



BRIDGEFIELD

Dear Residents,

Firstly we would like to take this opportunity to wish you all a Merry Christmas and Happy New Year.

Now that the holidays are nearly upon us, we would like to draw your attention to some important information for over the Christmas and New Year period.

Office Hours Bridgefield Management Suite is closing on Monday 23rd December at 1pm and re opens on Thursday 2nd January 2019 at 9am.

Apartment Emergency Service

During the holidays we will operate an Emergency Service only. Please note that any calls that are not deemed an emergency will not be dealt with until our office re opens.

An Emergency is defined as follows;

- A leak or water damage
- A break in
- Mains failure, i.e. water, gas or electricity (**if you have no heating or hot water, please contact Kaizen Energy on [01-6853516](tel:016853516)**)

The number to call should you encounter an Emergency during the holidays is 01 6632937

Security Tips over Christmas

If you are leaving your property for a few days over the holidays we would recommend the following guidelines;

- Ensure to lock all windows and doors
- Ask your neighbour to keep an eye out for your property
- Activate your alarm
- Remember to switch off all electrics and un-plug all sockets
- Turn off your central heating
- Ensure all taps are fully turned off

As always, if you see anything suspicious, please report to Santry Garda station 01 666 4000.

Entertaining in your property over Christmas

Please show consideration for your neighbours and ensure that your guests do likewise. Residents will be liable for any costs involved in damage to common area property as a result of misconduct.

Recycling bin collections & breaking down of cardboard boxes

Please note that as the recycling bins are due to be emptied on 25th December and 1st January, they will be emptied instead on December 22nd and December 29th.

We kindly ask that cardboard boxes are broken down before being disposed of in the recycling bins.

Parcels

Please ensure to collect your parcels before the Management Suite closes on Dec 23rd at 1pm otherwise they can not be collected until we re-open on Jan 2nd.

Smoking

We wish to remind residents that smoking inside the apartment is strictly prohibited. If you are smoking on the balcony, please ensure not to throw the cigarette butts over the balcony and dispose of them immediately and correctly. Please make your visitors aware of this too.



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Common Area Emergency Service

During the holiday season the 24-hour emergency service will be available. This emergency service deals with internal/external **common** areas and services.

The number to call should you encounter an Emergency during the holidays is 01 809444

An **emergency in the internal/ external common area** is defined as one of the following:

- Water Leaks
- Fire Alarm faults
- Lift Breakdown
- Vehicle gate breakdown
- Alarm Activation

- Issues with the common area doors.

Please ensure that the above number is only called in the event of an emergency.

****After Christmas please remove your tree from the development and bring it to one of the local recycling centres. Please do not leave it in one of the bin stores.****

Again may we take this opportunity to wish you all a very Happy & Peaceful Christmas.

Regards,

Jenny Garis

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