



Welcome to 38 CAPITOL SQUARE EPSOM

YOUR HOUSE GUIDE

**We hope you'll have a great stay.
Any problems please whatsapp me
on 07712 585776.**

Chris East

A few pointers

Welcome to my special space in Epsom. This is a lovely central flat with sky views conveniently located near Epsom Station. I trust that you will have a great stay.

If you need anything - whilst I don't live nearby - please message me through AirBnB, text or WhatsApp and I will get back to you as soon as I can.

Thank you for looking after my apartment. I hope that you have a wonderful time and enjoy Epsom. If you would ever like to return please do contact me.

Chris East

ce@giv.biz 07712 585776

Headline Information

Wifi

Network: Sky View Epsom

BroadbandPassword: skyvi\$w22

Ground Floor Door Code: 09654

Car Park & Lift Door code: 07381

Your key safe

Two keys are provided in the Key Safe that is located to the left hand side of the flat door. Use the lower key safe - the code is **0878**.

Locked out ?

If you should get locked out contact me and I will provide the code for the top key safe. As soon as accessing that top key safe and opening the door please put the key back into the top key safe. Should you get locked out a second time and the top key safe is empty I will have to charge £20 to get my cleaner round to open the door for you.

Location



Departure Reminder List

1. Please ensure that all rubbish is placed into the Bin Store on the ground floor.
2. Please do your own washing up and put things back where you found them, including anything placed into the dishwasher.
3. Please strip your beds and leave the bedding and towels in the kitchen area.
4. Please report any breakages to me via AirBnB or whatsapp on 07712 585776
5. Please leave the 2 keys to the flat in the lower key safe and close the door

House Guide

Checking in

Flat 38, Capitol Square, 4-6 Church Street, Epsom, Surrey KT17 4NP

SEE PHOTOS ON PAGE 5

On arrival to Capitol Square make your way to the street level entry door that is located on the left hand side under the walk through from the square to Church Road, between Guitar Guitar and Princess Alice Hospice Furniture Shop. The street door code is 09654. To gain entry press the KEY logo (it's the button under the number 7) then enter the code and the door will click.

Make your way to the 4th floor using the lift. Exit the lift by turning right and right again. Flat 38 is then the second floor on your right hand side. Use the code 0878 in the lower key safe and use the key in the top door lock to gain entry to the flat. Two keys are provided for your use.

If you should get locked out contact me and I will provide the code for the top key safe. As soon as accessing that top key safe and opening the door please put the key back into the top key safe. Should you get locked out a second time and the top key safe is empty I will have to charge £20 to get my cleaner round to open the door for you.

Directions from Epsom Station

Turn left out of Epsom Station. At the traffic lights turn right. At the next traffic lights by Barclays turn left and walk along the road. Cross the road at the next set of pedestrian lights and continue walking along the road. McDonalds will be on the other side of the road and you will walk past PREZZO on your right. At the next road junction turn right into Church Street. Just after the Faraday pub turn right under the building and the front door is on your right hand side in the walk through to the Square.

Heating

It is a lovely warm flat. The electric heaters are set to 18 degrees. To change the temperature just say "Alexa set Epsom Heating to 22 degrees" or you can message me and I can change it remotely.

Oven

The oven provides two separate ovens individually controlled. You can remove the centre shelf if you would like which converts the oven to a single one. Controls for switching on the oven are on the left hand dial and the temperature on the right hand dial.

Hot Water

Hot water is provided by an immersion heater in the hall cupboard. This is always on and provides piping hot water but when used, the water will take 30 minutes to heat up again. Please note that the water is very hot so always take care with young children.

Washer Dryer

A washer-dryer is available for your use. A supply of washing liquid and fabric conditioner is available for your arrival.

Airer

An internal washing line is available by the side of the bathroom door for you to hang up items to dry. Simply extend the two lines across to the hooks on top of the en-suite door and wind the cable around the hook on the cable box.

Dishwasher

A dishwasher is available for your use and a supply of dishwasher tablets are available for your arrival.

Lights

Table lamps in the lounge are switched on at the lamp. The master bedroom bedside lights are also controlled through the main light switch by the bedroom door. So always leave the lamps on and use the main bedroom switch to control the lights. There are no ceiling lights over the living room area but table and floor lamps are provided.

Kitchen

Tea, coffee pods and sugar are provided for your arrival. A Nespresso coffee machine and milk frother is also available in the kitchen. Cooking utensils, crockery and cutlery, pots and pans are available for you to use. Glass, oven and table wear is available in the bureau behind the lounge door.

Bin Store

Bin stores are provided to the right of the front entry door. A second larger bin store is also available on the opposite side of the square. These doors are locked with the following codes:

Bin store 1 - C9654

Bin store 2 - C5226

Bin store 3 - C3874

Bike Store

A bike store is available in the opposite corner of the square. The code is C4579X.

Cleaning

If you would like any additional cleans during your stay than I can arrange for my cleaner to come. This will be at an additional cost of £60. A Hoover and cleaning items are available for you to use in the hall cupboard / under the sink.

Fire

If the fire alarm sounds please vacate the building via the stairs only and gather on the grass at Dulshott Green.

WiFi

Hi-speed broadband is provided for you use. Select "Sky View Epsom" and enter the password: skyvi\$w22

Television

Freeview and an Amazon Fire Stick is available on the living room TV offering a range of free-to-view channels and catch up services. Please ensure that you log out of your accounts on the apps as you leave.

Post

A key to the mail box in the ground floor lobby is provided in case you need to receive any mail. Please leave any mail directed to me in the post box.

Fans

Three fans are provided in the apartment for your use. In exceptional hot weather I wedge open the front door to the flat and sit the fans in the open windows to draw air through and increase the air circulation.

The Square

Whilst some cars do stop in the square parking is not permitted and parking wardens regularly visit and fine offenders. If you do have access to a car during your stay it is better to park in the paid car park.

Damages

Accidents happen so on most occasions there will be no charge unless major damage is caused. Please let me know if anything happens as it's much better for me to be aware than find out after your departure.

Hairdryer

One hairdryer is provided in the apartment.

Windows

The windows have safety catches on them but these can be released allowing you to open the windows through 180 degrees.

When looking down at the catch at the bottom of the window you will notice a small metal clip that pivots around the circle. If you pull this forward from the front of the metal plate - under the catch - it will pivot out allowing you to release the catch and push the windows wide open.

This then allows the window to be rotated 180 degrees for cleaning the outsides. So if a bird does create a mess on the glass you can rotate the window to clean it off.

Alexa

An Amazon Alexa Echo Dot is located in the Sitting Room which means you can play music or ask questions about the weather. Currently this is not set up to control any lights or smart home features.

Any Problems

Please do contact me if you have any problems. I don't live nearby but will do my best to fix any problems as quickly as I can.



Parking

Capital Square has allocated parking in an underground car park. A Fob is required to open the car park gate and a Car Window Sticker is required to be displayed.

Failure to display a window sticker will result in a fine that will be posted to the registered keeper of the car. You will be responsible for paying that fine.

The Fob and Car Window Sticker are in a key safe in the hallway bureau in the apartment. If you need to park a car please contact me and I will be able to provide the details.

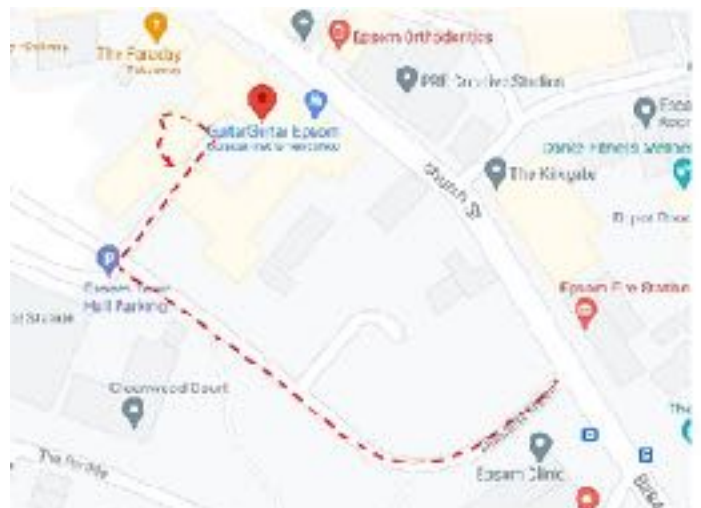
To access the car park:

- Turn into Dulshott Green (opposite the Fire Station)
- Follow the road round to the right
- At the mini roundabout turn right down and under the building into Capitol Square
- Take the first left in the square and following the ramp down and round to the left

- At the gate press button 1 on the Fob.
- Drive into the car park and take the second left. Drive down and Space 54 is on the right hand side.

To get to the flat from the car park

- Walk behind you to the lift door. Use the right hand door with the code 07381.
- Take the lift to the 4th floor.
- When leaving the lift take the corridor at the 10pm corner - diagonally to the left. Walk the length of this corridor and through the door at the end.
- Flat 38 is then the first door on your left.





Use the bottom
Key Safe:

Code 0878



Use the key in
the top lock







Health & Safety

Fire Risk Assessment

A copy of the fire risk assessment is available [HERE](#).

Fire Action Plan

See the next page for the detailed Fire Action Plan for Capitol Square as provided by the managing agents.

Gas

There is no gas facility in the building.

Electrical Safety

PAT test: last inspected on the 16 November 2023

Security and Surveillance

No video surveillance equipment is used in the apartment.

An Alexia device is 'always on' to allow you to play music.

A security sensor on the front door notifies me when the door opens.





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by



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Fire Action Plan – Stay Put If Safe to Do So

A recent Health & Safety and Fire Risk Assessment has been carried out at the building to meet statutory compliance. The Risk Assessor has advised a **‘Stay Put If Safe to Do So’** policy should be adopted.

Where buildings are designed and built to contain a fire within the flat of origin, it is usually safer to stay in your own flat, unless there are signs of smoke or heat beginning to affect your apartment.

Signage informing all residents of the Fire Action Plan has been installed in the communal areas of your building; this is located on the ground floor within your block.

If a fire breaks out in your home:

1. Vacate the room and close the door behind you.
2. Tell everyone in your home and get them to leave, closing the front door behind you.
3. Do not attempt to tackle the fire.
4. Dial 999 or 112.
5. Wait outside, a safe distance from the building, for the Emergency Services to issue instructions.

If you see or hear a fire in another part of the building:

1. The building is designed to contain a fire in a flat where it originated. Stay in your apartment if safe to do so.
2. Leave immediately if smoke or heat begins to affect your apartment.
3. Wait outside, a safe distance from the building, for the Emergency Services to issue instructions.

DO NOT TAKE RISKS

DO NOT COLLECT PERSONAL BELONGINGS

DO NOT ATTEMPT TO TACKLE THE FIRE

DO NOT USE THE LIFTS (IF YOUR BUILDING HAS ONE)

The enclosed ‘Resident’s Responsibility Notice’ provides helpful points that you will need to adhere to in order to keep residents of your block safe and minimise fire risks.

All residents have an obligation as part of the Regulatory Reform (Fire Safety) Order 2005 to ensure they do not compromise the fire safety of the block for themselves or others.

Tailored. Local. Personal. Property & Estate Management

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Resident's Responsibility Notice



Residents have an obligation as part of the Regulatory Reform (Fire Safety) Order 2005 to ensure they don't compromise the fire safety of the block for themselves and other users of the building.

To ensure this, residents must;



Not store items in the communal area.



Make sure fire doors are not wedged, tied or otherwise held open.



Not make any structural changes to your flat without getting permission first.



Not store or use bottled gas in their property.



Maintaining block security (making sure doors close behind them when they enter or leave).



Report essential repairs needed to fire safety measures in their flat and elsewhere in the block.



Ensure that your flat entrance door is fire resistant and fitted with a self-closer.



Not smoke within the communal areas of the property.



Not have barbecues in their flats or on their balconies.



Ensure that there are adequate smoke detectors installed and regularly tested.



Familiarise themselves with the block's fire action plan, what to do should they discover a fire, the quickest and safest way to evacuate the property.



Don't obstruct entrances/exits and allow access for emergency services at all times (including within car park).

Please contact your property manager if you are unsure.

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