



SCOTIA

HOME OWNER'S INFORMATION PACK

for

Dubford,

Bridge of Don

(applicable to all 2 storey house types)



www.scotia-homes.co.uk

Please read this document in conjunction with the NHBC booklet 'Guide to your new home – A practical guide to looking after your new home'

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NOTE:

The information contained in this document is for our standard house types and may not cover specific variations requested by you.

GENERAL MAINTENANCE AND SAFETY

Regular maintenance work is required for all homes to keep them at their best in the years to come and to ensure that they continue to be a safe home environment. We recommend that you employ competent tradesmen/contractors to carry out the maintenance work, however if you decide to carry out maintenance work (or alteration works) on your home yourself, then there follows a list of some of the basic rules to bear in mind;

Always plan the job thoroughly in advance.

Consider any risks - is there adequate ventilation? Do you need any safety equipment? Can the job be done another way to make it safer? If you are in doubt then do not attempt the job yourself – seek advice from a professional or employ a skilled tradesman or contractor.

Check any materials you are going to use for any warnings or precautions and heed the material safety recommendations.

Always use the right tools for the job and use them in accordance with their instructions.

If you intend to work at height please be aware of the risks involved. Try to avoid working at height if at all possible but if you decide it is necessary then please make sure your ladder or stepladder is in good condition and securely held in place. There is a large amount of information and recommendations available on the subject of working at height on the internet or in most good public libraries – take the time to familiarise yourself with the risks and recommendations involved in working at height before carrying out the job. Note that we advise that you use a specialist roofing contractor if your roof requires maintenance work.

If there is risk involved, try and avoid working alone.

Dispose of any surplus materials and waste according to the manufacturer's instructions, adherence to Local Authority waste regulations, and consideration for the environment.

Always keep a well-stocked first aid kit.

Please also refer to your NHBC 'Guide To Your New Home' for more information on maintenance.

NPA EMERGENCY COVER

Your home is covered under NPA(Nationwide Property Assistance)'s Home Emergency Assistance Cover for a period of 24 months from your legal date of entry. This service provides emergency cover for your heating system in the event of a loss of central heating or hot water providing the equipment has been maintained and serviced in accordance with the manufacturer's instructions.

It also extends to blocked drains, burst pipes and damaged window and door locks where there is a risk to security. In an emergency situation (as defined in the Cover Summary as provided to you direct by NPA) where any of the above is affected you should contact NPA directly instead of Scotia. At the time of writing, the emergency contact number for NPA is 0345 155 2374.

Where any problem is not classed as an emergency by NPA you should contact the Scotia customer care department during normal office hours.

Examples of what is covered/ not covered;

Examples of what is covered	Examples of what is not covered
<p>Internal Plumbing & Drainage</p> <p>Repairs to your internal plumbing and drains including where there is a loss of water to your property, blocked drainage and leaks</p> <p>Clearing blocked toilets and waste pipes</p>	<p>Showers including the shower unit, controls, outlet or shower head</p> <p>Replacement of water tanks/radiators, thermostatic radiator valves, hot water cylinders and sanitary ware</p>
<p>External Drainage</p> <p>Clearing total blockages to your drainage pipes</p> <p>Repair of a collapsed external drain</p>	<p>Shared drains</p> <p>External guttering, rainwater downpipes, rainwater drains and soakaways</p>
<p>Electrical Emergency & Breakdown</p> <p>An emergency caused by, or breakdown of, the domestic electrical wiring supply system, including permanent damage caused by a power cut</p>	<p>All non-permanent wiring/electrics, e.g. kettles, fairy lights or any other and appliances with plugs</p> <p>Shower unit or immersion heater unit</p>
<p>Security</p> <p>Making your property secure in the event of broken locks for external windows and doors that are your responsibility</p>	<p>Doors (and windows) which do not secure your property, such as internal porch doors, internal doors and internal conservatory doors</p> <p>Failure of breakdown of the external locking mechanisms to doors/windows for outbuildings/garages</p>
<p>Gas Central Heating Breakdown</p> <p>A leak within or breakdown of the 'natural gas' gas central heating boiler, the central heating system and its associated pipework</p> <p>Drain down and isolate leaking water tanks, radiators and hot water cylinders</p> <p>If you suffer a gas leak, you should first call the National Grid Emergency Service immediately on 0800 111 999</p>	<p>Boilers which have been declared beyond economical repair (i.e. if the cost of parts incl. VAT is more than 85% of the retail price of the boiler)</p> <p>Repairs if we have advised you to carry out maintenance work to prevent a future breakdown (until that work is complete)</p> <p>Repairs, where due to obsolete parts, we can no longer cover you (the policy will continue without boiler cover until the boiler is replaced)</p>
<p>Electrical Heating Breakdown</p> <p>Repairs or replacement of the part(s) of the heater or replacement heaters.</p>	<p>Any repair to heaters which are beyond economical repair (if the cost of parts incl. VAT, is more than 85% of the retail price of the heater)</p> <p>Heated towel rails, infra red heaters, electric fires, skirting or kick-space floor heaters</p>
<p>Oil Fired Central Heating Breakdown</p> <p>A breakdown of the boiler and/or system</p> <p>Drain down and isolate leaking water tanks, radiators and hot water cylinders</p>	<p>Boilers which have been declared beyond economical repair (i.e. if the cost of parts incl. VAT is more than 85% of the retail price of the boiler)</p> <p>Repairs if we have advised you to carry out maintenance work to prevent a future breakdown (until that work is complete)</p> <p>Repairs, where due to obsolete parts, we can no longer effect a repair</p>

OPERATING INSTRUCTIONS FOR GAS-FIRED CENTRAL HEATING & HOT WATER SYSTEMS

Introduction

Your home has been fitted with a gas-fired heating system serving radiators and a domestic hot water supply.

The gas-fired boiler is located in the ground floor utility or utility cupboard and you will find the operating and maintenance instructions for the boiler in your handover pack.

If, after referring to the user information on boiler controls in the boiler instruction manual, you are unable to find the answers to any boiler problems and the problem is an emergency which has arisen during the first 24 months after your legal date of entry to the house, then please contact NPA (please see section on NPA below for more details). If the fault is not an emergency (as described in the NPA cover summary) then please contact Scotia during normal office hours.

You are responsible for the annual maintenance and servicing of the boiler, this should be arranged through any reputable, Gas Safe registered, plumbing and heating contractor.

Heating and Domestic Hot Water Controls

The system has the following controls:-

1. Boiler isolating switch.
2. Programmable Room Thermostat(s)
3. Thermostatic radiator valves to radiators (except on the by pass radiator/s)

1. Boiler Isolating Switch

This switch will be found on the wall next to the boiler.

This switch is to isolate the electrical supply to the boiler and **should be left on at all times.**
Only use this switch if a fault develops on the boiler.

2. Programmable Room Thermostat (s)

Your home has a programmable room thermostat located on the wall in the utility which is linked to a sensor located, typically, in the ground floor hall. Some house types also have a second room thermostat located in the first floor master bedroom (refer to note below).

The programmable room thermostat controls the boiler, telling it when you require central heating and hot water. The programmer has the facility to give several on/off times. Temperatures can also be selected for each on/off time. When the heating is selected on, the system will operate until the set temperature is achieved. Note that the temperature is measured in the hallway by the remote temperature sensor. The remote temperature sensor should not be covered or otherwise obstructed as this may impair its ability to accurately measure the temperature.

When the system is selected off, the boiler will not operate unless the temperature in the ground floor hallway drops below the setback temperature selected. You can select your minimum desired house temperature, normally this can be set between 12 and 16°C. Please refer to the manufacturer's instructions in your handover pack for the programmable room thermostat for further instructions.

Note for houses with a second room thermostat in the master bedroom. Houses which have a second room thermostat located in the master bedroom have a 2 zone heating system. One zone covers the ground floor and the first floor hall, controlled by the programmable roomstat located in the utility (as described above). The second zone covers the first floor bedrooms, bathroom and en-suite and is controlled by the programmable roomstat located in the first floor bedroom. The temperature is measured for this heating zone in the master bedroom by the room thermostat.

3. Thermostatic Radiator Valves

Thermostatic Radiator Valves (TRV's) are fitted for comfort control i.e. 1 – low level heat, 5 – maximum level heat. They are fitted to all radiators except radiators in rooms where there is a room thermostat. They are essential to the full efficiency of your heating system and allow you to lower temperatures in unoccupied rooms thus reducing heating costs. TRV's sense room temperature changes in individual rooms and adjust the flow of heated water through the radiators to maintain the desired temperature. Depending on level of comfort required, 2 – 3 should be selected. Please refer to the manufacturer's instructions in your Handover Pack for full details.

Central Heating

Should your central heating or hot water fail to work, please ensure that all of the procedures laid out in the boiler manufacturer's literature are followed. Failure to do this may result in a charge being made for an unnecessary call out.

Heating and hot water are provided by an Alpha E-TEC Plus 33 wall mounted, high efficiency boiler with a gas saver flue heat recovery unit. A 50 litre thermal store may also have been installed (this depends on the house type).

Please note that to obtain the maximum performance and efficiency benefits the gas saver flue (and thermal store, where fitted) must be switched on. Turning off the gas saver flue will mean you lose efficiency benefits. Turning off the thermal store (where fitted) will mean you lose efficiency benefits and the available volume of hot water will be significantly reduced.

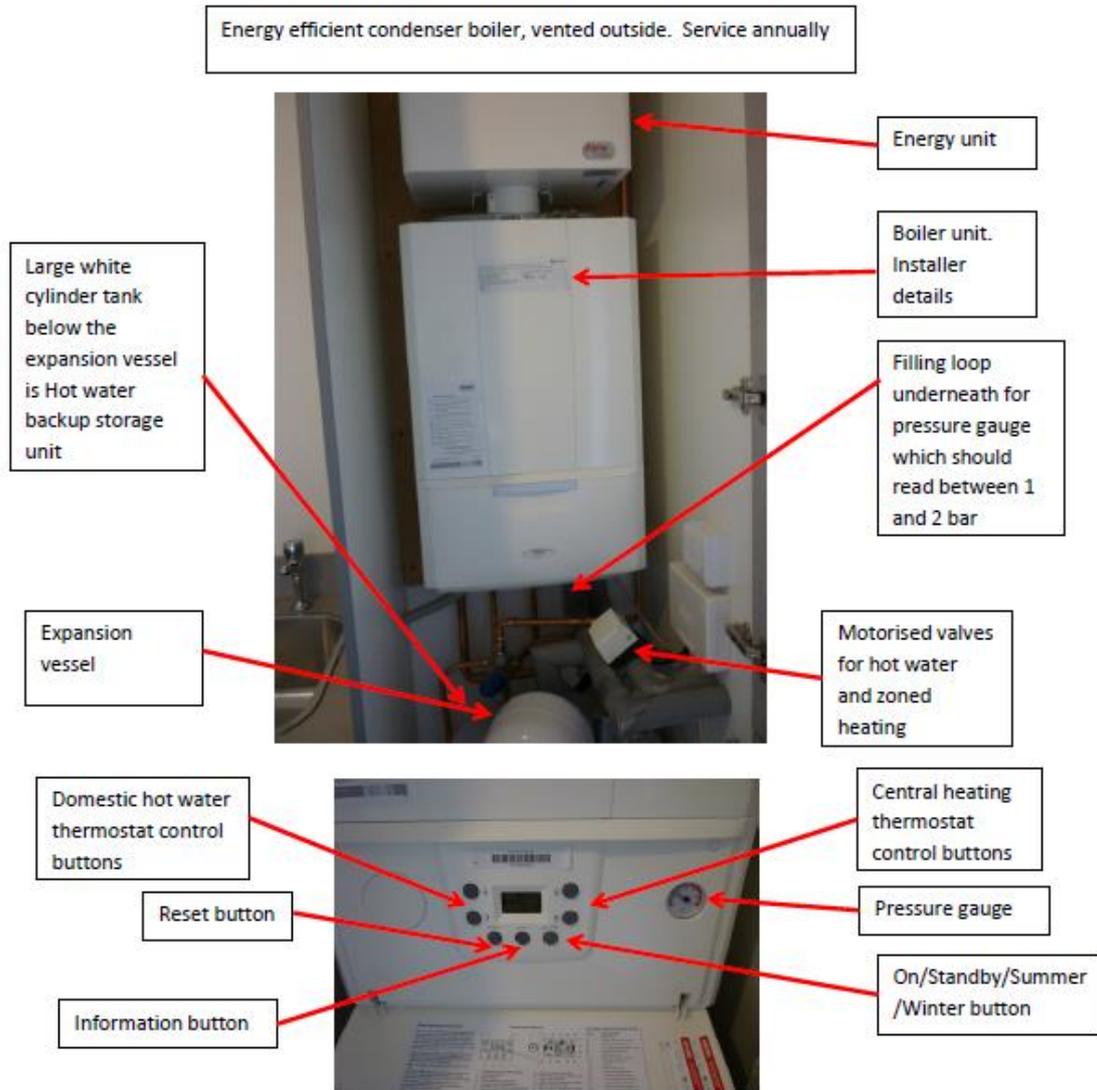
High efficiency boilers are now very common, but owners used to older boilers may still be surprised by the “plume” of water vapour which can be seen sometimes being emitted from the boiler flue. This is quite normal and confirms the boiler is working as intended. In addition, a common myth is that the condensate resulting from the high efficiency system is overtly acidic, this is not the case and the drainage of this does not pose any issue.

A copy of the user manual, installation & service instructions, inspection, commissioning and service record logbooks for the system are enclosed with your handover pack.

An annual gas service of the boiler and inspection/maintenance of the associated equipment, in accordance with the manufacturer's instructions, is required to be carried out by Gas Safe registered personnel. Failure to carry this out will invalidate the manufacturer's and NHBC warranties.

BOILER SYSTEM – ALPHA

WHAT YOU NEED TO KNOW ABOUT HOW YOUR ALPHA BOILER WORKS



Copyright: In-house Training & Demonstrations Ltd

Bleeding of Radiators

This should not be required with a sealed system. However, radiators feeling warm at the bottom but cold at the top would indicate air in the radiator. There are airing points normally at the top of the radiator. An air-bleeding key (available at any hardware store) can be used to allow trapped air to escape.

1. Keep your heating system on low so it remains pressurised, but be aware that the water in your radiators will be hot, so do take extra care.

2. Attach a radiator key to the bleed valve, usually located at the top and to one end of the radiator, and slowly begin to turn anti-clockwise.
3. Keep turning until you hear a slight hiss of air. When water begins to escape instead of air, you know it's time to close the valve as all of the trapped air has now escaped. Hot water may spurt out quite quickly so do protect yourself and the area around.
4. Tighten up the valve by turning the key clockwise.
5. Check the pressure gauge on the boiler, if it is below that recommended in the manufacturer's instructions, then it will be necessary to top up the system. See enclosed boiler user guide for full instructions.

Throughout this process you should always place a cloth beneath the valve to catch any water that might leak from it, which could discolour floor coverings due to the additives within the heating system

You may find the following video useful as an example of how to bleed a radiator:

<https://www.youtube.com/watch?v=UqK53MPioHI>

RADIATOR SAFETY PRECAUTIONS AND RADIATOR NOTES

Users should ensure that those who may come into close proximity to hot radiators are aware of the risks of burns.

Users should take any necessary steps to minimise the risks of burns from hot radiators (for example where there are very young children in the room). Where applicable, consideration should be given to placing guards in front of the radiators or reducing the temperature of individual radiators by turning the thermostatic radiator valve to a low setting.

Radiators are heavy items and are securely fastened to the wall on installation, with appropriate fasteners to secure the radiator bracket and suit the construction of the wall.

Decorative covers (such as the decorative perforated MDF or timber covers that you can purchase from DIY stores) will significantly reduce the output of a radiator and thermostatic radiator valves should not be fitted inside these radiator covers (as this will stop the valves from working efficiently). These covers are not recommended as they will, by consequence, impede an individual room's heat requirement, which your new heating system has been carefully designed to provide. The only exception to this would be the comments above regarding safety of young children. If you do need to fit a radiator cover for this purpose then you should use one of the metal mesh type covers, similar to a fire place guard, which will not impede the flow of heat from your radiator into the room.

Radiators should not be used for the mounting of clothes airers, cat beds or other such fixtures. The mounting brackets of the radiator are designed to support the weight of the radiator itself and its water contents, allowing for an adequate safety margin. An additional weight may compromise this margin and cause risk of failure, leaks and potential hot water burns.

Appropriate facilities are required by Building Regulations for internal and/or external drying facilities and these are provided (please see "Ventilation and avoiding condensation"). Radiator-mounted airers and other devices may lead to excessive internal moisture and any chips/damage caused to the radiator itself may compromise the protective coating and potentially lead to corrosion/failure, which may not be covered by warranties.

Note regarding curtains – Heavy curtains or lined curtains drawn over the windows are an effective way of reducing any heat loss through the windows during the autumn and winter months. The sooner you draw the curtains in the evening the more heat you will save. However, please note that if there is a radiator located below the window, and the curtains are too long and cover the radiator then much of the heat generated by the radiators will not find its way into the room and will instead be wasted out the window. Curtains covering the thermostatic radiator valves will also interfere with the operation of the valves.

GAS SYSTEM

Never obstruct gas boiler flue outlets or any ventilation, if provided, to the boiler. Never tamper with the gas installation or equipment.

Any alterations to the gas supply pipework or work in construction with any gas appliance should only be carried out by GasSafe registered personnel.

If you suspect a gas leak:

1. **Extinguish all naked flames.**
2. **Do not use any electrical switches or appliances**
3. **Turn off the gas at the meter.**
4. **Open all doors and windows.**
5. **Call the National Gas Emergency Service on its emergency number which is in the telephone directory under 'GAS, Gas Emergency'. There is no call-out charge. The current emergency number at date of preparation of this document is 0800 111999. This service operates 24 hours a day and 365 days a year.**

HOT AND COLD WATER SERVICES

Mains Cold Water Service

The stopcock for the incoming cold water service is located typically under the kitchen or utility room sink.

There is also a single mains incoming water service with a stopcock, which is located in the boundary box in the footpath.

Make sure that you know where all mains water stopcocks are located so that you can turn them off quickly in an emergency.

Domestic Hot Water

The Alpha Intec 34C boiler produces domestic hot water in an energy efficient manner and the operation of this is fully explained in the enclosed Instruction Manuals. Please also refer to the notes in the Heating and Hot Water Installation section above.

External Water Tap (if fitted)

Where there is a risk of severe frost, water supply to tap should be isolated, pipe work drained, and the tap should be left in the open position. We also recommend fitting an insulating external

tap cover to external taps during winter months – these covers are available from any good gardening or DIY store.

Sanitary Ware/Taps

Sanitary ware should be cleaned in accordance with the manufacturer's instructions which are enclosed in your Handover Pack.

The manufacturer of the bath recommends the use of an anti slip mat when a shower is installed over the bath.

Thermostatic mixing valve

A thermostatic mixing valve to limit the hot water temperature at the bath tap to a maximum of 46°C is fitted below the bath.

It is recommended that you arrange for initial temperature checks to be carried out six weeks after occupation of the property, and then for an annual check is to be carried out to test the water temperature to ensure the maximum limit of 46°C is not exceeded.

Hot Water Temperature (kitchen sinks and wash hand basins)

The hot water from your kitchen sink taps and wash hand basins can be very hot depending upon the boiler settings. The hot water can initially have a low temperature as cooler water sitting in the pipes is discharged but can then become hot suddenly. Appropriate care should be taken to avoid risks of scalding.

KITCHENS

Kitchen Appliances, Sink Units and Worktops

Refer to the manufacturer's instructions for operating and cleaning of kitchen appliances, sinks, units and worktops, these are enclosed in your Handover Pack.

Any appliance fitted within the property such as oven, hob, extractor hood, etc. will be covered by the manufacturer's normal warranty. Smeg appliances only – these are covered by a manufacturer's 2 year warranty which is pre-registered, do not re-register this warranty as this may cause the warranty inadvertently to revert to 1 year. In the event of a fault, a Smeg contact information sheet is included within the handover material, post code and plot handover date must be quoted for reference.

Note: The eye-level fridge in the HT26 & HT27 house types may be a Bosch model, the same 2 year warranty terms apply, please refer to (manufacturer) handover material for warranty contact information.

Handles:

Kitchen designs are planned with the minimum corner post size as per the manufacturer's recommendation to avoid a handle clash. Depending on the handle choice, the handles may still touch, which is perfectly acceptable, providing an opening of 85° can still be achieved. As with any door, opening and closing should be done carefully in order to avoid over-stressing the hinges or clash with another surface. After-market hinge restrictors can be obtained from kitchen suppliers in order to limit this angle to the maximum recommended, as above.

Cooker Hood – Please note that the kitchen cooker hood has been installed for use in the recirculation mode and a special charcoal filter has been fitted. This charcoal filter normally requires changing after every three/four months or more frequently if used more than 3 hours a day. Replacement charcoal filters are available from on-line retailers. Please refer to the instruction manual for your cooker hood which is contained in your Handover Pack for more details, and for other important operating and maintenance information for your cooker hood.

Connecting Appliances – (where applicable)

When fitting a dishwasher or washing machine, please ensure the blanked end of the waste pipe tee piece has been removed. Note – this is not applicable where a ‘standing waste’ pipe has been provided. Please also ensure that the water supplies and wastes are securely connected to the pipework.

Please also note that, where Scotia have not installed a washing machine but have left a space for one with a cold water supply adjacent to it, then the home owner is responsible for removal of the cap that has been fitted to the cold water washing machine valve – please ensure you remove this cap before making the water connection to your washing machine. Please also ensure that the appliance water supply and waste pipe is securely connected to the house pipework before turning the appliance on.

EXTRACTOR FANS (DMEV SYSTEM)

Greenwood Airvac Unity CV2GIP mechanical extract fans have been fitted in your home. These are continuously running single point dMEV (decentralised Mechanical Extract Ventilation) fans with GIP (Guaranteed Installed Performance). The fans run continuously at a low (extremely quiet) speed and are automatically ‘boosted’ to a higher speed when required (the fans boost automatically using their humidity sensor). It is essential that the fans remain in operation at all times (unless switched off for maintenance) to maintain good air quality.



Pictures of the Greenwood Airvac CV2GIP fan

This is an energy efficient fan designed to provide an economical ventilation solution to the modern home. It utilises SMART Technology to control humidity and boost run on times to minimise the periods of time when it is running at its highest speed, minimising nuisance running noise and unnecessary energy wastage and heat loss typically associated with ‘traditional’ extract fans.

More information on these ventilation fans can be found in the User/Home Owner Guide contained in your handover pack. Please read these instructions carefully to ensure their continuing smooth operation.

VENTILATION AND AVOIDING CONDENSATION

Condensation will be a problem in all new houses if adequate background heating and ventilation is not used. All new homes need 'running-in' and we recommend that you read carefully the section within the NHBC booklet 'Guide to your new home', subtitled 'Reducing Condensation'.

Windows may be fitted with "trickle" ventilators at the top of the window. These can be opened or closed to allow more or less trickle ventilation. If you close the window trickle vents the dMEV fans described in the previous section will still continue to draw fresh air into your home, however, particularly during the 'running-in' period we recommend that they are left fully or partially open to maximise the fresh air entering your home. Some rooms, such as "wet" rooms and kitchens may not require windows to be fitted with "trickle" ventilators, this is quite normal and is designed to complement the dMEV system.

The following are general guidelines for your information.

To deal with condensation, take these two steps:

1. Produce less moisture

Ordinary daily activities produce a lot of moisture very quickly;

Cooking: To reduce the amount of moisture in the kitchen, cover pans and do not leave kettles boiling, open a window to allow excessive amounts of steam to be ventilated to the outside.

Washing clothes: Put washing outdoors to dry if you can. Alternatively, please dry the washing in the bathroom (which is designed to accommodate drying clothes) with the door closed – the humidistat function of the extractor fan will help to remove the moist air to the outside (also if weather conditions permit – the bathroom window can be opened). If you have a tumble dryer, ventilate it to the outside (unless it is the self-condensing type). D.I.Y. kits are available for this.

Drying clothes on radiator-mounted airers or on airers in rooms other than the bathroom may lead to excessive internal moisture.

2. Ventilate to remove moisture

You can ventilate your home without making draughts.

Some ventilation is required to expel the moisture, which is produced all the time, mostly just by normal breathing of occupants. Keep a small window ajar or a trickle ventilator open when someone is in the room.

You need much more ventilation in the kitchen and bathroom during cooking, washing up, bathing and drying clothes. This means opening windows to assist in the ventilation of moisture to the outside and ensuring that the extractor fans are in full working order.

Close the kitchen and bathroom doors when these rooms are in use. This helps prevent the moisture reaching other rooms, especially bedrooms, which are often colder and more likely to get condensation.

<p style="text-align: center;">COMMUNAL DIGITAL TELEVISION AND SATELLITE INSTALLATION</p>
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A television aerial socket has been provided within the Living Room and, depending on specification, other rooms (specific room may depend on house type, please refer to plans), to which a communal digital aerial and satellite signal will be fed. Your individual alterations may

have requested additional points or a 'returned' signal to additional points in other rooms. Further information is provided in the Handover Pack.

The provision of a communal digital television and satellite signal means that the signal required for both "free" services, such as Freeview, and "upgrade" services, such as Sky (other providers are available) satellite television can be viewed, subject to the appropriate reception equipment and subscription being provided/installed by the home owner.

What does this mean?

Simply, there is no need (and the Deed of Conditions may prohibit) for multiple TV aerials/satellite dishes to be installed across the development, as this signal is supplied free of charge to the home, with maintenance of the common facilities falling under the responsibility of the factor. The TV signal can be regarded in a similar manner to any other utility, being delivered to the property just as water and electricity are.

The home owner then has the choice of what they want to do with the signal, a standard Freeview enabled TV will be simply "plug and go", with many upgrade satellite services only requiring subscription/decoder box, but not additional installation/wiring.

Compatibility with Sky Q or other upgraded satellite services

At the time of writing, the communal satellite facility both within and outside your new home is 'ready to go' for the connection of services such as Sky +/-HD, subject to subscription and receiving equipment being provided by you or your service provider.

In addition, the communal signal which is fed to your home is capable of delivering the feed required for upgraded services which are now reaching the market, such as Sky Q.

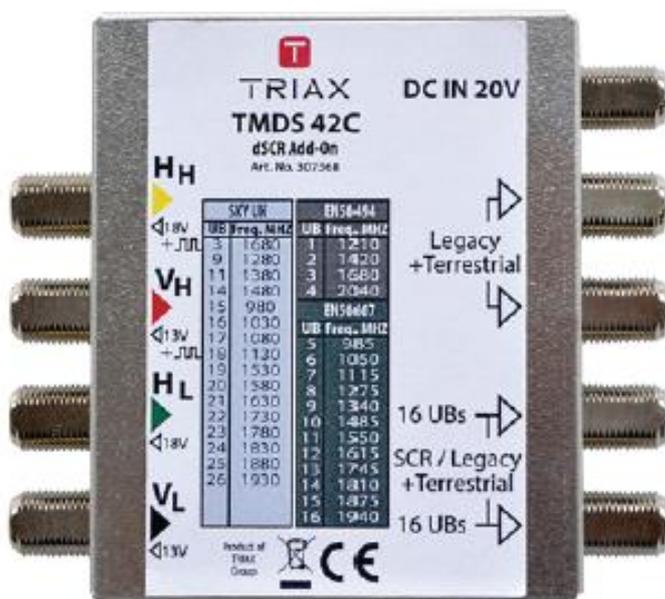
However, such services require an upgrade to the final connection hardware/infrastructure in order to provide the necessary distribution of signal. This can simply be 'swapped out' with standard equipment, which may need to be done by a TV services contractor before Sky or another provider makes final connections.

Taking Sky as an example, being the dominant provider, they may only provide a Sky Q compatible receiver box, which means the additional piece of hardware described below will definitely be required, even for a "non-Sky Q" subscription.

In most situations with a communal digital TV/satellite, you will find a fibre optic device, called a GTU (Gateway Terminal Unit), normally located adjacent to the electrical consumer unit within an individual property.



A device is now available which can be retro-fitted to this GTU in order to provide compatibility with Sky Q boxes, as shown below.



This product is a Triax 307368 TMDS 42C dSCR (digital Single Cable Router) multi-switch, which also retains the ability to deliver older Sky+/HD services.

What do I need to do?

If you are considering a new subscription with Sky, you will need to arrange installation of the multi-switch described above, which is not part of the communal installation. You have the following 3 options:

1. Should the standard terms within the legal missive of the purchase and construction timescales allow, you can request this multi-switch to be fitted as a client Extra, which would then be complete for the point of handover.
2. Where time does not allow for this be requested as a client Extra, and your property has been handed over to you, our Customer Care department/Home Owner's Information Pack will provide detail of the contractor applicable to your development who would arrange an installation at your direct request.
3. Once the property has been handed over to you, you can arrange a contractor of your own choice to fit this/a similar product, details of which are provided in the Home Owner's Information Pack.

Most reputable TV/satellite/audio-visual contractors will provide the installation service/s detailed above. A typical contractor used by Scotia is Campbell & Kennedy – www.campbellkennedy.co.uk.

Should any alternate/additional services and/or products be considered, we would also recommend engaging the services of a specialist contractor as per the example detailed above.



Sky Approved dSCR Multiswitches

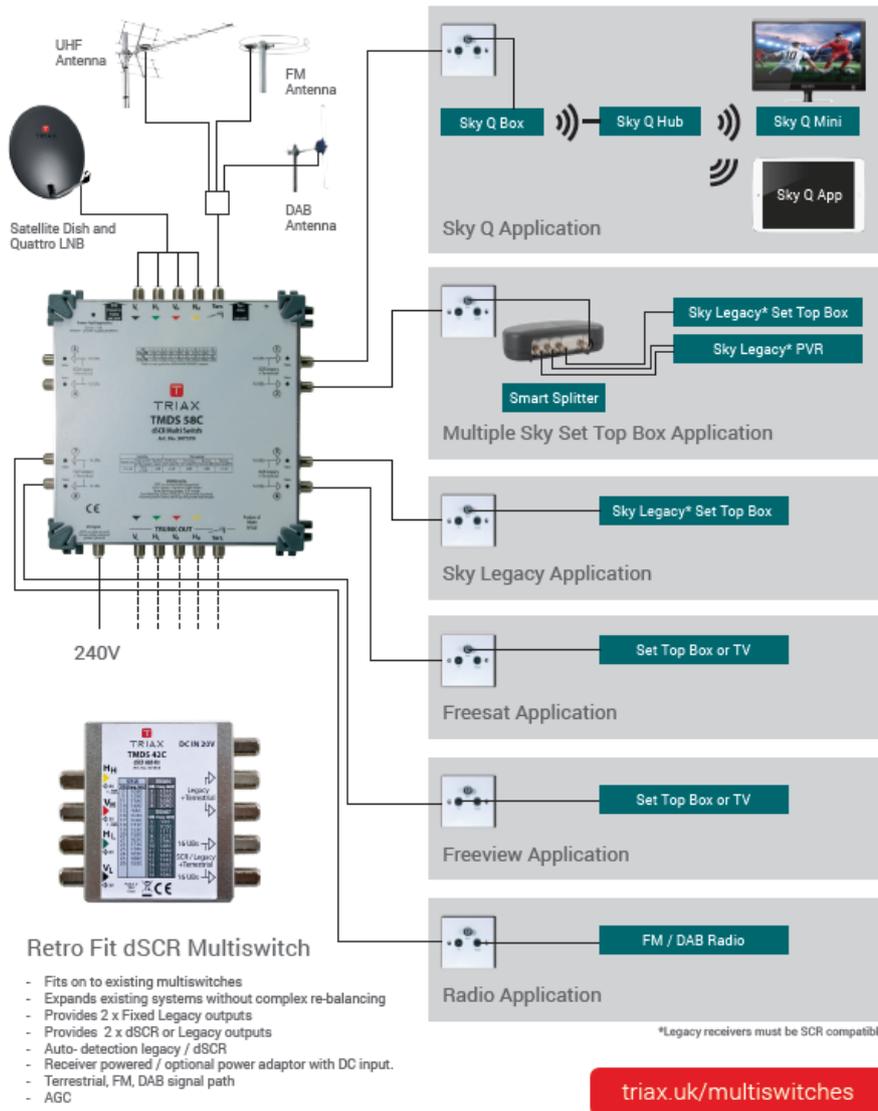
For Sky Q in MDU's

4, 8 + 16 way Sky approved Multiswitches enabling individual apartments within MDU's to enjoy the full Sky Q experience.

Retro fit dSCR 'add on' also available to expand existing systems without complex re-balancing.

307368	TMDS 42C	dSCR 'add on'
307370	TMDS 54C	dSCR Multiswitch
307378	TMDS 58C	dSCR Multiswitch
307380	TMDS 516C	dSCR Multiswitch
307372	TMDS 1230	Power Supply





TELEPHONE INSTALLATION

The main telephone point is normally located in the Vestibule cupboard (specific location may depend on house type, please refer to plans), it is compatible with any BT approved phone.

It is your responsibility to arrange connection to your chosen telephone service provider and arrange final connection of secondary socket wiring to main point.

WINDOWS AND FRENCH DOORS

Your home has white uPVC Sheerframe 8000 (Nairn 8000) [or Epwin Profile 22 Optima Sculptured](#) system 'Tilt + Turn' inwards opening windows and French doors (if French doors are applicable to your house type), all manufactured and supplied by C. R. Smith of Dunfermline.

The windows are fitted with lockable window handles to all ground floor windows and standard (non-locking) handles to all first floor windows. Please refer to C R Smith's 'window and door operating & maintenance guidance' for more information on opening your Tilt + Turn windows. Please note that the Tilt opening function is intended for general day to day use. The 'turn' opening function (where whole sash is opened into the room) is intended for cleaning and emergency escape purposes only. Care should be taken when using the 'turn' open function that the sash (or the trickle ventilator installed in the head of the sash) does not cause damage to the plasterboard window ingoes when fully open. The window should never be left unattended when open in the cleaning/escape 'turn' position.

A key is supplied to operate the lockable handles and care should be taken to prevent damage to the handle by trying to force it open when lock is engaged.

The first floor handles are non-locking to comply with the requirements of the Building Regulations in respect of emergency fire escape. However, the Building Regulations recognise that individual home owners may want to fit additional locking mechanisms to first floor windows after they have moved in to their new home (for example where there are small children in the room) and if you wish to install any of the large variety of 'child restrictor catches' or any other additional locking mechanism that are available to your first floor windows then please note that they must be a 'quick release' type (without a key which might be lost) - a type which does not hinder escape through the window in the event of an emergency. The restrictor must also be suitable for the type of window and we also recommend that they are fitted by a skilled tradesman and that particular care is taken to ensure that they are fitted strictly in accordance with the restrictor catch manufacturer's instructions. An incorrectly fitted additional locking mechanism can damage the window and lead to window guarantee problems. Advice can also be obtained from the window supplier (refer to the Schedule of Materials for contact information).

Glass may be cleaned with either a proprietary household glass cleaner (following the manufacturer's instructions) or a mild, neutral pH, diluted detergent. Glass can be easily scratched, therefore ensure heavy grime or dirt is removed carefully using soapy water.

uPVC frames should be cleaned every 3 months with a soap and water solution.

A non abrasive proprietary cleaner suitable for plastic may be used for more stubborn blemishes following the manufacturer's instructions.

Avoid using solvent based or acid based detergents or abrasive cleaners as these will damage the uPVC frames and glass.

Please refer refer to the C R Smith 'Window & Door Operating & Maintenance Guidance' (contained within your Handover Pack) for more information including recommendations on lubricating and general maintenance.

Notes regarding glass coatings:

To comply with current building regulations all double glazed units installed in your home will have a low emissivity coating. Low emissivity (Low-e) glazing is a vital component of an energy

efficient window or French door. It has a surface coating that allows short wavelength heat from the winter sun to enter your home through the glazing, while reflecting back into the room the long wavelength heating produced by your heating system. This reduces heating costs and minimises internal condensation. Please note that this Low-e coating has considerable advantages but you should be aware that there are some minor features, due to the coating of the glass, which you can see in some or all of the following ways;

- As a tint in the glass
- As a 'haze' when viewing through the glass at some angles and in some lighting conditions
- By the appearance of condensation on the outside of the glass under certain weather conditions (which is positive proof that the glass is preventing heat loss from your house)
- There may be minor blemishes visible arising from the coating process and the tint may also change between individual double glazed units if the units are made from different batches of glass. These are not detrimental to the functioning of the unit and are not a defect.

Please note that if you are replacing any of your double glazed units in the future you should ensure that your glazier uses low emissivity glass in your windows.

Note regarding glass specifications:

In addition to the note regarding Low-e coatings above, you should also be aware that certain windows may have either laminated or toughened safety glass installed. This 'safety glazing' is installed to comply with the Building Regulations. Also, some of the windows have acoustic rated double glazed units fitted (to bedrooms and in some cases to living rooms).

Any future replacement glazing units should be to the same specifications as originally fitted. Any competent glazier will be able to identify the glazing specification used and you should ensure that lower specifications are not used.

Note regarding open out French doors (where fitted):

We recommend that your French doors are not left open in windy conditions because the wind can catch the door leafs and either damage them by blowing them against the adjacent wall in-gore or slam them closed damaging the surrounding frame or the door ironmongery.

Note regarding external sealant to windows and doors:

The windows and, if applicable, French doors (and external doors) have an external polysulphide sealant bead between the uPVC frame and the external render bead. This sealant bead is designed to provide a tough weather-tight seal to these joints. The sealant beads should be inspected at least once a year and if any signs of deterioration of this bead are found it should be repaired or replaced with an equal specification exterior polysulphide sealant.

Manufacturer's window & door operating & maintenance guidance

PVCu Tilt & Turn Windows

Operation

Your windows are designed to open in two ways. They can tilt inwards from the top to approximately 30° to provide ventilation, or turn inwards, like a door, for cleaning or egress.

To tilt your window, move the handle so that it is in the horizontal position. Pull the handle towards you. The window will tilt inward stopping at approximately 30°.

To open your window like a door, move the handle to the vertical position then pull it towards you.

To close your window, using the handle, push the window into the closed position. Maintaining light pressure on the handle, move it until the handle is pointing directly to the floor.

Maintenance

To ensure the smooth operation of your tilt & turn windows you must carry out the following maintenance at least once per year:

1. Lubricate or oil all moving parts & locking points, using only clean and non-resinous grease or oil.
2. Check all components for looseness or wear. If necessary, tighten fixing screws.
3. Only clean your windows with a mild, neutral pH, diluted detergent. Never use aggressive, acid based detergents or scouring powder because they can damage the protective surface of your hardware.
4. After cleaning the hardware, surface treat with a silicon and corrosion free (i.e. non-acidic) oil, e.g. sewing machine oil.

PVCu Double Doors

Operation

PVCu Double Doors operate in the same way as most handle-operated entrance doors. The priority door must be opened first and closed last.

It is important that the multi-point lock is engaged whenever your doors are closed. This lock can be engaged with an upward motion of the handle. Please note, the door is only securely locked when the key is also turned to the locked position.

Maintenance

To maintain the smooth operation of your PVCu door you must carry out the following maintenance at least twice per year:

1. Spray a light application of spray grease into the apertures of the hooks, compression cams, centre deadbolt and latch.
2. Spray a light application of WD40 type lubricant into both sides of the key cylinder.
3. The lock face should be cleaned using a non-toxic cleaning agent. The use of abrasive or chemical cleaning materials must be avoided.

PROVISION FOR A GROUND FLOOR SHOWER

Where not already installed, provision has been made for the installation of a shower to the ground floor of your home if you should need one at any point in the future.

This provision normally includes a pre-installed 100mm diameter ventilation duct for a future ventilation fan (unless an extract fan has been installed in the future shower location already) and a 100mm diameter drainage pipe. In most instances the location identified for this future accessible shower is in or near to the ground floor toilet. The future ventilation fan duct (if applicable) is normally installed from just above the ceiling plasterboard to a roof or wall terminal. The end of the duct is capped just above the plasterboard. The drainage pipe is installed with a cap just under the top of the concrete floor and is connected into your home's drainage system.

If you do decide to install a shower to the ground floor then we recommend that the same type of continuously running DMEV ventilation fan (as described in the extractor fans section above) is used. Also, depending on the type of shower you are considering using, we recommend that you consult a qualified heating engineer as your hot water system may need upgraded to accommodate the shower. Please ensure that all plumbing and electrical works are carried out by competent tradesmen.

Note that this provision for a future shower does not apply if you have asked for a ground floor shower to be installed as part of the house build.

OPERATING INSTRUCTIONS FOR THE ELECTRICAL INSTALLATION

The Consumer Control unit for your property is located in the vestibule cupboard or under stair cupboard (depending on the house type). It contains labelled main isolator, RCDs and circuit breakers or "trip switches".

This is a device that controls the electricity supply to your home, splitting the incoming electric supply into various electrical circuits around your home.

The consumer control unit contains Main Switch, RCBOs (Residential Current circuit Breaker with Overload protection), RCD (Residual Current Device) and MCBs (Miniature Circuit Breakers). The main switch is normally 'ON'. In order to isolate all supplies, switch to 'OFF'.

There are two RCDs in your consumer unit. Each RCD protects a section of the consumer unit. They are designed to 'trip' when there is an electrical leakage to earth thereby giving protection to personnel. An RCD would normally trip before an MCB.

These circuit breakers and RCDs are all designed to trip if there is a fault in a circuit, or if a faulty appliance is switched on. This helps to prevent serious accidents that may result in damage and injury. Under fault conditions these will be in the 'tripped position'.

IF AN ELECTRICAL CIRCUIT FAILS

A circuit may trip OFF. If this happens, you should follow the procedure set out below.

1. Check with the aid of a torch whether the RCD (mid position) or MCB (fully down) is in the OFF position.
2. Switch RCD (press down then push to the fully up position) or MCB to ON position.
3. If the RCD does not re-set, switch off all the MCBs, re-set the RCD then switch on each MCB individually until the faulty circuit is identified.

4. To identify the cause of the fault switch off all appliances in that circuit, re-set the RCD and MCB, then switch back on each appliance until the defective appliance is found.

Over-filling kettles, irons etc. can cause this type of fault.

N.B.

It is important to ensure that the bulbs used in light fittings do not exceed the rating for that fitting.

NOTE: Electricity is dangerous and can kill. If you are unsure of any aspect of your electrical installation, please consult a qualified electrical contractor.

SMOKE, HEAT & CARBON MONOXIDE DETECTORS/ ALARMS

Your home is fitted with smoke detectors in the ground and first floor halls (and also typically in the in the living room). Also a heat detector may have been fitted in the kitchen and a CO (Carbon Monoxide) alarm may also have been fitted in the utility room or room containing the gas fired boiler. These alarms are mains operated with battery back up and connected to bedroom lighting circuits. The smoke detectors are extremely sensitive to smoke and dust particles of any kind and can be activated by the likes of burning toast. The heat detector in the kitchen is less likely to cause 'false alarm' problems as it is not responsive to any type of smoke or fumes, only heat such as generated by a chip pan type fire (but not from smoke caused by burning toast or similar). The CO detector monitors Carbon Monoxide levels and its alarm will activate if safe levels are exceeded.

You must read and fully familiarise yourself with the instructions for the smoke, heat and CO detectors. Copies of the instructions are contained in your hand over pack and are also available for downloading from the manufacturer's website - the instructions contain vital information on the operation and maintenance of your detectors.

If any of the smoke detectors are activated you should check the property and, if no reason for its activation is found, it could be a nuisance alarm caused by cooking smoke reaching one of your smoke detectors or something similar. If this occurs, open a window to clear the smoke or dust and the alarm will cease and test/ maintain the detector as described in its instructions.

If the heat detector activates you should follow the advice contained in the heat detector instructions.

If the CO alarm activates please carry out the instructions contained in your carbon monoxide alarm instructions. Depending on the type of CO alarm fitted these instructions typically include the following - ventilate the area, turn off appliances, evacuate the property, get medical help for anyone suffering from the effects of CO poisoning, ring your gas supplier or other supplier on their emergency number, do not re-enter the property until the alarm has stopped (if the alarm has been silenced by pressing the Test/Hush button, wait at least 5 minutes to allow the alarm to check that the CO has cleared). Do not use the fuel burning appliance(s) again until they have been checked by an expert. In the case of gas appliances this must be a Registered Gas Installer.

To reset or to test the smoke, heat and CO detectors follow the manufacturer's instructions as enclosed in your Handover Pack.

The back up batteries should be changed as recommended by the manufacturer and an intermittent beep normally indicates that the battery needs to be replaced. The CO detector sensor module typically must be replaced after 5 years of operation (refer to its instructions).

EXTERNAL DOORS

All ironmongery should be cleaned on a regular basis using warm soapy water. Do not use abrasive or corrosive material to clean the ironmongery as this will damage the finish to handles, letter plate, eye viewer, chain and rain deflectors.

Glazing can be cleaned with warm soapy water, avoid using anything which may scratch the glass.

The multi point locking system should be lubricated with WD40, or a similar product, on a regular basis to ensure the smooth operating capabilities of the cylinder, handle and the locking mechanism.

The weather sill at the base of the door should be kept clear of debris to allow the drainage holes to function.

The rubber gaskets in the sill and door frame should also be checked periodically for damage and replaced as required.

Operating garage doors (where applicable) – It is important to lubricate the mechanism of your ‘up and over’ garage door regularly to ensure smooth trouble free operation. Always remember to open and close the door from the centre and not from either side. Please refer to the garage door instructions for more information.

INTERNAL DOORS

Handles should be cleaned with a soft non abrasive cloth and for stubborn stains mild soapy water may be used. Care should be taken to avoid scratching surface of handles.

The mechanism of the handle should be lubricated once a year with a light oil.

Hinges and latches/locks should be lubricated on a regular basis with WD40 or similar product.

WALL TILING

Wall tiles and in particular the grout between tiles should be regularly cleaned using a proprietary tile/grout cleaner in accordance with the manufacturer’s instructions.

Grout should be inspected and any areas which become loose should be replaced.

The sealant between the wall tiling and any worktops should be inspected and replaced as necessary.

SHOWER WALL PANELLING (WHERE FITTED)

Laminate wall panelling (where fitted) should be cleaned by using hot water and a mild detergent applied with soft cloths or soft nylon brush. Non scratch cleaners may also be used. On no account should scouring pads, acid based toilet cleaners or limescale cleaners be used.

Wall panelling and shower enclosure/tray should be dried off after use.

Abrasive or aggressive cleaning products should not be used as they will damage the laminate surface of the panel.

The sealant around the base of the wall panel should be inspected and replaced as necessary to prevent water ingress between the shower tray and the panelling.

FLOOR FINISHES

Please note that any wooden flooring or other feature flooring such as tiles or adhered 'Karndean' (or similar flooring) laid by you when you move into your home will not be lifted and re-laid as a result of any maintenance work which may require access to the floor. If maintenance work is required to any part of a floor or to any under-floor services we will require you to arrange the lifting and replacement of any feature flooring to allow us access.

Notes regarding concrete floors (normally ground floors) – concrete floors in your home have been finished to standard tolerances obtainable by the material. Before laying floor coverings such as vinyl or wooden overlay flooring to concrete floors you should be aware that some important steps should be taken by you;

- (1) You should have your floor covering installer check the moisture content of the concrete floor. This is particularly important if you are laying the floor covering immediately after moving into your home, as the concrete floor may still be drying out and moisture can affect some flooring materials. If necessary you should allow the concrete floor to dry out sufficiently before laying any flooring which may be affected by moisture or the concrete floor should be treated in accordance with the flooring supplier's recommendations before installing any vinyl or wooden or other feature type flooring.
- (2) Concrete floors will normally need a self levelling screed applied prior to laying any vinyl or overlay type floor covering, again in accordance with the floor covering installers recommendations.

Notes regarding Chipboard Flooring - Chipboard flooring (normally to the first floor) should be prepared in accordance with manufacturer's recommendations prior to fitting of vinyls, wooden overlays or ceramic floor tiles. Also note that chipboard flooring may have service ducts installed (sections of flooring which can be removed to allow access to pipes and other services). We have installed these ducts so that they are level with the adjacent floor – however it should be noted that because timber floors naturally shrink as they dry this drying shrinkage of the floor may result in minor differences in level between the duct cover and the surrounding floor. This may become evident with some types of thin floor coverings and your choice of floor coverings should take this possibility into account.

Note regarding installation of carpets to staircases – carpet smooth edge/gripper strips must be glued or screwed to timber staircases – not nailed. Scotia will accept no responsibility for risers damaged due to nailing of carpet grippers.

ROOF SPACE

The attic space has not been designed to allow for storage. Do not use the attic space for storage. Flooring the roof space and using it for storage may cause deflection in the roof structure.

The attic has mineral wool insulation between and over ceiling joists. This insulation can cause skin irritation. If handling the insulation it is recommended that appropriate protective clothing and equipment be worn.

Care should also be taken if entering the attic – the ceiling plasterboard between the joists will **not** support your weight and there may be service pipes, extract fan ducting and cables hidden by the insulation that you can damage by inadvertently stepping on them.

Where the attic access hatch is located in the first floor hall ceiling in close proximity to the stairwell then particular care should be taken if you are entering or exiting the attic space to avoid falling into the stairwell. Do not stand on or use the stairwell balustrade as a support if entering or exiting the attic.

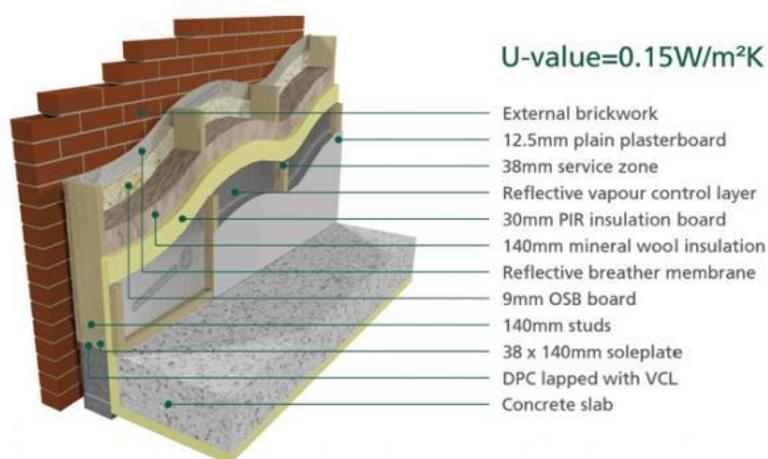
It is advised that you **do not enter** the attic space.

CONSTRUCTION OF WALLS, PARTITIONS, FLOORS & CEILINGS

The following notes provide, for your information, outline details of the construction for each part of your home. This information is generalised and particular areas of your home may differ – always seek appropriate advice and carry out detailed investigation works before making any alteration to your home in the future.

External walls: The house external walls comprise 100mm thick block-work (with render finish), 50mm wide cavity and EcoWall^{tf} timber framed kit inner leaf. The timber framed inner leaf comprises; a reflective breather membrane on the cavity side on a 9mm sheathing board, on 140mm thick load bearing timber studs at maximum 600mm centres, with 140mm thick mineral wool insulation (FrameTherm 35) between the studs, 30mm PIR insulation fitted to the inside of the studs, and a reflective vapour control layer fitted on the inside face of the PIR insulation. On the inside of the timber kit there is a 38mm timber framed service void and 12.5mm thick plasterboard lining. Safety Note – all external walls are load bearing and must not be altered without getting professional advice.

Indicative diagram of a Typical EcoWall timber framed external wall for your information;



Party walls: (Walls between houses- where applicable). These walls comprise two 90mm thick timber panels with 9mm sheathing boarding to the cavity side and a

50mm cavity between the panels. Acoustic insulation is fitted between the timber studs. On the room side a layer of 19mm thick plasterboard plank is fitted and then this is overlaid with 12.5mm plasterboard. Where there are sockets or other items on electrical services installed on the party walls a service void is also formed using 38mm thick timber framing overlaid with a layer of 12.5mm plasterboard lining. Safety Note – all party walls are load bearing and are constructed to a fire resistant specification – they must not be altered in any way. If any damage occurs to plasterboard and plank linings to the house side of the party walls the damage must be repaired immediately.

All partitions: Timber framed partitions with 15mm thick plasterboard each side. Mineral wool acoustic insulation is fitted in the partitions to bedroom, bathroom and the like areas. SAFETY NOTE – some internal walls are loadbearing, so do not remove or alter them, or make substantial alterations to them, without getting professional advice.

Ground floor: Concrete floor slab on rigid insulation. The ground floor may also incorporate a radon/gas membrane located under the floor – please refer to the Section ‘Gas Membrane’ for more information.

First floors; Intermediate floors comprise engineered I joists with a 15mm decking board on top of the joists and a 22mm thick flooring overlay. 15mm plasterboard linings to the underside of the I joists. A layer of acoustic insulation is installed between the joists. Safety note – all floor joists are load bearing and must not be cut or notched without first getting professional advice.

Top floor ceilings: Plasterboard fixed to the underside of the roof trusses.

Future alterations – should you consider making any alterations to your home in the future such as altering the partition layout or forming a new opening through a wall you should check relevant Local Authority permissions and/or use the services of a qualified architect before starting.

The external wall service voids, internal partitions, 1st floors and attic space all have services such as pipes and cables installed in them – refer to the safety precautions below if installing any fixings into these parts of your home.

Appropriate proprietary fixings should always be used to suit the wall construction (see below).

FIXING TO WALLS, CEILINGS OR FLOORS – IMPORTANT NOTICE

Wall fixings (for pictures, mirrors etc.) must be of the appropriate type for the type of walls described above. Be very careful if nailing or drilling into walls, ceilings or floors to avoid contact with any pipes or electric cables which may lie hidden behind the surface. We recommend that you use a services detector (cable detector) before drilling or nailing – it can reduce the risk of serious injury. If using power tools to install a fixing, you should always use a R.C.D. (residual current device). You should also always check for pipes and cables before drilling or nailing into floors or ceilings.

Note for any houses with under-floor heating (if applicable) - you should never drill or nail into any floor which has under-floor heating fitted.

In addition to the above please note that fixings should never be made to the following wall areas:-

- a) Directly above or below any electrical socket outlet, switch or appliance.
- b) Directly horizontal to any electrical socket outlet, switch or appliance.

This is because electrical cables run in these areas.

EXTERNAL FIXINGS

Any external fixings should only be made with consideration to the Deed of Conditions.

HIGH PERFORMANCE KEIM MASONRY PAINT

Some exterior features of your home such as pre-cast concrete window sills, base course block-work and in some instances the feature window and door surround bands may have been painted with a Keim Mineral Paints Ltd paint system. Keim mineral silicate paint systems were invented over 125 years ago to provide long term protective and decorative finishes for renders and masonry subject to harsh climatic conditions.

This specialist paint system has a considerably longer life cycle than other masonry paints. Manufacturer's studies have shown that redecoration over a 30 year period was required once for the Keim paint system (after 16 years), whereas between 3 and 9 redecorations were required for other masonry paints.

You should inspect any painted features of your house exterior on a regular basis (we recommend at least annually) and, when it becomes necessary to redecorate the Keim painted features, the work should be carried out in accordance with Keim Mineral Paints recommendations. They can be contacted on the number listed in the Schedule of Materials section and their website (address www.keimpaints.co.uk) provides additional information on this paint system.

K REND EXTERIOR FEATURES

Some exterior features of your home such as the external bands around windows and external doors may have been formed with pre-coloured K Rend Silicone FT render.

K Rend Silicone FT is a water repellent cement based and polymer modified self coloured render which provides a high quality durable weatherproof coating with a natural finish.

Should damage such as chips or scrapes occur to the K Rend bands then it can be repaired by any competent render contractor.

Advice can be obtained from the K Rend manufacturer (refer to their web-site www.k-rend.co.uk or contact them with the phone number in in the 'General Maintenance and Safety' section in this document.

MOCK CHIMNEYS

Lightweight mock chimneys (where fitted) are manufactured by Capvond Plastics Ltd of Glasgow. The mock chimneys have been independently tested in respect of wind load resistance,

hygrothermal test (extremes of heat/rain and freeze/thaw cycles) and water ingress and passed the strictest testing requirements.

The chimney stack has a render finish applied to the outside on a GRP (glass-reinforced plastic) composite core. The chimney cope and pots are GRP. Where the cope has been painted it should be maintained as part of the normal exterior maintenance of your home.

Note that the mock chimney is not designed to support additional loadings such as satellite dishes or TV aerials or other such apparatus. Do not install any fixings to the mock chimney.

If arranging to carry out any maintenance work to the mock chimney, please refer to the comments in the 'General Maintenance and Safety' section in this document regarding working at height.

EFFLORESCENCE ON EXTERNAL WALLS

The appearance of a white deposit on external walls is caused by 'efflorescence'. This is a consequence of drying out and can often occur after a new house is constructed and is drying out. It can also occur when a wall dries out after period of heavy rain or in the spring as a result of drying out after a wet winter. As well as external wall materials such as block-work and mortar joints, it can also occur on products such as precast window sills, driveway paviors and paving slabs and also internally on concrete floors and areas of similar construction.

The efflorescence is caused by natural salts being drawn out of the wall materials while drying out and is quite normal. It is neither harmful nor detrimental to the performance of the material and, whilst it may look unsightly, the majority usually disappears over time. The advice given by most brick, block, cement and precast concrete manufacturers is that it is best dealt with by the combined effect of time and weather. If efflorescence occurs externally on your home it is our policy to follow this advice and allow it to disappear naturally. It will usually disappear within a few weeks, washed away by normal rainfall. This process may take some time to draw out and remove all of the natural salts causing the efflorescence however it should be apparent that each time the efflorescence appears it will be in decreasing amounts.

Whilst natural weathering is the preferred cure for external efflorescence, if you wish (where it is in a safely accessible location) you can speed up the process by brushing down with a stiff non metallic brush (not a wire brush), making sure that the deposit does not enter the wall at a lower level. Any remaining deposit can be removed or reduced using a minimum quantity of clean water. We advise that you do not use any proprietary cleaning agents as some varieties contain a concentration of acid, which can permanently affect the appearance of the wall materials. A power washer should not be used as it can damage mortar joints and the wall materials if used incorrectly.

Our advice is that you let the weather deal with external efflorescence.

If efflorescence occurs on internal concrete floors or other such areas then it too can be removed by brushing with a non metallic brush and then removing the deposits with a vacuum cleaner. Internally occurring efflorescence should disappear quicker after brushing and vacuuming than external efflorescence as the home is dried out by the heating.

Should persistent efflorescence occur internally which does not disappear after removing it by the methods described above, then please contact Scotia for further advice.

EXTERNAL AREAS

Manholes give access to the drains, usually where branches join together, do not obstruct or cover them with soil. You may need to provide access to them quickly if there is a blockage. Please note that there are live underground services cables in the ground around your house. Great care **MUST** be taken if digging or carrying out excavation work in the vicinity of live underground cable routes.

Underground cables may be found just below the surface, although they are normally laid between 0.45m to 1.0m deep from the surface. Reduced depth may result from ground disturbance after laying or because the cable had to be laid over an underground obstruction. Even shallow excavations (e.g. for post holing and fencing work or for garden features such as ponds) may be a source of danger.

If you do uncover a cable during excavation work - **ALWAYS** assume it is live. If in any doubt contact a qualified person to seek advice before carrying out excavation work.

Garden and Exterior Areas Maintenance - Caring for your garden.

Depending on the layout of the external areas for your particular plot, some or all of the following notes may be applicable;

Caring for the grass (including trees and shrubs where they have been provided) in your garden is essential. This will ensure that the planting is successfully established and your garden thrives.

The rear gardens of most new homes are finished in roto-vated topsoil, allowing you the opportunity of designing and landscaping to your own requirements. It is important that the landscaping is carried out as soon as possible after the date of the handover, as it is only by working the soil that it will remain aerated and weeds will be prevented from becoming established. This will also help to establish the finished level of the soil and ensure it drains more effectively- so reducing the potential of any flooding during wet weather conditions. However, if there has been rain please take this into consideration when carrying out landscaping work to your rear garden – let the topsoil dry out sufficiently before working on it - compacting wet topsoil will damage it making it unsuitable for good grass or plant growth.

The areas to the front of your home may be turfed, have bark chippings and/or shrubs, hedging or trees planted in them. There are some important care and maintenance requirements, particularly in the first year after handover (note – not all of these requirements may apply to every plot):

Watering – In the absence of regular heavy rainfall you should water turf at least twice a week – daily if the weather is hot and dry – after moving in. A newly turfed garden looks deceptively mature but the new grass has only a very small reserve of moisture in the soil attached to the turf. Until the grass roots grow into the underlying soil the turf is prone to drying out and shrinking. This can leave unsightly gaps. Light rain is often not enough to sufficiently water the turf and underlying soil. The best way to irrigate your garden is by using an oscillating sprinkler. Trees, shrubs and hedging also need copious watering after planting. As with turf, the roots have not yet grown into the surrounding soil and can only pick up moisture from a very limited area. Planning permission for planting schemes usually requires that planting shown on the approved plans is maintained or replaced for a specified period of time. This obligation is passed on to you once you take up ownership of the property. Scotia does not replace turf, trees, hedging or shrubs that have failed due to a lack of watering.

Damage – Walking on turf before it has properly settled in can cause considerable damage. Dents and hollows made on new turf will not disappear and are often difficult to repair. It usually takes about a month to become firm enough to walk on, but this can vary according to

weather and soil conditions. If you are installing or removing a sprinkler use wide boards to spread your weight and minimise damage.

Mowing – it is recommended that you do not mow the turf for at least the first week after moving in. Let it grow to establish itself and make sure before mowing for the first time that its roots have grown down into the soil below. For the first cut leave the grass higher than normal and then gradually reduce the height in subsequent mowings until you reach the height you want.

Bark Chippings – decorative bark chippings will need ‘topping up’ on a regular basis to keep them looking their best.

Fencing – in some cases it is possible that a rear or side boundary is shared with other plots on the development and fencing has previously been erected at the time of completion of those plots. Under normal circumstances, this will not be replaced and may be subject to natural weathering, resulting in colour differences which are not considered to be a defect. Where joins/extensions require to be made to existing fencing, any remedial works will be undertaken, but this will not include the replacement of whole panels/sections, unless they are defective.

Rotary Clothes Dryer – If a rotary clothes dryer has been provided, please note that children should not play with this product – it is recommended that when not in use it is folded and stored safely out of the reach of children.

Damp Proof Courses – there are damp proof courses built into your external walls to prevent damp from the ground soaking up the outside walls. These are normally approximately 150mm from the ground level around your house. It is important that these damp proof courses are kept clear – if you are carrying out any landscaping or ground-works alongside your external walls then please ensure that you do not cover these damp proof courses or otherwise bridge them, allowing damp to rise up past the damp proof course.

RADON MEMBRANE

There may be a radon gas membrane under your concrete ground floor (depends on the location of your home in the development).

Should you intend to carry out any work involving alterations to your ground floor which would involve puncturing the radon membrane then it should be protected/ reinstated in accordance with the manufacturer’s recommendations.

ROOF RAINWATER SYSTEM

The rainwater from your roof is piped to a communal SUDS (Sustainable Urban Drainage System) detention basin facility. No maintenance is required by yourselves to the pipework from the disconnecting manhole on the boundary of your plot to the SUDS facility and the SUDS facility itself is maintained by Scottish Water/ Aberdeen City Council.

All roof rainwater and underground drainage pipes within your plot boundary (including the disconnecting manhole and any driveway drainage if applicable) are your responsibility to maintain.

The maintenance of the roof rainwater system includes keeping gutters, rainwater downpipes and underground pipework free from obstructions such as leaves and ensuring that any driveway drainage (such as gullies or drainage channels) are inspected and cleaned out on a regular basis.

Refer also to the ‘Surface and Rain Water Drainage Considerations’ section below.

If you decide to install a water butt to one or more of your rainwater downpipes please ensure that you also fit an over-flow back into the rainwater downpipe (to avoid the water butt overflowing and causing flooding) and that any water butts are located in accordance with any relevant Deed of Conditions. Kits for water butt overflows are available in any good garden centre.

SURFACE AND RAIN WATER DRAINAGE CONSIDERATIONS

We have designed the rainwater and any driveway drainage to comply with Local Authority Regulations (such as planning, building control and roads construction consent conditions) and SEPA (Scottish Environment Protection Agency) requirements including SUDS (Sustainable Urban Drainage Systems) requirements. In simplified terms these regulations require us to ensure that the drainage systems designed and installed around your home collects any rainwater which falls onto your house and surrounding plot and drains it away in a responsible manner.

It is common for the regulations to require that the rainwater falling on your garden ground is attenuated within your plot boundary and encouraged to soak away into the ground rather than running off your plot into the local authority drainage system. This practice minimises the risk of the local authority drainage systems becoming over loaded in periods of high rainfall therefore reducing the possibilities of flooding.

There are a number of very important points that you should be aware of in relation to the drainage around your home;

1. Alterations to your driveway or parking spaces (or other areas within your plot curtilage). It is very important that rainwater does not run off your plot onto the adjacent roads and footpaths (this is particularly important where the road is adopted by the local authority). We have designed the access driveway to ensure that any rainwater falling onto it either runs off into your plot where it soaks away into the ground or is collected into a gully or a permeable surface is used on the drive (such as gravel or permeable blocks). If you subsequently make any alterations to your drive you must bear this in mind and make sure you have obtained the necessary permissions from the relevant local authority. For example if you have a gravel drive which slopes down to the road outside your home and you decide to have it tarred then you will also have to install suitable drainage to deal with any rainwater which falls onto the drive. Failure to make such drainage provision will be likely to lead to the local authority demanding that the original surface be reinstated. Also if you extend your drive over garden ground you must ensure that existing drainage provisions are adequate. Finally, it should also be noted that if you are changing the surface of your driveway the local council may require that the first two meters of your drive must be a 'hard surface' – not stone chippings or gravel or similar loose surface- again it is important that you obtain the necessary permissions prior to making any alteration to your drive.
2. Alterations to your garden ground. Removal of garden areas and installation of, for example, large impermeable patio areas or a large area of other hard standing will reduce the area of ground available to soak up rainwater and could lead to flooding problems if adequate drainage is not installed at the same time. If you decide to 'slab over' your garden ground you must also ensure that you make adequate provision for dealing with any rainwater to avoid increasing the risks of flooding your own and your neighbours properties.
3. Maintenance of the drainage system. It is essential that the drainage provisions installed around your property are maintained to keep them in good working order. This not only ensures that any rainwater which falls onto your house and plot dealt with efficiently, but will ensure that risk of flooding to your home and surrounding properties is minimised.

Depending on the particular drainage systems installed around your home the following general maintenance notes should be adhered to (where applicable);

- Permeable block drives and parking areas (where installed) – Permeable blocks have small gaps between each block to allow water to drain between the blocks and into the layers of material below and ultimately into the surrounding sub-soils. For this to remain effective you should ensure that you do not allow the gaps between the blocks to become clogged with fine soils or other debris. Generally most permeable block manufacturers recommend sweeping the blocks twice a year to remove any loose particles from the surface is adequate and if the gaps do become badly clogged they can be cleaned out with a suitable tool. However please note that generally these porous blocks are designed to deal with a much higher rainfall intensity than normally encountered in the UK therefore their continued operation can accommodate a reasonable amount of debris in the gaps of the blocks. Power washing of the blocks is not recommended because it can lead to the fine bed that they are laid on becoming eroded and rutting, depressions and cracking of the block surface can arise as a result.
- Gravel drives (where applicable)– these are generally maintenance free and only need raked level on occasion to remove any rutting caused by cars or footpath traffic and the gravel may need ‘topped’ up from time to time to keep it looking at its best.
- Garden ground– please refer to the maintenance information contained in the previous ‘External Areas’ section.

4. Avoiding blocked drains. The foul drainage system from your home is designed to take used water from sinks, showers, baths and toilet waste. The drainage is not designed to take inappropriate items such as wipes (baby, personal cleaning and the like), sanitary items, cotton wool, cotton buds, disposable nappies, cooking fat or oil or grease and similar substances.

Blocked drains can lead to flooding of your property and your neighbouring properties. A majority of blocked drains are caused by inappropriate items being put down the toilet or fat, oil or grease being put down the sink. Please refer to the Scottish Water material on the following pages for more information.

Keep the water cycle running smoothly.

How to save your drains and help the cycle.



At Scottish Water we are always working so the water cycle never stops.

We maintain and improve over 30,000 miles of sewer pipes which take waste water away from homes and business premises across Scotland. We then treat this at over 1,800 waste water treatment works before returning it to the environment.

Every year there are over 37,000 blocked drains and sewers across Scotland, which can cause flooding which affects you and your neighbours and pollutes rivers, burns, coastal waters and beaches in your local area. That's why we spend millions every year tackling the problems caused by waste.

Around 80% of these blockages that clog up the cycle are caused by either inappropriate items being put down the toilet, or fat, oil and grease being put down the sink.

The waste water drain which runs from your house to the public sewer is usually about 4 inches wide, which is less than the diameter of a DVD. This drain is designed to only take the used water from sinks, showers and baths and pee, poo and toilet paper from the toilet. Even though other things may seem to flush or pour away, they could be causing your drains to block.

We believe the best way to tackle blocked drains and sewer flooding is to work together with you to help prevent blockages that can clog up the cycle in the first place.

Here are some simple tips that will help save your drains and protect your home, your neighbours and your local environment...



In the bathroom

It's easy, just follow our **Three P's** rule and only flush pee, poo and toilet paper. Everything else should go in the bin, not down your toilet. Make it easy to save your drains – keep a bin in the bathroom for you to quickly, safely and hygienically dispose of all the 'never flush' personal items!

Your bathroom checklist of 'never flush' items:

- all wipes (baby, personal cleansing, toilet and household cleaning) – even if the pack says 'flushable';
- sanitary items (sanitary towels, tampons, liners, applicators and backing strips);
- cotton wool, cotton buds, disposable nappies and nappy liners;
- condoms, incontinence pads, colostomy bags, used bandages and contact lenses.

[†]Special disposable bags are available at most pharmacies and supermarkets.

You should also safely dispose of:

- razor blades in a solid container before putting them in the bin,
- syringes and needles in a sharps box or take them to your nearest Needle Bank, and
- unused or unwanted medicines – return these to a pharmacy for safe disposal instead of putting them down your toilet or in your bin.

Even when you are out and about, make sure you use the bins provided in public toilets for any personal items.



In the kitchen

Fat, oil and grease in liquid form may not appear to be harmful as they don't get stuck in the plughole, but as they cool they congeal, harden and stick to the inside of drains and sewers. This builds up over time, which can cause blocked pipes and flooding. Pouring hot water down your plughole will not help to dissolve any fat, oil or grease, and remember everything that you put down your plughole, toilet and drains all ends up in the drains and sewers.

All fats are equal. Whether it is saturated fat (like lard), mono-unsaturated fat (like olive oil) or vegetable oil – they all congeal and harden.

Your kitchen checklist:

- Fat, oil and grease – leave to cool and then scrape into a sealable container and recycle or put it in the bin*.
- Give plates, pots, utensils and containers a quick scrape or wipe with some kitchen towel before washing and use a sink strainer in the plughole to catch any bits of leftover food going down the sink.
- Believe it or not soup, stocks, sauces and milk products all contain fat, which can also congeal and harden in your drains – leave these to cool/harden, scrape into a container and put them in the bin*.
- Peelings – put any waste food and peelings into your household rubbish*.

* Please check with your local Council, oil recycling site or waste contractor for information on how to recycle or dispose of used fat, oil and grease in your area.

Oil doesn't make everything run smoothly

Recycle or put all cooled fat, oil and grease in the bin*, not down the sink.



Always working so the cycle never stops.
www.scottishwater.co.uk/cycle

*Please check with your local Council, local oil recycling site or waste contractor for info on how to recycle or dispose of used fat, oil and grease in your area.

SW CycleP BK2 02/15



**Scottish
Water**

Trusted to serve Scotland

Wipe out blocked drains.

Help the cycle – put all wipes, sanitary items and other bathroom waste in the bin, not down the toilet.



Always working so the cycle never stops.
www.scottishwater.co.uk/cycle

SW CycleP BB1 09/13



**Scottish
Water**

Always serving Scotland

METERS

The Electric meter is located, typically, in the vestibule cupboard. The Gas meter is located in an external semi-concealed ground meter box.

UTILITY SUPPLIERS

The existing suppliers for gas and electricity to your new home will be recorded and your understanding of this confirmed on the 'New Home Introduction' form. Suppliers are required to be in place prior to completion for the purposes of installing infrastructure, making connections, and testing various features of the property. At the time of writing, the supplier for both gas and electricity (where applicable) will be British Gas at the point of handover.

Once you have taken possession of your new home and ownership has been legally transferred, it of course becomes your own right to decide which particular supplier you wish to use. It is at this point that meter readings are recorded on handover documentation, thereby denoting the change in responsibility for payment of ongoing bills. This same documentation, specifically the Handover Certificate, also includes MPAN (Meter Point Administration Number) and MPRN (Meter Point Reference Number) details, which are determined well in advance of construction completion and provide supply point identification for your new home.

It is strongly recommended that you keep this Handover Certificate in a safe place.

Utility suppliers are then provided, by us, with these readings and confirmation of change of responsibility in order that they may start to invoice you directly as a private customer and homeowner.

From this point, it is possible for you to review, and indeed change, the tariff and/or supplier for gas and/or electricity. Although the administration of the changed contact details may take a little time for some suppliers to update, all that is required to process a change is simply the MPAN and/or MPRN details as a starting point.

Whilst there is an inevitable time period during which specific contact details applicable to an address are updated to current suppliers and this is subject to administrative process, the use of correct MPAN/MPRN details as noted above should provide sufficient reference for review and/or change of supplier after the point of handover.

N.B. Some developments may already be fitted with 'smart' meters, which allow for both remote taking of meter readings and a separate display of usage and costs. These meters are progressively being installed in both new and existing properties, and will become prevalent in the near future. Should your new home be fitted with a 'smart' meter and you choose to change supplier, please be aware that you may lose some 'smart' functionality if the chosen supplier is not yet compliant with this technology.

LOCAL AUTHORITY REFUSE AND RECYCLING COLLECTION

The development has been planned to incorporate the required storage stances for wheeled bins and routes for collection vehicles. Aberdeen City Council has responsibility for refuse collection at Charleston, Cove and, at the time of writing, requires the developer to organise and provide appropriate bins to each plot on completion. It remains your responsibility for making these bins

available for collection on the designated days in accordance with good practice and the Council's policies.

Should you have any queries or need advice regarding Waste and Recycling, perhaps for additional bins, advice on special collections or waste collection calendars in your area, please contact the Aberdeen City Council Waste Team on 0845 6080919 or wasteaware@aberdeencity.gov.uk, <http://www.aberdeencity.gov.uk>

COUNCIL TAX

The local authority will be aware of the new homes which are within your development, with a responsibility for payment of council tax falling upon the new owner (yourself). The authority will have made a banding valuation for your own property type and will issue payment instructions and schedules accordingly.

Should you not receive confirmation of this from Aberdeen City Council or have any questions, please contact their Revenues and Benefits team at:

Corporate Governance
Business Hub 16
Third Floor West, Marischal College
Broad Street
Aberdeen
AB10 1AB
Email: counciltax@aberdeencity.gov.uk
Website: <http://www.aberdeencity.gov.uk>
Tel: 08456 08 09 21 or 01224 219 283 Monday to Friday 8:00am to 6:00pm
Fax: 01224 346700

BUS SERVICE

As part of the Planning guidelines for the development, appropriate bus services are extended to cover Dubford, including designated routes and turning point/s. Detailed below is the specific service provided by First Bus, anticipated to commence from 1st May 2015.

Welcome to your new home...



and your new **X40** bus service

A warm welcome to Aberdeen, the Granite City! To help you get out and about to explore Aberdeen, First Aberdeen have extended our X40 Park & Ride service to Dubford.

- Service X40 runs every 15-30 minutes Monday through to Saturday.
- You'll find your nearest bus stops at Shielhill Avenue and Shielhill Road.
- For as little as £4.00 a day you can travel into the heart of the city and beyond.
- You can easily buy tickets on the bus from the driver or download our mTickets app, available on Apple and Android devices.

www.firstgroup.com/aberdeen

X40

		Monday to Fridays	Saturdays	Sundays
Dubford	First & Last Buses from City	0550 2245	0704 2245	—
	First & Last Buses to City	0549 2246†	0620‡ 2246†	—
Frequency in minutes	Early	30	60	—
	Daytime 0700-1800 Mon-Fri	15-30	20	—
	Evening	60	60	—
Kingswells	First & Last Buses from City	0514 1938‡	0717 1834‡	see 11
	First & Last Buses to City	0551§ 1902‡	0742 1908‡	see 11

† To Aberdeen Royal Infirmary only
 ‡ For later journeys please see service 11
 § To City Centre, Adelphi only



Service X40 calls at all stops between Dubford and Bridge of Don P&R, then only at stops shown on the route and city centre maps.



Route of service X40

- Terminus point
- Bus stops served to Dubford
- Bus stops served to Kingswells
- Other bus stops
- Railway line and station
- First information kiosk

X40 Route Map PARK & ride

Great fares on Service X40

Adult FirstDay (unlimited travel across the network)	£4.00
Adult FirstWeek (7 days of travel across the network)	£18.00
Park & Ride	
Off Peak Return	£3.20
Peak Return	£3.50

Make the most of your extended X40 service to Aberdeen.

- 15 minute peak service
- Free WiFi onboard
- Green hydrogen buses*
- Great mTicket app for convenient tickets

For further info on all First tickets and services, please log on to www.firstgroup.com/aberdeen

Follow us: @FirstAberdeen

*hydrogen buses don't operate on all X40 journeys

SCHEDULE OF TEST CERTIFICATES

ALPHA INTEC GAS BOILER

Installation and servicing instructions (including service record) are contained in your hand over pack.

ENERGY RELATED PRODUCTS (ERP) DIRECTIVE

On 26th September 2015 a new Energy related Product (ErP) directive from the EU came into force.

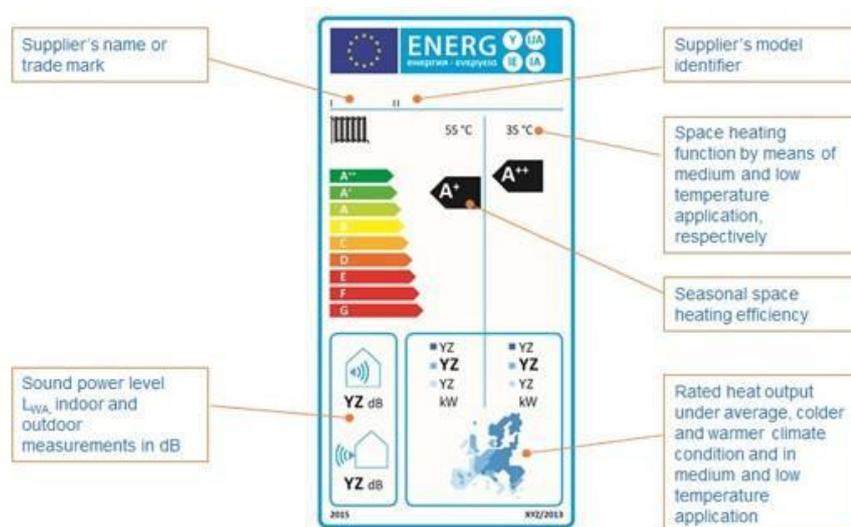
The ErP directive was designed to help the EU achieve its target to reduce energy use by 20% and increase the share of renewable energies by 20% by 2020. It affects all space and water heaters, ensuring they meet minimum efficiency requirements, and require the same type of energy efficiency labels as fridges and freezers.

You will still be able to install products purchased prior to 26th September 2015, but after this date, boiler manufacturers and installers have to ensure that the products they use and the systems they commission, meet the minimum requirements within this new Energy related Products directive.

Space and water heating products are required to have an energy label, already familiar on other white goods such as A+++ rated dishwashers/washing machines, and manufacturers are only able to sell compliant products after 26th September 2015.

Boiler manufacturers are responsible for ensuring their products have compliant energy labelling while the installer is responsible for providing the energy labelling for a complete heating system. A system efficiency figure is calculated, based on the different components of the system (boiler, controls, renewables etc.), which is then added to the energy efficiency label to complete the installation.

The example below shows the kind of information you can expect to see. An example of a label for the heating system used by Scotia Homes and compliant with the ErP directive is shown on the following pages.



Source: HHIC



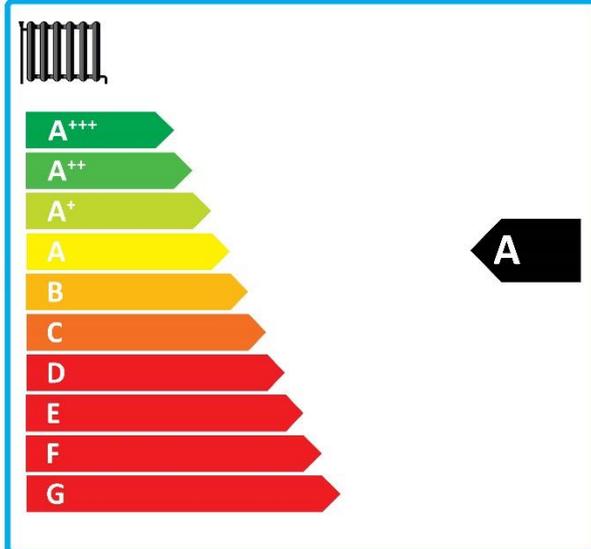
ENERG
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Y IJA
IE IA

ALPHA

E-TEC PLUS 33

Energy efficiency class: **A**
Water efficiency class: **A**
Water saving: **XL**

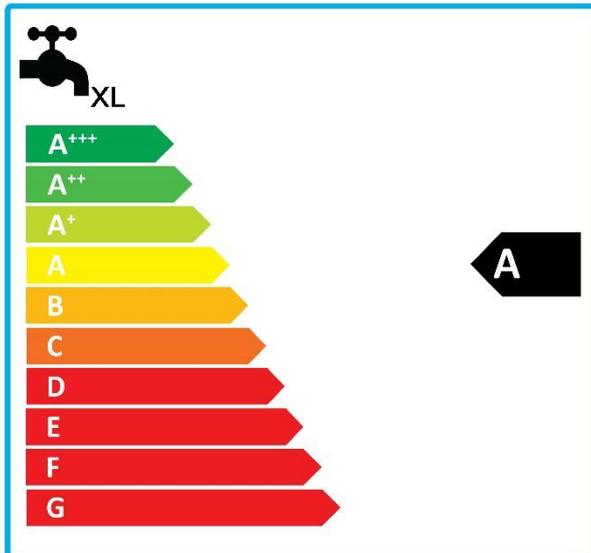


+

+

+

+



2015

811/2013

Heating

Seasonal space heating energy efficiency of boiler

93 %

Temperature control from fiche of temperature control

Class I=1%, Class II=2%, Class III=1.5%, Class IV=2%, Class V=3%
Class VI=4%, Class VII=3.5%, Class VIII=5%

+ 2 %

Supplementary boiler from fiche of boiler

Seasonal space heating energy efficiency (in %)

(- 92) x 0.1 = ± 0 %

Solar contribution

from fiche of solar device

Collector size (in m²)

Tank volume (in m³)

Collector efficiency (in %)

Tank rating
A*=0.95, A=0.91
B=0.86, C=0.83
D,E,F,G=0.81

(0.95 x + 0.37 x) x (0.9 x () / 100) x = + 0 %

Supplementary heat pump

from fiche of heat pump

Seasonal space heating energy efficiency (in %)

(- 92) x 'II' = + 0 %

Solar contribution AND

Supplementary heat pump

Select smaller value

0.5 x \circ 0.5 x = - 0 %

Seasonal space heating energy efficiency of package

95.0 %

Seasonal space heating energy efficiency class of package

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
G	F	E	D	C	B	A	A⁺	A⁺⁺	A⁺⁺⁺
<30%	≥30%	≥34%	≥36%	≥75%	≥82%	≥90%	≥98%	≥125%	≥150%

Boiler and supplementary pump installed with low temperature heat emitters at 35°C?
From fiche of heat pump

95.0 + (50 x 'II') = 0 %

The energy efficiency of the package of products provided for in this fiche may not correspond to its actual energy efficiency once installed in a building, as the efficiency is influenced by further factors such as heat loss in the distribution system and the dimensioning of the products in relation to building size and characteristics.

Hot Water

Water heating energy efficiency of combination heater

Declared load profile:

¹
87 %

Solar contribution
from fiche of solar device

Auxiliary
electricity

$$(1.1 \times \text{'I'} - 10\%) \times \text{'II'} - \text{III} - \text{'I'} = + \text{0} \%$$

²
0 %

Water heating energy efficiency of package under average climate

³
87 %

Water heating energy efficiency class of package under average climate

	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	G	F	E	D	C	B	A	A⁺	A⁺⁺	A⁺⁺⁺
<input type="checkbox"/> M	<27%	≥27%	≥30%	≥33%	≥36%	≥39%	≥65%	≥100%	≥130%	≥163%
<input type="checkbox"/> L	<27%	≥27%	≥30%	≥34%	≥37%	≥50%	≥75%	≥115%	≥150%	≥188%
<input checked="" type="checkbox"/> XL	<27%	≥27%	≥30%	≥35%	≥38%	≥55%	≥80%	≥123%	≥160%	≥200%
<input type="checkbox"/> XXL	<28%	≥28%	≥32%	≥36%	≥40%	≥60%	≥85%	≥131%	≥170%	≥213%

Colder : ³ - 0.2 x ² = %

Warmer : ³ - 0.4 x ² = %

The energy efficiency of the package of products provided for in this fiche may not correspond to its actual energy efficiency once installed in a building, as the efficiency is influenced by further factors such as heat loss in the distribution system and the dimensioning of the products in relation to building size and characteristics.

SCHEDULE OF MATERIALS

Item	Description	Supplied by	Tel No./website
Windows	White uPVC inwards opening Sheerframe 8000 tilt and turn windows	C R Smith, Dunfermline	01383 732181
French Doors (where applicable)	White uPVC outwards opening French doors	C R Smith, Dunfermline	01383 731181
Internal Doors Leafs	Jeld-Wen Arlington 6 panel smooth heavy weight	International Doors & Windows	01224 682229
External Doorsets	Smith & Frater Ltd GRP Doorsets	International Doors & Windows	01224 682229
Skirting boards & Facings	MDF ogee 7 skirting boards and Ogee facings	Fleming Buildbase	01224 258200
Ironmongery for internal doors	Heritage Windsor Chrome	George Boyd	01224 685541
Kitchen Units & Worktops	Laings Directline range with Duropal worktops.	James Laing & Son Ltd, Inverurie, Aberdeenshire	01467 620311
Kitchen Appliances	Various (depending on plot)	James Laing & Son Ltd, Inverurie, Aberdeenshire	01467 620311
Kitchen sink	Leisure Euroline stainless steel inset sink 1 ½ bowl	Plumblin	01224 561100
Sanitary-ware	Ideal Standard Alto 55cm basin and semi pedestal to bathroom and Alto 45cm wash hand basin to cloakrooms. Ideal Standard Ventuno 1700 x 700 bath. Ideal standard alto WC pan close coupled with Alto cistern and Alto seat and cover.	Plumblin	01224 561100
Taps	Bristan Ruby mono bloc sink mixer (kitchen), Bristan Prism basin mixers and Bristan Prism mono bath filler.	Plumblin	01224 561100
Shower Valve	Bristan Prism Thermostatic Shower Valve CP	Plumblin	01224 561100
Shower Head & Rail	Bristan Quadrant Shower Kit CP Ref. kit2c- CP	Plumblin	01224 561100
Bath Screen	Novellini Aurora 3	Plumblin	01224 561100
Central Heating + Hot Water System	Alpha Intec 34C boiler, gas saver unit and 50 litre thermal store (where fitted)	Northern Heating	01224 663322
Radiators	Myson Premier HE	Northern Heating	01224 663322
Radiator Valves	Danfoss RASC2 (10mm or 15mm)	Northern Heating	01224 663322
Switches & Sockets	Mode Range	Edmundson Electrical	01224 894050
Communal TV installation	Various	Campbell & Kennedy	0141 4357774 https://www.campbellkennedy.co.uk/
Extract Fans	Greenwood Airvac Unity CV2GIP Dmev mechanical extract fans	Edmundson Electrical	01224 894050
Paving slabs	Grey Riven by Concrete Products (Kirkcaldy) Or Stonemarket Ryton (riven finish) grey utility paving slabs	GPH Builders Merchants Ltd., Inverurie	01467 621926
Pavers (where not permeable pavers)	Marshalls Driveline 50	Keyline Builders Merchants, Dundee	01382 448600
Roof Tiles- 'grey' roofs	Marley Edgemere interlocking tiles. Colour smooth grey with Marley Modern ventilated dry ridges and European Plastics Ltd Type M continuous dry verge (where applicable)	Roof Tiles and associated ridge and verge materials supplied and installed by Marley Contract Services, Bishopbriggs	0141 761 4321
Roof Tiles – 'red' roofs	Sandtoft 20/20 interlocking tiles. Colour natural red with Sandtoft half round ventilated dry ridges and Sandtoft segmental verges (where applicable)	Roof tiles and associated ridge and verge materials supplied and installed by Merley Contract Services, Bishopbriggs	0141 761 4321
Basecourse	Fair Faced Grey Blocks	Fyfestone Masterbock	01467 651000

Item	Description	Supplied by	Tel No./website
	(chamfered to public elevations)		
Radon Barrier (under ground floor)	Visqueen Radon Barrier (and associated components including damp proof course and top hat units)	Keyline Builders Merchants, Dundee	01382 448600
Cast Stone Dressings (window sills, feature lintels and door canopies – where applicable)	Plain Grey Smooth Precast concrete (Note - some have been painted with Keim paint – see below)	Montrose Precast	01674 677037
External walls Render (Dry Dash Render)	Dry Dash Roughcast (with colours depending on the specific plot) as follows; <u>Buttercream</u> – snowcrete buttercream drydash roughcast backing coat with a 4 to 6mm coral chip. <u>White</u> – Snowcrete white drydash roughcast backing coat with Essno white chips. <u>Dark Grey</u> – Cement Grey drydash roughcast backing coat with Kemnay granite grey chips. <u>Light Grey</u> – Cement Grey drydash backing coat with Glenarm Limestone chips. <u>Sandalwood</u> – terracotta backing coat with Balmullo pink chips.	Keyline, Aberdeen	01224 576100
External Walls Render (Wet Dash Render)	Houses with wet dash render use K Rend materials (with colours depending on the specific plot) as follows; <u>Buttercream</u> – Ivory K Rend <u>White</u> – white K rend <u>Light Grey</u> – grey coloured K Rend <u>Sandalwood</u> – terracotta 5562 K Rend	Keyline, Aberdeen	01224 576100
K Rend (<i>feature render bands around windows and doors - where applicable - some render bands are painted</i>)	Smooth K Rend Silicone FT render, colours vary depending on plot as follows; <u>Buttercream render colour houses</u> – K Rend colour is York. <u>White render colour houses</u> – K Rend colour is Pewter grey <u>Dark Grey render colour houses</u> – K Rend colour is Grey. <u>Light Grey render colour houses</u> – K Rend colour is Pewter Grey <u>Sandalwood render colour houses</u> – K Rend colour is Champagne	Keyline, Aberdeen	01224 576100
K Rend (<i>product manufacturer</i>)	Contact details for product manufacturer	Kilwaughter Chemical Company (K Rend), N Ireland	028 2826 0766
Mock Chimneys	Lightweight GRP chimneys	Capvond Plastics Ltd, Glasgow	0141 876 9000
Mock window mullions (where fitted)	Lightweight Cast Resin window mullions	Capvond Plastics Ltd, Glasgow	0141 876 9000
Keim Masonry Paint (<i>to window sills, base-courses and the like- where applicable – not all window sills and the like are painted</i>)	Keim Soldalit masonry paint. Colours vary as follows; <u>Buttercream render colour houses</u> = Keim 4017 Beige <u>White render coloured houses</u> = Keim 9008 black or unpainted. <u>Sandalwood render coloured houses</u> = Keim 9295 (off white)	Keim Mineral Paints Ltd, Telford	01952 231250

Item	Description	Supplied by	Tel No./website
Gutters & Downpipe	Marley Deep-flow colour black	Drain Centre	01224 626497
Paint to walls and ceilings	Dulux Trade Super Matt Emulsion	Dulux Decorator Centre	01224 573044
Paint to skirting boards etc.	Dulux Eggshell	Dulux Decorator Centre	01224 573044

Note - Not all items or colours are applicable to all properties

Scotia Homes Limited

Balmacassie, Ellon, AB41 8QR • Tel: 01358 722441 • Fax: 01358 723499

Email: info@scotia-homes.co.uk • www.scotia-homes.co.uk