods?

Due to the progressive design strategy and enhanced construction the passive element of this home have been optimised to ensure low levels of energy are needed to live comfortably. Energy consumption is billed based on what you use and the rate of this will compare favourably to a more traditional system.

How does the District Heating compare to other heating methods in terms of CO2 emissions?

District Heating systems rely on efficient burning equipment, low losses in distribution and efficient system operation to ensure an overall reduction in CO2 emissions when compared against the standard installation.

Who is the operator?

The District Heating system is run by a trusted brand and experienced operator in the home heating sector and will be optimising the delivery of heat to the consumer, managing the boiler house systems and offering a 24/7 call out service to ensure the availability of heat.

How will I be billed?

The heating system is on a pre-pay basis (similar to a mobile phone). You will set up your account, lodge credit and be able to track your cost consumption via an app on your phone, the internet, or in your local shop.

You will need to download the app for your type of phone:

<https://play.google.com/store/apps/details?id=com.snugzone>

<https://itunes.apple.com/us/app/snugzone/id635231568?mt=8>

For further information on Snugzone, please refer to the online tutorial or visit their website:

<http://www.snugzone.biz>

<https://youtu.be/rFeQ2CPY34E>



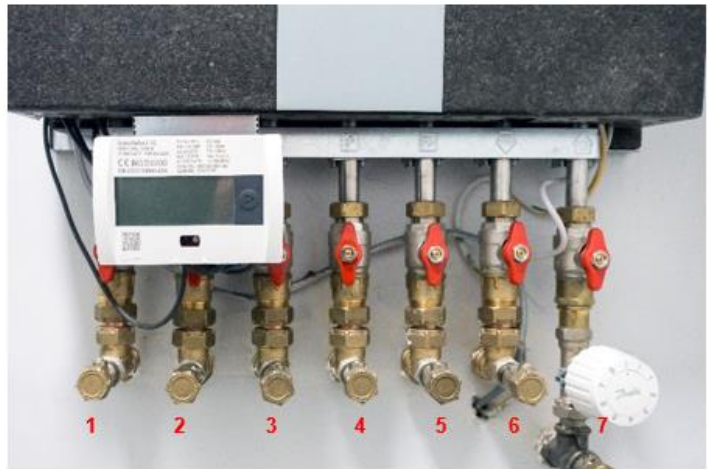
Billing accuracy

The meter located in your apartment substation (the large white box) carries the CE mark and conforms to EU heat metering requirements. You can read your heat consumption at the meter and, if in doubt, verify the billed amount.

HOMEOWNER MANUAL

Danfoss Heat Exchanger Unit

Valve No.	Function
1	Hot Water Flow from Main Boiler.
2	Hot Water Return to Main Boiler.
3	Mains Cold Water Inlet to Substation.
4	Cold Water Outlet to Taps and Showers (where fitted)
5	Hot Water Outlet to Taps and Showers
6	Hot Water flow to Radiators
7	Hot Water Return from Radiators.



Danfoss Timer Clock

For further information on operating your Danfoss unit, please refer to online tutorials:

TPOne User Guide – User Interface - <https://youtu.be/jYpeBcVy0-E>

TPOne User Guide – Schedule Settings - https://youtu.be/IGq0nGH_BFU

TPOne User Guide – Overview - <https://youtu.be/Ym7QLnp2Lgk>

Central Heating System

Many homes are fitted with a hot water central heating system consisting of a boiler and radiators, a pump and controls. Water heated by the boiler is pumped around the radiators through pipe work and is usually concealed in the floors and walls. You have been given operating instructions for your central heating system by the builder.

Before fixing to walls, floors and ceilings always check for buried pipes and cables using a detector.

A programmer is provided to turn the heating on and off and you should adjust the settings to suit your own requirements. In cold weather it may be necessary to leave the heating on for longer periods than in milder weather. A room thermostat and/or thermostatic radiator valves are normally provided to regulate room temperature zones. Some of these controls are mains and battery operated. The batteries should be replaced annually, and



HOMEOWNER MANUAL

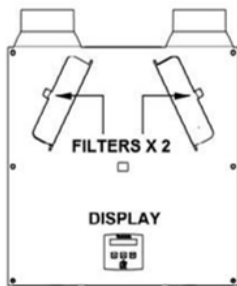
thermostats should be kept free from dust by the occasional use of a vacuum cleaner.

For central heating systems with a hot water cylinder, water heated by the boiler is also circulated through a coil to heat the water in the cylinder. Hot water from the cylinder is then distributed to the hot taps throughout the home. The temperature of the hot water from the taps is normally set by adjusting the cylinder thermostat.





For central heating systems which have a combination boiler there is no hot water cylinder. Water from the rising main is directly heated in the boiler and distributed to the hot taps around the home. There should be a control on the boiler to set the temperature of the hot water from the taps.

Heating systems



Typical

- Do not turn the unit off!
- Check the filters when indicated by the message on the display "Check filters" or at approx. 3 monthly intervals, Vacuum if necessary.
- Re-set "check filter" message by pressing buttons  and  for 5 seconds.
- Product should be professionally serviced annually.
- Refer to Operation & Monitoring instructions for full details.

Central heating boilers/ heat exchangers should be checked and serviced at least **once a year** by a competent maintenance engineer so that the system remains safe. The manufacturer should be able to provide you with details of a competent engineer.

(See boiler for installers details Make & Model).

If you notice the radiators are cool at the top it may indicate that there is air in the system which requires bleeding. Refer to 'Bleeding radiators and re-pressurising your central heating system' in MAINTENANCE and DIY TIPS section.

Section 5 - Essential Services - GAS

HOMEOWNER MANUAL

Gas & Gas Leaks

Gas is brought into your home through a service pipe that terminates at the control valve by the meter. The gas meter is usually outside the building either on the wall or recessed in the wall. Open the meter housing so you can turn off the gas in an emergency or read the meter. Gas is distributed to the central heating boiler and other gas appliances through pipe work which may be concealed in floors and walls. The installation and repair of gas appliances should only be carried out by a Registered Gas Installer (RGI).



Before fixing to walls, floors and ceilings always check for buried cables and pipes using a detector available from DIY stores.

Gas leaks

If you suspect a gas leak:

1. Don't smoke or use naked flame.
2. If your appliances are off but the smell persists, turn off gas at the meter.
3. Open all doors and windows.
4. Don't unplug or switch anything on or off. They may make a spark that could ignite the gas.
5. Call **Gas Networks Ireland** **immediately** on their **emergency number 1850 20 50 50**. It doesn't matter who your Gas supplier is – Also, don't assume somebody else has reported it (there is no call-out charge).
6. Boiler maintenance, installation of gas fires etc. and other alterations and repairs to the gas system should only be undertaken by a RGI installer.



HOMEOWNER MANUAL

Flue terminals

Be careful to ensure that flues are not covered over, blocked or modified. They should not be enclosed by extensions such as porches or conservatories.

Combustion ventilation

In rooms containing a chimney or flue or certain gas, oil or solid fuel appliances there may be permanent ventilators. Where ventilators are provided (usually in the wall or floor) they should be not covered over. They provide air to ensure compliances work properly. Covering them could cause a build-up of dangerous gases.

Unvented hot water storage systems operate under pressure, refer to Heating & Hot Water section.

Fixed flueless gas appliances

Some modern gas heaters (fixed flue-less gas appliances) are not connected to a chimney or flue. It is important that these are operated in accordance with the manufacturer's instructions. They are not suitable as the principal heat source. Where ventilators are provided (usually in the wall or floor) they should not be covered over. They supply air to ensure appliances work properly. Covering them could cause a build-up of dangerous gases. HRV must be constantly left on 24/7.



HOMEOWNER MANUAL

Appliances

HOMEOWNER USE AND MAINTENANCE GUIDELINES

Read and follow all manufacturers' instructions for the use and maintenance of each appliance in your home and keep them available for reference.

Carbon monoxide



Gas appliances need air to burn safely. With enough air, burning Natural Gas produces Carbon Dioxide and water in safe amounts. These products are normally taken away by a chimney or flue. However, Carbon Monoxide can be produced if there is too little air, or if the chimney or flue is blocked or obstructed. Look out for the danger signs.

For further information on Carbon Monoxide or to arrange for a safety inspection please call **Gas Networks Ireland: 1850 79 79 79**. The Carbon Monoxide phone line is open Monday – Friday, 8am – 8pm and Saturday 9am – 5.30pm.

Manufacturer's service

If a problem arises with an appliance call the customer service number listed in the manufacturer's warranty. When reporting warranty items to the appliance manufacturer be prepared to supply the following details:

- Date of purchase.
- Serial and model numbers found on a metal plate or sticker on the side or bottom of each appliance.
- Description of the problem.

Registration

Post the warranty registration cards directly to the manufacturer.

Cosgrave Developments Warranty Guidelines

We confirm that all appliance surfaces are in acceptable condition during your inspection. We assign all appliance warranties to you, effective on the date of closing. The appliance manufacturers warrant their products directly to you according to the terms and conditions of these written warranties.

Section 6 - Essential Services - WATER

HOMEOWNER MANUAL

Water

Water is supplied through an underground service pipe, or service duct riser which is fitted with a stop valve at the boundary to your property, or in the service duct for use by the council / management company in an emergency. As it enters your home its flow is controlled by the main stop valve which allows you to turn off the supply in an emergency or for maintenance. It is important to know where the stop valve is located. From the stop valve, water enters the 'rising main' and is distributed around the home via an indirect or direct feed system.



District feed system

All cold water taps, and WCs are fed from the rising main. Hot Water is provided at mains pressure by an unvented hot water storage system or a combination boiler.

Never attempt to service or alter an unvented system yourself. An explosion could result.

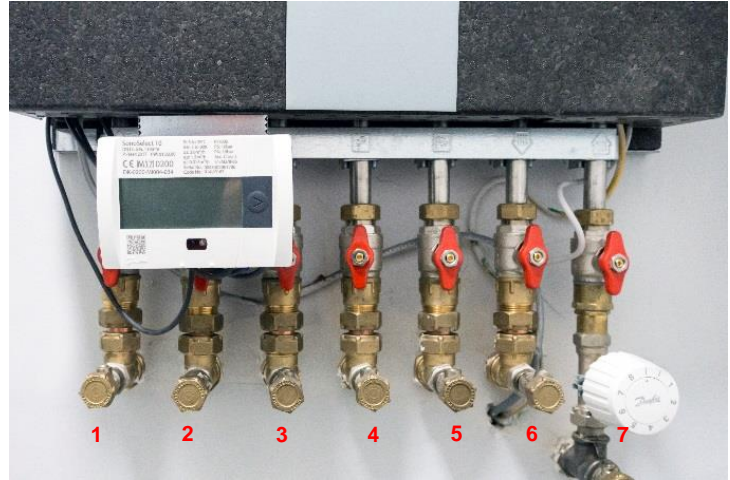
To check whether your system is direct or indirect close the main stop valve. If the system is direct the flow will stop all cold water taps and WCs. If indirect only the kitchen sink will be affected.

HOMEOWNER MANUAL

Danfoss Heat Exchanger Unit

(For further information on the Danfoss Heat Exchanger – please refer to Section 4)

Valve No.	Function
1	Hot Water Flow from Main Boiler.
2	Hot Water Return to Main Boiler.
3	Mains Cold Water Inlet to Substation.
4	Cold Water Outlet to Taps and Showers (where fitted)
5	Hot Water Outlet to Taps and Showers
6	Hot Water flow to Radiators
7	Hot Water Return from Radiators.



Danfoss Heat Exchanger isolation valves

- To shut off supply from main boiler plant - close valve 1 & 2. (Hot Water and Heating disabled)
- To shut off Hot and Cold Water - close valves 3, 4 & 5.
- To shut off Cold Water only - close valve 4.
- To shut off Hot Water only - close valve 5.
- To shut off Radiator System only (if there is a leak) - close valves 6 & 7.

In the event of a leak anywhere in the system it is important that you contact your management company as soon as possible.

HOMEOWNER MANUAL

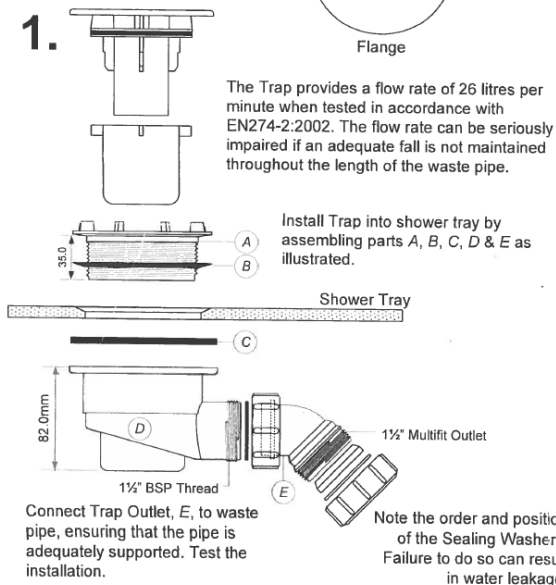
Water Seal Shower Trap

(90mm x 50mm)

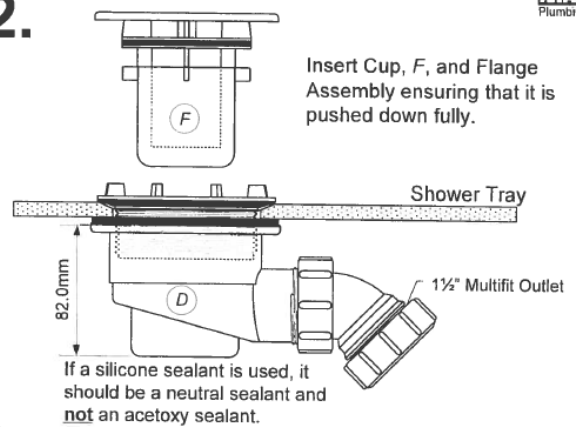


ST90CP10
ST90CB10
ST90WH10

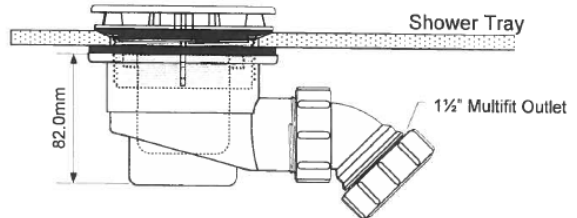
1.



2.



3. Completed Assembly



After Care:

Regular maintenance is essential to retail a high-performance flow rate. Remove the Flange Assembly and Cup, F, and thoroughly clean all the parts. Flush through the Trap Body with clean water and carefully replace the parts.

Section 7 - Essential Services - ELECTRICITY

HOMEOWNER MANUAL

Electricity

Electrical alterations should be carried out by a competent *Registered Electrical Contractor of Ireland* (RECI). Take care to locate cables using a detector to avoid damaging them if you are doing DIY work. Do not interfere with earth bonding cables connected to pipework, sinks and radiators, etc. They are provided for safety. If a miniature circuit breaker or residual current device trips repeatedly this may indicate a fault with an appliance or the installation. You should call an electrician to investigate the cause of the problem. Do not keep resetting an MCB or RCD that trips repeatedly. Take particular care when using garden tools and appliances outdoors and be careful to avoid damage to cables.



**PARTICULAR CARE SHOULD BE TAKEN AS ELECTRICITY IS
DANGEROUS AND CAN KILL**



*(Registered Electrical Contractors of Ireland)

Electricity is normally supplied through an underground cable, service duct cable which is connected to your electricity meter. Cables leading from the meter are connected to your consumer unit. Some of the electricity in your home may be produced from wind turbines, *solar photovoltaic* (PV) or *Combined Heat and Power* units (CHP). You should contact a competent electrician (RECI approved) to investigate any faults or carry out any maintenance. The consumer unit contains the main on/off switch and a number of *Miniature Circuit Breakers* (MCBs), which protect individual circuits. MCBs are provided to automatically disconnect the supply of electricity if one of the circuits is overloaded or if there is a fault. They can be reset by returning the switch to the 'on' position. In addition, there may be a *Residual Current Device* (RCD) which provides additional shock protection. An RCD which has 'tripped' can be reset by returning the switch to the 'on' position. The correct operation of the RCD should be checked from time to time by pressing the 'test' button. If a miniature circuit breaker or residual current device trips repeatedly this may indicate a fault with an appliance or the installation.

You should call a competent electrician, to investigate the cause of the problem and do not continue resetting an MCB or RCD that trips repeatedly.

Electricity is distributed around the home by cables which are normally concealed in floors and walls. The builder will have run all cables that are not protected by metal conduit (pipe) in the following areas of the wall.

- Vertically above or below a socket outlet or switch being served.
- Horizontally either side of the socket or switch.

Where a system that generates electricity e.g., wind turbines, solar photovoltaic (PV) or combined heat and power (CHP) units, the system, its associated components, and wiring may remain live even when the main switch on the consumer unit is turned off.

HOMEOWNER MANUAL



Typical MCB / RCD



PARTICULAR CARE SHOULD BE TAKEN AS ELECTRICITY IS DANGEROUS AND CAN KILL

Cables may run in any position above a ceiling, behind a wall or under a floor.

Typical Electricity Meter



HOMEOWNER MANUAL

Electrical systems

Know the location of the breaker panel, it includes a main shut-off that controls all the electrical power to the home. Individual breakers control the separate circuits. Each breaker is marked to help you identify which breaker is connected to which major appliances, outlets or other service. Should a failure occur in any part of your home always check the breakers in the main panel box.

- **Breakers**

Circuit breakers have three positions: on, off and tripped. When a circuit breaker trips, it must first be turned off before it is turned on. Switching the breaker directly from 'tripped' to 'on' will not restore service.

- **Breaker tripping**

Breakers trip due to overloads caused by plugging too many appliance into the circuit, a worn cable (flex) or defective appliance, or operating an appliance with too high a voltage requirement for the circuit. The starting of an electric motor can also trip a breaker. If any circuit trips repeatedly, unplug all items connected to it and reset. If it trips when nothing is connected to it, you need the assistance of an electrician. If the circuit remains on, one of the items you unplugged is defective and will require repair or replacement.

- **Buzzing**

Fluorescent fixtures use transformer action to operate. This action may sometimes cause a buzzing noise.

- **Fixture location**

We install light fixtures in the locations indicated on the plans. Moving fixtures to accommodate specific furniture arrangements or room use is your responsibility.

- **Ground fault circuit breakers**

Ground Fault Circuit Breakers have a built-in element that senses fluctuations in power. Building codes require installation of these devices in bathrooms, kitchens, outdoors and the garage, where individuals can come into contact with water while holding an electrical appliance or tool.

Ground Fault Circuit Breakers has a test and reset button. Once each month, press the test button. This will trip the circuit. To return to service, press the reset button. If a Ground Fault Circuit Breaker trips during normal use, it may indicate a faulty appliance and you will need to investigate the problem. One Ground Fault Circuit Breaker can control up to three or four outlets.

- **Modifications**

Having another electrician modify your electrical system during the warranty period can void that portion of your limited warranty.

HOMEOWNER MANUAL

- **Outlets**

If an outlet is not working, check first to see if it is controlled by a wall switch or circuit breaker. Next check the breaker. If there are small children in the home install safety plugs to cover unused outlets. This also minimises the air infiltration that sometimes occurs with these outlets. Teach children never to touch electrical outlets, sockets or fixtures.

- **Underground cables**

before digging, check the location for buried services by calling the utility company.

- **Lighting**

Your home may be fitted with some light fittings that can only accept energy efficient lamps. It is recommended that you find out the type of lamps needed and to keep some spares.

- **Child Safety**

You should consider using child safety plug socket covers if you have young children in the household.



Cosgrave Developments Warranty Guidelines

During the inspection we confirm that light fixtures are in acceptable working condition. Cosgrave Developments Limited warranty excludes any fixture you supplied.

HOMEOWNER MANUAL

Intruder Alarm

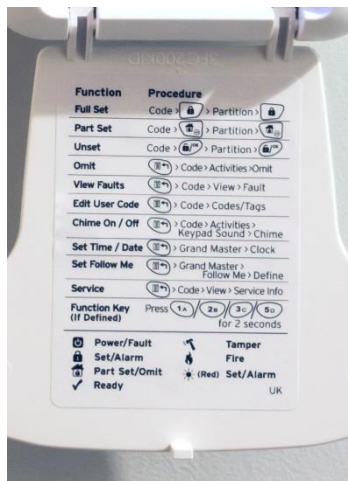
Your home has been prewired or installed with an M&J Electronic Security Certified Intruder Alarm System to meet the requirements of I.S. EN 50131-1:2006 standard required for insurance purposes.

For further information on your intruder alarm control panel, please refer to the online tutorial:

<https://www.youtube.com/watch?v=JxsJkKsjOiU&feature=youtu.be>

We recommend that you test the system each month.

Remember to instruct your alarm company to make sure all sounders internal/external must reset after 20 minutes.



HOMEOWNER MANUAL

Pinergy

PINERGY gives you total control over how you use and pay for electricity – Anytime! Anywhere!

ELECTRICITY FOR A SMART CONVENIENT LIFE

FREE PINERGYsmart APP

DOWNLOAD YOUR FREE APP NOW

AUTOMATIC TOP UP **SCHEDULE YOUR TOP UP** **INSTANT TOP UP** **TRACK USAGE** **COMPARE USAGE**

For further information on Pinergy, please refer to www.pinergy.ie

Please refer to the following online tutorial for downloading and setting up the app on your mobile device.

https://pinergy.ie/wp-content/documents/PINERGY_Smart_User_Guide.pdf

Electric Vehicle Charging (PrepayGO)



Electric Vehicle Charging Points are available for residents.

You will need a PrepayGO account.

- Sign up with PrepayGo.com
- Plug into the recharger unit, select it from the list.
- Press Start
- Press end, or it will cut off when full.

Good etiquette would suggest that you check for messages while using the unit to see if there are others waiting to use the unit and you respond.

If you have any problems with the software, please call PrepayGO on 087 410 9020 with your Electric Vehicle Charger Location. If in doubt, go to www.PrepayGO.com login with your details for an up-to-date FAQ.

Section 8 - Fire Safety & Security

HOMEOWNER MANUAL

Fire Safety

Call the Fire Brigade by dialling 999 or 112.

- When connected give your telephone number and ask for the Fire Brigade.
- Do not replace the receiver until the Fire Brigade have confirmed the address. They cannot assist unless they have the full address.
- If safe to do so, alert everyone in your building.
- Close all doors and windows before leaving the building where possible.
- Do not use the elevator or lift.
- Be familiar with the exit route.
- Keep the exit route clear at all times.



It is advisable for you to consider how you would escape from your home in the event of a fire. You should consider where any keys necessary for escape are kept and know how your windows operate to allow a rapid escape.

S	T	O	P
<p>Smoke alarms Make sure you have at least one on every floor.</p>	<p>Test your smoke alarms weekly Test your smoke alarm weekly, or ask someone to check it for you.</p>	<p>Obvious Dangers Look for fire risks like overloaded sockets, candles and unattended appliances.</p>	<p>Plan your escape route Keep access routes clear and have your keys at the ready.</p>

HOMEOWNER MANUAL

Please note the following advice on fire precaution.

- Ensure there is at least one smoke/heat alarm on each floor of your home.
- **Ensure the smoke/heat alarms in your home are working and clear of dust. (e.g. with vacuum cleaner)**
- Test your smoke/heat alarms weekly.
- Look for fire risks like overloaded sockets, candles and unattended appliances.
- Do not store flammable materials in your home.
- Use the fixed heating system installed in your apartment. If this is not possible use a convector heater. Do not use any form of radiant heater i.e. one with either a flame (gas or paraffin) or an element (electric bar).
- Use your rooms as intended and not as workshops or storerooms.
- If you fit additional locks to your apartment / house front door you must have a 'thumb turn' fitted for an easy escape.
- Do not store items in the hall cupboard that might obstruct access to the fuse distribution board or meter.
- Do not block fire escape routes, corridors or access roads to the building.
- Don't wait for a fire to occur, plan your escape routes, keep access routes clear and have your keys at the ready.
- Seek advice from the Owners Management Company so that you are prepared in the event of a fire.
- If you become aware of a fire in another part of the building, advise the security staff immediately. Remain in a safe place and await the advice of the Fire Brigade.
- Please keep a Fire Safety Drill visible to everyone who occupies or visits your home and ensure that they are familiar with fire procedures.



HOMEOWNER MANUAL

Security

(General)

- Ensure that doors are locked, and windows shut.
- Always make it seem as if your home is occupied. Use timer controls for radio, lights etc.
- Never leave handbags, wallets, car keys, jewellery, laptops, iPads, mobile phones, etc. lying around. You shouldn't make the burglars decision easier.
- Don't leave the keys under the mat or plant pot...it's the first place anyone will look
- When you buy new appliances such as a flat screen TV, dispose of the packaging carefully. Don't leave the box outside your house.
- Cancel deliveries of milk/newspapers while on holiday.
- Outdoor lighting is very effective especially if it is motion sensor activated.
- Do not leave valuable and portable items in your car.
- Keep shrubs in your garden well maintained. Don't give burglars easy cover.
- Protect yourself from identity theft. Shred or burn all documents with personal information on it as identity theft is becoming more prevalent.
- Never leave wall calendars on view showing dates that your home will be unoccupied, such as holidays, events etc.
- Never put your travel plans on Facebook or Twitter.
- Report any suspicious persons to security or management staff.

(Apartments)

- Do not allow strangers to enter the building as you are entering or leaving. Do not buzz anyone into the building whom you don't know.
- Do not allow people to tail-gate you through the doors.
- Never leave your door unlocked, even when you are taking out the bins.
- Before leaving your apartment always ensure your external doors are securely locked and windows are securely closed.
- Ensure that gates to the development (if applicable) are closed at all times.
- Do not enter the lift (if applicable) if you do not feel comfortable – wait for the next one.
- Report any suspicious persons to security or management staff.

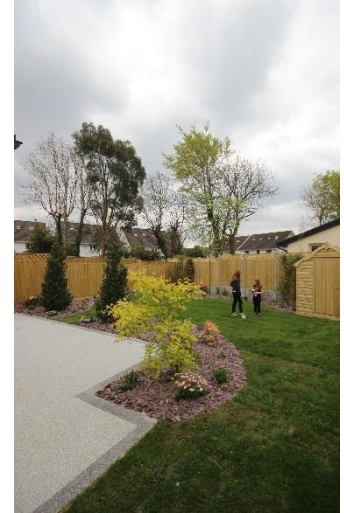
Section 9 - You & Your Neighbours

HOMEOWNER MANUAL

You & Your Neighbours

Garden

Trees in your neighbour's garden may overhang your fence. The overhanging branches do not belong to you nor does any fruit which they bear. If the branches are a nuisance to you, and if the tree is not covered by a Tree Preservation Order, you can trim the branches back to the line of your boundary. It is courteous to tell your neighbour that you intend to do this and to offer to let your neighbour have the lopped branches.



Noise

Many new homes are sited near others or are semi-detached or terraced. If yours is one of these, or a block of apartments, then you may be conscious of any excessive noise made by your neighbours, and vice versa.

Please take care not to cause excessive noise. If you think that you may be disturbing your neighbours or that they are disturbing you, discuss the matter with them.

It may be that the solution is simple, e.g. to move noisy televisions or Hi-Fi away from the separating wall or to close windows and external doors.

If despite further appeals excessive noise continues then the person affected has rights against the person creating the 'nuisance'. An application can be made to the Environmental Health Officer at your local authority for noisy activity to stop.

Your local Environmental Health Officer will advise you further.

Refuse collection

Residents are asked to assist the management company, staff & their neighbours by disposing of refuse in a tidy and proper manner. It is important that waste is disposed of in a proper fashion and not left outside bin sheds or in common areas.

During the first year of the development there will be a large amount of non-domestic waste generated by the occupants fitting out and eventually moving into their new homes. A large amount of non-domestic waste such as large boxes from various appliances may accumulate. Some residents tend to leave this type of waste in the allocated domestic waste areas and these areas become full.

Residents fitting out their new homes are therefore expected to dispose of this type of waste themselves. Those found to be illegally disposing of non-domestic waste will be charged by the management company.

Section 10 - Owner's Management Company
& Managing Agents

HOMEOWNER MANUAL

The Owner's Management Company

All the common areas within any residential multi-unit development are vested in an owners' Management Company (OMC). These common areas and related services can be internal and/or external and/or structural.

Each owner is a member (or shareholder) in the OMC. The OMC has responsibilities to all the members to ensure that the common parts are maintained to a high standard for the enjoyment of all concerned.

The OMC, is in effect the Owner's own Company, and is responsible for the maintenance and upkeep of all open spaces, common areas and management services relating thereto. If the OMC is an Apartment Block, or any other type of multi-unit building, the OMC is also responsible for the upkeep and maintenance of the block/buildings.

All owners have a co-responsibility to the OMC to perform certain obligations, set out in the Management Agreements, including payment of service charges etc.

The Managing Agents

Details for your Managing Agent can be found in the "Emergency & Useful Numbers" section.

Managing Agents are appointed by the OMC, where the Directors of the OMC entrusts responsibility for the day to day management of the OMC's affairs into the hands of a Managing Agent.

A good firm of managing agents will always endeavor to see that the Management OMC honors its obligations to the owners and that the individual owners, in turn, honor their obligations to the Management OMC and to each other.

Managing Agents would not have responsibility for services inside any Owners private apartment or house - this is each owner's own responsibility.

Your Managing Agent would ensure that all Board Members are familiar with the content of all legislation relating to residential developments and Management Companies, The Multi-Unit Developments Act 2011 (MUD Act) and the Property Services (regulation) Act 2011.

HOMEOWNER MANUAL

Managing Agents Services

Financial & Accounting Services

- To prepare an estimate in respect of annual service charges in accordance with Section 18 of the Multi-Unit Developments Act 2011, for consideration by the OMC.
- To calculate and apportion the service charges for each unit based on the budget adopted by the OMC, to be applied in accordance with the provisions in the Lease.
- To issue each unit owner with a statement of demand for service charges to incorporate the Sinking Fund contribution (if applicable) together with a copy of the approved budget and the calculations used to arrive at the charge payable by each unit owner (including a breakdown of amount due for current financial year and any arrears balance brought forward from prior years).
- To advise the OMC on the establishment of a Sinking Fund in accordance with Section 19 of the Multi-Unit Developments Act 2011.
- To apportion the amount of contribution, payable by each unit owner, in accordance with Section 19 of the Multi-Unit Developments Act 2011 and regulations made thereunder.
- To debit service charges and sinking fund contributions approved by the OMC.
- To issue up to two Reminder service charge statements per service charge period. Thereafter, charge interest in accordance with the terms of the Lease and issue Final Demand Notice. Forward account details to Debt Recovery Office for collection. Debt recovery charges may apply to the unit in default and where charges are not recovered, the cost would be offset against the interest collected.
- To administer penalties for late payments as directed by the OMC where permissible.
- To answer queries from owners on service charges and sinking funds.
- To prepare a report of overdue service charges for OMC directors quarterly or as otherwise directed.
- To provide receipts for all cash received.
- To provide a copy, on request by a unit owner, of the annual statement of the unit owner's services charge payments and sinking fund contributions.

HOMEOWNER MANUAL

- To administer the OMC's finances in accordance with the provisions of the Property Services (Regulation) Act 2011 and regulations made thereunder.
- To provide income and expenditure reports for OMC directors' meetings and as otherwise requested by the OMC.
- To reconcile bank statements and provide reconciliation reports to the OMC's Auditor.
- To pay invoices for goods and services, in accordance with the approved service charge budget.
- Where the above is not applicable (i.e., where invoices for goods and services are not in accordance with the approved service charge budget), to pay only upon written instruction from the OMC board, or as approved and minuted at a board meeting.
- In the case of above, to pay invoices for goods and services by cheque, direct debit, and electronic fund transfer (EFTS) in accordance with the Bank Mandate approved by the board.
- Prepare and provide the relevant accounting records for the OMC's accountants and auditors.
- Respond to accountants and auditor's queries arising from the preparation and audit of the OMC's accounts.

Administration

- Every two years to request contact details of owners to comply with Section 8(3) of the Multi-Unit Developments Act 2011 and record contact details in accordance with the Act.
- To record and take appropriate action where infringements of lease covenants and breaches of house rules occur, and to report such breaches to the OMC board.
- To attend up to four Directors meetings annually (or as may be agreed otherwise) plus the Annual General Meeting (AGM) and one Owners General Meeting to consider the annual budget.
- To prepare relevant reports and updates for meetings of the OMC.
- To distribute communications to directors/unit owners as appropriate.
- To maintain records of work carried out, tender exercises and other records related to service provision.

HOMEOWNER MANUAL

- To maintain ongoing communication with unit owners and residents to include at least two reports (includes Directors Reports, Newsletters or Circulars) per annum.
- To liaise with the OMC's auditor in the preparation of returns to the Revenue Commissioners.
- To submit Forms 46G and CT1 to Revenue Commissioners, if not done by Auditor.

Insurance Management

- Identify potential insurance providers/ brokers to provide necessary insurance cover including: - building reinstatement; fire and perils; lift engineering; public liability; employer/employee liability; directors and officers; agents indemnity and alternative accommodation cover.
- Liaise with insurance provider/broker in procuring cover on the basis of appropriate professional advice.
- Liaise with the insurance provider/broker on renewal of all policies, as directed by the OMC.
- Co-ordinate and administer insurance claims on behalf of the OMC and/or members under the relevant policy.
- Negotiation of premium payment schedule with insurance provider / broker.
- Record and receive insurance settlements on behalf of the OMC and/or members.
- To notify the insurers of interested parties as advised.
- To appoint a Surveyor to carry out a reinstatement valuation, if requested by the OMC.

Estate Management

- Advising on alterations to Management and Service Charge structures.
- To discuss with the OMC, on an annual basis, all maintenance and possible refurbishment programs including fire safety and other equipment, for consideration by the OMC. External professional advice may be required.
- To arrange delivery of planned maintenance as decided by the OMC (including contractors whose engagement did not involve the Agent). A Project Manager may be required and administrative fees may apply.
- Conduct Monthly visual inspections of the Property to identify routine reactive repairs and renewals.

HOMEOWNER MANUAL

- To arrange delivery of unplanned maintenance and renewals as required.
- Liaising between the Board and professional advisers (Engineers, Architects, Building Surveyors, Project Managers and Contractors) in seeking tenders / proposals for new works, refurbishments, repairs and maintenance and upgrading.
- In cases where a Project Manager is appointed, to liaise with and assist as required (which may be subject to a separate administrative fee in certain.
- Monitor contractors (including contractors whose engagement did not involve the Agent) to ensure the contracted services are delivered to specification.
- Provide access to prospective contractors to the development to enable comprehensive tenders to be completed.
- To maintain the OMC's equipment inventory/asset register where the Agent is in possession of such information.
- To keep safe any warranties or guarantees where the Agent is in possession of such documentation.
- Compile work schedule for employees of the OMC such as janitor/caretaker and oversee the work.
- Deal with Local Authority and adjoining property owners on matters of concern.

Procurement of Services on behalf of the OMC.

Some of the following services may already be in place and can be reviewed on the instructions of the OMC.

Other services may be procured, including services supplied direct by the Agent, subject to board instruction.

- Cleaning services for external and internal common areas.
- Window cleaning services both internally and externally in the common areas.
- Grounds and landscaping maintenance services.
- Periodic refuse collection and recycling services.
- Servicing and maintenance for fire safety systems.

HOMEOWNER MANUAL

- Servicing and maintenance for security systems.
- Servicing and maintenance for electrical fittings and equipment.
- Servicing and maintenance for mechanical fittings and equipment.
- Vermin and pest control services.
- Electrical and plumbing services including after-hours emergency services.
- Servicing and maintenance of water and sewage pumps.
- Servicing, maintenance and periodic inspections of lifts (if appropriate).
- Servicing and maintenance of all electronic access gates/doors.
- Accountant to prepare OMC's financial statements.
- Auditor to audit and certify the financial statements.
- Solicitor for legal representation.
- Relevant professionals to assist in the identification and project management of planned maintenance, refurbishment and improvement works and the sinking fund(s).
- Relevant professionals to provide advice on reinstatement value for insurance purposes.
- Health & Safety expert to provide advice on management, maintenance and inspections of complex.
- Relevant professionals to provide advice on maintenance and renewal of mechanical and electrical equipment, including the project management of these services.
- Financial advisor to provide advice on investment options for the OMC's funds, in particular the Building Investment (sinking) fund(s).
- Relevant professional to prepare Fire Safety Strategy & Management.
- Sterilisation of communal water tanks when required.

HOMEOWNER MANUAL

Ancillary Services

- Attendance at extra Board meetings, AGMs and EGMs over and above the agreed schedule of meetings.
- Advertising for, interviewing checking references and recruitment of caretakers, which are employed directly by the Management Company
- Preparation and administration of insurance claims in the event of an exceptional occurrence, e.g., major flood, fire, explosion, storm damage to buildings, subsidence, involving the agent in an exceptionally heavy workload (say, in excess of four hours). In some cases, the attendant professional fees may be recoverable in the subsequent insurance claim.
- Attendance at Legal proceedings / Dispute resolutions / Court hearings.
- Acting as Project Manager, or assisting the Consultant / Project Manager appointed to oversee major building refurbishments, upgrading and new works projects, e.g., Renewal and upgrading entire intercom systems, rewiring of common electrical services, sourcing and fitting new front entrance doors, replacing letterboxes in a complex, replacing windows old for new, replacing water holding tanks, replacing lifts, new installations (e.g., new automatic car-park entrance gates), upgrading fire ducts, emergency lighting and fire alarms to meet changing standards involving the agent in an exceptionally heavy workload over and above what would be considered normal (say, in excess of four hours). Any fees on such a project would be chargeable to the project.

Services where the cost is borne by 3rd parties:

- Preparing detailed replies to Solicitors' Requisitions on the Management Company / pre-contract enquiries where properties are changing hands
- Providing a property service within an owner's private unit at the request of and by prior agreement with the unit owner.

HOMEOWNER MANUAL

Company Secretarial Service

- Act as Company Secretary to the OMC.
- Prepare returns for filing with the CRO including Annual Return; Change of director/secretary or their registered details, cessation of a director / secretary, change of registered office, filing Special Resolutions.
- Provide or make available to unit owners Memorandum and Articles of Association, upon request.
- Maintain the Membership Register of the OMC and issue new owners with Membership Certificates on change of ownership.
- Arrange, on the instructions of the OMC's Company Secretary, the General Meetings of the OMC, and prepare, produce and circulate the necessary reports and notices in accordance with Sections 17, 18, 19 and 23 of the Multi-Unit Developments Act 2011.
- Distribute minutes of general meetings to unit owners.
- Prepare draft minutes of meetings.
- Provide the registered office address.
- Keep the Company seal and minute book.

HOMEOWNER MANUAL

Emergency Services

This service is on call 24 hours 365 days a year and includes:

Responding to calls and taking appropriate action in the case of any emergency affecting internal/external common areas and services. It does not include dealing with any emergency inside an apartment unless the cause is attributable to an incident within the common areas or services (see below).

- Water leaks.
- Water pump faults
- Electrical faults to lighting/essential services.
- Security hazards.
- Gate control system faults.
- Fire alarm system faults.
- Lift break-down (residents may also contact Lift Company directly).
- Roof storm damage/defects/flooding.
- Glass repairs/front door damage/vandalism.
- Alarm activation (subject to owner/unit information on file) - Emergency contacts.

ALSO: Assisting residents on an individual/personal basis in dealing with their own emergencies, if engaged to do so – (strictly subject to separate charge payable by the individual lessee/tenant in each case)

- Flooding.
- Electrical faults.
- Door/window damage.
- Plumbing problems/burst/leaking water cylinders.

NB. The cost of work inside apartments must be borne by the caller in all cases except in the following circumstances:

- Water damage traced to mains or common area supply.
- Electrical failure traced to common area mains supply.
- Any other fault originating in common area.

Your Managing Agent will be able to provide you with an information Pack and any additional information that you require. Contact details for your Managing Agent can be found in the "Emergency & Useful Numbers" section.

Section 11 - HomeBond

HOMEOWNER MANUAL

HomeBond is the leading provider of structural defect cover for new homes in the Republic of Ireland since 1978. To date in excess of 600,000 homes have been registered with HomeBond.



HomeBond Insurance

HomeBond Insurance Services Ltd helps Home Buyers protect their new home investment by providing HomeBond Insurance, which is underwritten by Allianz plc. HomeBond Insurance is a structural and defect insurance cover for new homes. Once the Certificate of Insurance (Final Certification) is issued, HomeBond Insurance provides financial cover* for relevant structural and relevant defects, should they arise. The Policy covers*:

- **Structural defects**

Cover for 10 years in respect of the repair of major structural defects.

- **Smoke penetration / water ingress**

Cover for 5 years in respect of remedial work in the event of water ingress / smoke penetration caused by major structural defects.

HomeBond insurance claims procedure

If you find that you have a problem in your dwelling which you feel should be dealt with under HomeBond Insurance the policyholder should refer to the Certificate of Insurance (Final Certification) and associated Policy Document issued on their dwelling to ascertain if the problem is covered. If in doubt call (1850 306 300) or email (info@HomeBond.ie) HomeBond Insurance Services Ltd. to report the problem.

**The details covered in this brochure are a summary of the covers provided. Full terms and conditions are set out in the Policy Document, the Membership Rules for the HomeBond Insurance Scheme, the Dwelling Registration Proposal Form, and the Member Release Letter. HomeBond Insurance Services Ltd. Is regulated by the Central Bank of Ireland. Allianz is regulated by the Central Bank of Ireland. Arachas Corporate Brokers Ltd. trading as Arachas is regulated by the Central Bank of Ireland.*

HomeBond Contact Details:

- Telephone Number: 1850 306 300
- Email: info@Homebond.ie



Section 12 - Emergency & Useful Numbers

HOMEOWNER MANUAL

Emergency Numbers

General Emergency Numbers

- Fire, Garda & Ambulance – 999 or 112
- Bord Gáis Networks Emergency (Carbon Monoxide) - 1850 79 79 79
- Bord Gáis Networks Emergency (Gas) - 1850 20 50 50
- ESB Emergency Call Out - 1850 372 999



Your Emergency Numbers



A series of horizontal dashed lines provided for the user to write down their emergency numbers.

HOMEOWNER MANUAL

Useful Numbers

Property Management Agents



Property Managing Agents

Tel: 01 289 0900

Email: cheevers.holiday@wyse.ie

Letting & Tenancy Management Agents



CHEEVERS COURT

Lettings & Tenancy
Management Agents

Tel: 01 6318404

Email: cheevers@hmd.ie

HALIDAY HOUSE

Lettings & Tenancy
Management Agents

Tel: 01 6318404

Email: haliday@hmd.ie



HOMEOWNER MANUAL

Contractor Details

Refer to installer, details will usually be on the unit e.g. fuse box.

Manufacturer/ supplier details

W.W. Electrical Ltd.

*Industrial – Commercial – Domestic
Fire Alarm Systems
& Structured Cabling*

160 St. Peter's Road, Walkinstown, Dublin 12
Telephone: 01 456 7183, Mobile: 086 825 4925
Email: wwelectrical@eircom.net



"For All Your Modern Heating & Plumbing Solutions"
Athboy Business Park
Athboy, Co.Meath
Tel: 046 943 0529
Email: sales@midlandheating.ie

Pay-as-you-go District Heating System

<http://www.snugzone.biz>

Telephone:
+353 (0)87 410 9020



Kaizen Energy Ltd.

88 Omni Park, Swords Road

Santry, Dublin 9,

Telephone: +1 685 3516

E-mail: info@kaizenenergy.ie



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Co. Westmeath

Phone +353 (0) 44-9224600
Fax: +353 (0) 44-9222352

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dalykitchenappliances@eircom.net

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Bedroom & Kitchen Furniture

Tel: 626 8182 / 626 8832

Fax: 626 5997

info@cawleysfurniture.ie

www.cawleysfurniture.ie



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Refer to installer, details will usually be on the unit e.g. fuse box.

Manufacturer/ supplier details



10 Jamestown Industrial Centre, Jamestown Road,
Inchicore, Dublin 8
Ph: 00-353-1-4536633 Fax: 00-353-1-4531230
info@prolinehardware.ie



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109-113 Longmile Road, Dublin 12
Tel: 01 4509 271
www.houseoftiles.ie



Hawthorn House, Oak Road,
Western Industrial Estate, Naas Road, Dublin 12.
P: 01 456 7621 | F: 01 450 2599
E: info@nolankitchens.com



Address: Western Joinery Co Ltd, Roslevan,
Tulla Road, Ennis, Co. Clare, Ireland.
Telephone: 065 682 1122
Fax: 065 682 1140
Email: info@westernjoinery.com



Unit 5 Broomhill
Business Complex
Broomhill Road
Tallaght, Dublin 24
Tel: +353 01 400 0000
E: sales@nikobathrooms.ie



Unit 22, Western Parkway Business Centre
Lower Ballymount Road, Dublin 12
Tel: 353-1-405 0050
Email: info@ascensionlifts.com



- Free to air satellite / saorview
- Sky digital
- TV sales / installations

For all queries please contact
Darren Gallagher
(087) 265 6333

Tel: 01 491 0222
www.gallaghertv.ie
info@gallaghertv.ie



6c Station Road Business Park, Clondalkin, D22 DK5
Phone: (01) 457 4444 Email: info@mje.ie



Section 13 - Service Records

HOMEOWNER MANUAL

Service Records

These records are important as warranties may become void without them.

<p>Boiler / Heat Exchanger Service completed</p> <p>Date:</p> <p>Comment:</p> <p style="text-align: center;">STAMP</p> <p>Signed</p>	<p>Boiler / Heat Exchanger Service completed</p> <p>Date:</p> <p>Comment:</p> <p style="text-align: center;">STAMP</p> <p>Signed</p>
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HOMEOWNER MANUAL

These records are important as warranties may become void without them.

<p>HRV Filters Service completed</p> <p>Date:</p> <p>Comment:</p> <p>STAMP</p> <p>Signed</p>	<p>HRV Filters Service completed</p> <p>Date:</p> <p>Comment:</p> <p>STAMP</p> <p>Signed</p>
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HOMEOWNER MANUAL

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DISCLAIMER

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