



BRIDGEFIELD

TENANT'S MANUAL

Bridgefield, Northwood, Santry Demesne, Dublin 9



Contents

Welcome	3
Tenancy Details	4
Fire Strategy	4
House Rules	6
Tenant's Responsibilities	8
Tenant's Rights	8
Ending Tenancy	9
Use of Dwelling	9
Contents Insurance	9
Smoking	10
Balconies	10
Removal of Furniture	10
Wall fixtures	10
Repairs and Maintenance	11
Who is Responsible for The Repairs?	11
Tenant Recharges	12
Keys / Fobs / Locks	12
Replacement of Glass	12
Repair Request	13
Contact Details	13
Condensation	14
Heat Recovery Unit	15
Lifts	16
Security	16
Safety in your Apartment	17
Gas Safety	17
Fire	17
Heat and Smoke Detectors	17
Fire Doors	17
Bridgefield Amenities	18

Gym	18
Gym Rules	18
Creche	19
Management Suite	19
Business lounge / co-working pods	19
Dry Cleaning	19
Parcel Collection	19
Bridgefield Residents App.	20
Appliance Manuals	21
Utilities	22
Electricity	22
Gas	23
Internet & TV	23
WiredScore Certified	24
Parking & Bike Storage	25
Waste & Recycling	27
Waste & Recycling	27
Illegal Dumping	28
Recycling Centres	28
Local Contact Numbers	30
Contact Us	30
Property Manager / Scheme Host	30
After Hours Emergency Contact	30

Welcome

Dear New Tenant,

As your property management team, we would like to take this opportunity to welcome you to your new home.

This Handbook has been designed to assist you throughout your tenancy by providing you with relevant information about your apartment and the facilities within the building and development. Please take the time to read it and hopefully it will address the most frequently asked questions as well as help you become familiar with your new home.

JLL are committed to providing a friendly and helpful service to all our Landlords and Tenants. Therefore, if you have any questions please feel free to contact your dedicated Bridgefield Scheme Host and we will be more than happy to assist you in any way we can.

Yours Sincerely,

Bridgefield Scheme Host



Fire Strategy

Fire Emergency Evacuation Plan

If discovering a fire in your apartment or apartment block or you feel threatened by fire, heat or smoke you should **evacuate immediately**. Raise the fire alarm by using the break glass unit located within the communal hallway or lift lobby. Call the fire brigade by dialling **999** or **112**.

You should familiarise yourself, guests and those who live in the apartment with fire escape routes and fire exits in the building.

Keep all internal hallways, communal areas, staircases and exits clear of rubbish or personal belongings such as bikes, mobility scooters or furniture at all times.

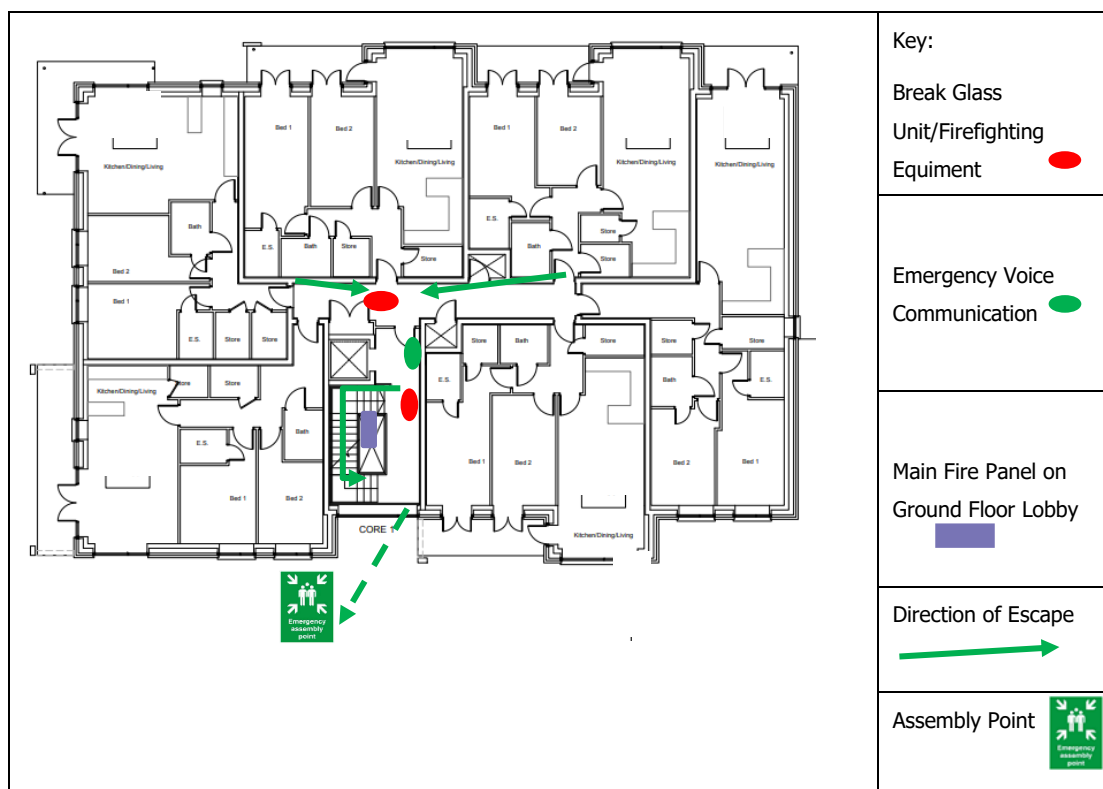
If you are evacuating

- follow your escape plan, close all doors behind you as you leave to contain the fire
- if safe to do so, activate the nearest fire alarm and alert neighbours to the danger by banging on their doors and it is safe to do so!
- Enter the lift lobby and walk down the stairs and through the fire exit at the main entrance door to the nearest assembly point.
- **DO NOT** use the lift; an emergency call point is located within the refuge of the lift lobby on each floor, this communication system is to assist in the orderly evacuation of disabled or mobility impaired people
- When safe to do so call the fire service on 999 – **NEVER** assume that someone else has already done so – you could save someone's life
- If in the basement at the time of a fire alarm, please follow the escape arrows to locate the nearest exit; do not attempt to use the lift.

➤ If you are trapped in your apartment

- get everyone to the safest room within the apartment, furthest from the smoke/heat entry point is best and keep doors and windows closed
- call the fire service on **999** – and tell them your apartment and floor number
- use towels or bedding at the bottom of the door to prevent any smoke entering the room
- go to a balcony or window to shout for help and wait for the fire and rescue service
- **DO NOT** attempt to jump from balcony or climb to adjacent balconies
- **Always** report any damage to fire extinguishers, fire blankets, fire alarms, fire doors or fire escapes to your housing provider.

Core Layout*



*please refer to the emergency evacuation plan located in your apartment.

Contact the following in the event of an emergency: -

Finglas Fire Station

999 or 112

Beaumont Hospital

01 809 3000 or 999

Ballymun Garda Station

01 666 4400 or 999

Health & Safety Authority

1890 289 389

ESB

1850 372 999

Bórd Gais

1850 20 50 50

Wyse Emergency After Hours

01 433 6506

➤ **Don't go back in**

- You should proceed to the nearest assembly point or as directed by the emergency services.
- If there is someone still inside wait for the Fire and Rescue Service to arrive; you can tell them about the person and they will be able to find them quicker than you.
- If you go back into the building, you will slow down the firefighter's efforts to rescue anyone else missing – and put your own life in danger.

House Rules

The below house rules have been set by the management company – Pappan Grove Bridgefield Owners' Management CLG and should be followed at all times:

- NOISE:** All stereo, radio and TV appliances should be kept at a volume which will not interfere with your neighbours' quiet enjoyment of their homes. In general, no noise should be audible outside your house or apartment between the hours of 12 midnight and 9am.
- PETS:** Not to keep any animal which in the opinion of the lessor, may cause unreasonable annoyance to the other residents, including but not limited to barking dogs.
- ALTERATIONS:** Not to decorate the exterior or alter the external appearance of any of the buildings on the premises without prior consent in writing of the Management Company. Structural alterations or additions are not permitted without the prior written approval of the Management Company.
- APPENDAGES:** Not erect any external wireless or television aerial satellite dish or other like instrument on the Premises or the Licensed Area so as to be visible from the Common Areas.
- ALARMS:** In the event of activation an alarm must not sound either externally or internally for a period in excess of twenty minutes.
- REFUSE:** Refuse sacks should be tied securely and placed in the bins provided. Refuse sacks must not be placed on the ground.
- Excluding collections day, Refuse Bins may not be stored in front of the houses, roads, footpaths, etc.
- Non-domestic refuse must not be disposed of in any part of the common areas.
- SIGNAGE:** Not exhibit on any part of the Premises or the Licensed Areas or driveway (if any) to the Premises any signpost or advertisement of whatsoever nature so as to be visible from the Retained Lands save that it shall be lawful to exhibit a notice advertising a sale or letting of the Premises and/or a sign of a type first approved of in writing by the Lessor exhibiting a house name.
- WASHING / LAUNDRY:** Washing, Clothing and other articles, etc., must not be placed to dry, or be visible, on balconies or from windows, etc., as provided for in the Lease Agreements.
- NUISANCE:** Not to do any act or thing which shall be or may become a nuisance or annoyance to the Lessor or the owners or occupiers of any other part of the Retained Lands or any adjoining lands or premises;
- COMMON AREAS:** Every effort should be made to keep the common areas and grounds clean and tidy.
- BBQs:** The use of BBQs on balconies, or any part of the common areas, is strictly prohibited.
- BICYCLES:** Bicycles must not be left in the internal common areas, or locked to railings, balconies, sign posts, etc. The Management Company reserves the right to remove any such offending bicycle(s), without notice.

EMERGENCY CONTACTS:

(As required under the Multi Unit Developments Acts 2011), Owners & Residents are asked to keep the Management Agents office advised of all contact details, phone numbers, etc., at which they can be contacted in any emergency, together with the name and number of their keyholders. This is also essential where intruder alarms are fitted.

SHORT TERM LETS:

The houses and apartments can only be used as single private residences and cannot be used for short term holidays or commercial lets. The advertisement or offering of the apartments for letting, rental use or occupation by Airbnb, Home Away or any similar letting or rental organisation or service is prohibited.

MUD Act, Section 23 (11) - Where a person, who by reason of subsection (1) is obliged to comply with house rules, commits a material breach of such rules, the owners' management company of the development concerned may recover the reasonable costs of remedying such breach from such person which costs may be recovered as a simple contract debt in a court of competent jurisdiction.

Above all please show consideration for other residents of the building. It is in everybody's interest that these regulations are complied with and by co-operating fully the comfort and well-being of all residents will be assured.

A Copy of our house rules can be found in the ground floor corridor of each core.



Tenancy Condition

TENANT'S RESPONSIBILITIES

While renting a property, a tenant is responsible for:

- Paying their rent in full and on time.
- Keeping the property in good order and telling the landlord when repairs are needed.
- Tenants must give the landlord and those carrying out repairs access to fix the maintenance issues.
- Ensuring they do not harm the property e.g. drying clothes inside without proper ventilation as this may cause damp to spread.
- Allowing a landlord to carry out inspections of the property at reasonable intervals on an agreed date and at an agreed time with the tenant
- Letting the landlord know who is living in the property. A landlord is entitled to know who is living in the property.
- Not engaging in anti-social behaviour.
- Complying with the terms of the tenancy agreement, whether written or verbal.
- Giving proper notice when they plan to end the tenancy, please refer to the required period of notice table on next page.
- Ensuring they don't do anything that could affect the insurance premium on the property e.g. engaging in hazardous acts.

TENANT RIGHTS

Tenant's rights are set out in the Residential Tenancies Act (2004, as amended). Under this Act, a tenant has the right to:

- A property that is in good condition – this means that it must be structurally sound, have hot and cold water, and adequate heating. The electricity and gas supply must be in good repair and all appliances must be working.
- Privacy – the landlord can only enter the property with the tenant's permission, unless every attempt has been made to contact the tenant.
- A rent book, a written contract or lease with the landlord.
- Be told about any increase in rent.
- Be able to contact the landlord or their authorised agent at any reasonable time.
- Be paid back monies from the landlord for any required repairs the tenant carried out on the property that they asked the landlord to fix but which they did not carry out within a reasonable timeframe.
- A valid notice of termination before the end of a tenancy.
- Refer a dispute to the RTB.

ENDING YOUR TENANCY

Any tenant wishing to end a tenancy should send or give the landlord a notice of termination giving the landlord the required period of notice.

In order for a Notice of Termination to be valid, it must:

1. Be in writing (an email will not suffice)
2. Ensure you give the required notice period (refer to the table below)
3. Include the ground for the termination of the tenancy in the notice
4. Ensure the notice is served on the party
5. State that any issue as to the validity of the notice may be referred to the RTB within 28 days from the receipt of the notice.
6. Sign the notice of termination

Duration of Tenancy	Notice Period
Less than 6 months	28 days
6 or more months but less than 1 year	35 days
1 year or more but less than 2 years	42 days
2 years or more but less than 4 years	56 days
4 years or more but less than 8 years	84 days
8 or more years	112 days

USE OF DWELLING

You must use the apartment for private residence only. Only Landlord authorised residents are allowed to resident in the apartment.

Subletting or part subletting of the apartment is strictly not allowed. Airbnb or any short-term subletting of the apartment is strictly prohibited as per the house rules.

CONTENTS INSURANCE

Please be reminded that it is your responsibility to ensure that you have appropriate contents insurance in place, including cover for any personal possessions.

Should you use and park your bicycle in the car park, please ensure this is covered under your insurance policy.

SMOKING

Smoking inside the apartments is strictly prohibited. No cigarette butts should be thrown off the balconies or thrown on the ground in the common areas. Please note smoking inside the car park is also not allowed.

BALCONIES

Please ensure that you do not throw anything off the balcony. This includes the cigarette butts as per the 'Smoking' section above. Balconies should always be kept tidy and clutter free. Balconies should not be used as a storage area. Furthermore, we ask you not to place hanging baskets on the balconies due to Health & Safety risks.

REMOVAL OF FURNITURE

Unfortunately, due to limited storage space we will not be able to remove any of the furniture once your tenancy has commenced.

WALL FIXTURES

Please do not affix, erect or hang any pictures, posters, wall hangings, mirrors or like objects to or on the walls of the apartment in such a manner as would damage, deface or destroy the decoration of the apartment by their affixing, erecting or hanging or by their removal without the prior written consent of the Landlord (which consent the Landlord may, in its discretion, withhold) and the Tenant shall make good any damage thereby caused without delay or shall defray any costs incurred by the Landlord in making good any such damage.



Repairs and Maintenance

WHO IS RESPONSIBLE FOR REPAIRS?

As a tenant you are responsible for ensuring that the property is kept clean and well cared for.

A schedule of repair responsibilities has been provided below. . You are also asked to notify the Scheme Host as soon as possible if a repair is needed and to provide access for our staff and contractors to inspect and complete the repair works.

IMPORTANT: A landlord is responsible for repairs due to damage caused by normal wear and tear. If the damage is beyond normal wear and tear, the tenant is responsible.

The sections below give advice on which repairs fall with tenants, landlords or the management company.

REPAIR		Responsibility		
		Tenant	Contact Scheme Host	Contact WYSE
Bathrooms	Bath Unit		√	
	Bath taps including new washers		√	
	Bathroom plugs	√		
	Bathroom extractor fan		√	
	Bathroom fixtures and fittings		√	
	Toilet seats / covers	√		
	Tiling, grouting & sealant		√	
	Shower screens and fixings		√	
Kitchen	Domestic appliances, such as cookers, fridges, washing machines, dishwashers		√	
	Fire blankets		√	
Other Internal	Heating *		√	√
	Hot water *		√	√
	Intercom system handset		√	
	Blocked drainage inside apartment	√		
	Broken glazing inside apartment	√		
	Handles, locks and hinges		√	
	Smoke alarm batteries	√		
	Light bulbs	√		
	Pest Control *		√	√
	Balcony Decking		√	
	Electrical wiring, sockets, switches		√	
	Airlocks	√		
	Cleaning of window glass (except non-accessible windows)	√		

REPAIR			Responsibility	
		Tenant	Contact Scheme Host	Contact WYSE
Communal Areas	Decoration			√
	Doors, Frames & handles, locks and hinges			√
	Replacement of keys, fobs & zappers	√		
	Heating			√
	Lights and light fittings			√
	Cleaning / repair of gutters and downpipes			√
	Plumbing repair and leaks			√
	Pest Control			√
	Main entry intercom system			√
	Cleaning of communal areas			√
	Landscaping			√
	Lifts			√
	Vehicle and pedestrian gates			√
	TV reception communal system equipment in blocks outside apartment			√
	Unblocking drains, sewers, waste pipes – Communal Blocks			√
	Broken glazing common area			√
	Letterboxes		√	
	Roof repairs			√

* Please contact your Scheme Host for further information

TENANT RECHARGES

As a tenant, you are responsible for certain elements of the upkeep of your home. You will also be liable for the cost of any repair required as a result of neglect/misuse or that of a member of your household or guest to your home. This includes the cost of any such works required should you move out of your home. If the landlord sends a contractor out to a repair that has arisen from misuse or neglect, you will be charged for this call out and for any emergency works which may need be undertaken.

KEYS / FOBS / LOCKS

You shall be required to pay for the replacement of any keys/and or key fobs which are given to you at the start of your Tenancy and which subsequently lost or mislaid. Replacement of locks in this event will be your responsibility also. This also applies to the letter box keys and locks. Additional sets of keys can be ordered by contacting Bridgefield Scheme Host.

REPLACEMENT OF GLASS

You are responsible for the replacement of broken or cracked glass caused by malicious or accidental damage by a member of your household or guest at your home. If you have been a victim of a crime in this regard you will be asked for a crime reference having reported the incident to the Gardaí.

REPAIR REQUEST

To log a repair request please contact your Scheme Host by:

- Phone: 01 556 2165
- Email: help@bridgefieldapartments.ie
- Bridgefield Management Suite, open Monday – Friday 9am-1pm & 2pm-5.30pm.
- Bridgefield App

CONTACT DETAILS



Letting & Property Management:

For any queries in relation to your apartment please contact below:

Bridgefield Scheme Host
Management Suite
Ground Floor, Core 1
Bridgefield, Northwood
Santry Demesne, Dublin 9

Email: info@bridgefieldapartments.ie

Phone: 01 556 2165

After Hours Emergency Number: 01 663 2937



Bridgefield Common Area Management:

For any queries in relation to the Bridgefield communal areas please contact below:

WYSE
94 Baggot Street Lower
Dublin 2

Email: bridgefield@wyse.ie

Phone: 01 289 0900

After Hours Emergency Number: 01 433 6506



CONDENSATION

WHAT IS CONDENSATION?

Condensation is caused by steam or water vapour coming into contact with cold surfaces in the same way that steam in a bathroom condenses on the bathroom windows. Condensation is common in new and newly converted homes while construction materials dry out. If allowed to persist it can sometimes cause mould on walls and ceilings. In exceptional circumstances condensation and mould can damage clothes, bedding, floor coverings, decorations and the home itself. Once materials have dried out, condensation should no longer be significant. However normal daily activities produce a great deal of water vapour, which may cause condensation if allowed to spread around the home.

REDUCING CONDENSATION

The following advice should help reduce condensation.

1. Produce less moisture

- Periodically use the boost button on the Heat Recovery Ventilation (HRV) unit to remove excess moisture.
- Always use cooker hood fan.
- Cover pans when cooking to reduce steam.
- Avoid drying clothes indoors over radiators.

2. Stop moisture spreading through the home

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

3. Ventilate moisture away

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



HEAT RECOVERY UNIT

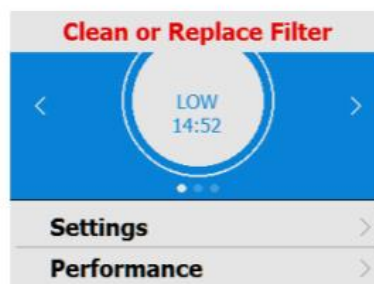
VENT AXIA HEAT RECOVERY UNIT

Filter Maintenance

Heat recovery units require regular maintenance.

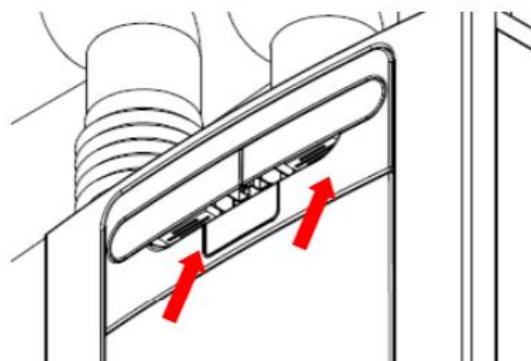
This unit has been designed to facilitate access to enable maintenance to be carried out easily.

When the unit displays "Clean or replace filters". This is a reminder to ensure that the filters are not so dirty that they are blocking the airflow or allowing dirt to pass through. The rate at which the filters become dirty will vary hugely depending on the environment and the activity within the property.

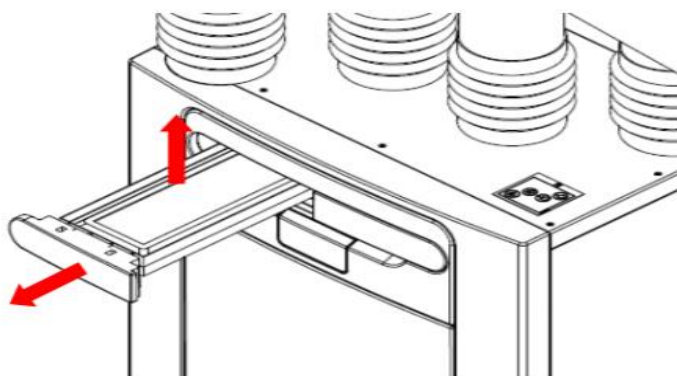


See page 61 for a list of spare filters.

1. Open the filter drawers by pressing the finger plate upwards and sliding the drawer out.



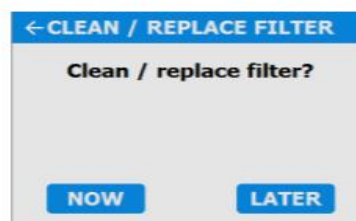
2. Lift each filter out and clean gently by tapping or carefully using a vacuum cleaner if necessary.
3. Replace the filters
4. Close the filter drawers, ensuring the latches have clicked back into the locked position.



5. After maintenance of the filters, the filter timer can be reset by going to

Settings/Performance,

Clean/Replace filter.



LIFTS

In the event of a lift breakdown, please report the lift to Wyse Property Management (01 289 0900 or After-Hours emergency number 01 433 6506) who will contact the lift maintenance company.

If a passenger is caught in the lift during a breakdown, the yellow emergency alarm button on the operating panel should be pressed and held for approximately **3 seconds**. It will automatically dial through to the lift maintenance company's 24/7 call centre who will take the details and arrange for a lift engineer to attend to release the passenger.

IMPORTANT: Any call out costs, arising from misuse of the lift such as overloading shall be charged to the apartment owner of where the resident resides.

SECURITY

Security and general safety are of particular importance. The main points to remember are:

- Do not grant access into the building to anyone unless you are satisfied that he/she has a legitimate reason for visiting the complex.
- It is primarily the responsibility of each resident to control admission of their own guests and other callers. Do not grant access to the building to anyone through the intercom who claims to have business with another resident, has forgotten/mislaid keys etc. unless you can be certain that the request is valid.
- As far as possible, see casual callers, tradesmen etc. off the premises and not just off your own apartment.
- Ensure that the self-locking mechanism on entrance doors engages after you close it. If the door is not closing, please report it to Wyse Property Management on 01 289 0900.
- Do not leave entrance doors open.
- Make sure your guests are aware of the security requirements which are in place.
- Do not leave valuables in your car.
- If you are suspicious of any activity, including postal theft, you should immediately ring **Santry Garda Station at 01 666 4000 or 999**.

As many apartments have intruder alarms installed, details of a key holder to your apartment who would turn off the alarm and check the property should be submitted to the Management Company. It would be most irritating to your neighbours if your intruder alarm was going off for an unreasonable period of time.

CCTV cameras in operation

Images are being monitored and recorded for the purpose of crime-prevention, the prevention of anti-social behaviour and for the safety of residents in Bridgefield. This system will be in operation 24 hours a day, 365 days a year. These images may be passed to An Garda Síochána.

This scheme is controlled by OMC and operated by M&J Electronics.

For more information contact Wyse 01 289 0900 or Bridgefield@wyse.ie

Safety in your Apartment

GAS SAFETY

If you suspect a gas leak:

- Don't smoke or use naked flame.
 - Open all doors and windows.
 - Don't unplug or switch anything on or off. They may make a spark that could ignite the gas.
- **IMPORTANT:** Call Gas Networks Ireland immediately on their emergency number 1850 20 50 50.

FIRE

To avoid fire:

- Fire blanket and fire extinguisher are provided in your apartment.
 - Never leave a chip pan unattended.
 - Do not have excessive clutter in your home.
- **IMPORTANT:** If the fire alarm sounds you should evacuate the building as quickly as possible. In the event of fire call 999 or 112 for Fire Services.

SMOKE AND HEAT DETECTORS

Interference with fire alarm devices is strictly forbidden. The fire devices within the apartment will take be tested annually by the independent contractor. A notice will be provided when access to the apartment is required. Should the smoke and / or heat detector be removed or maliciously damaged, a penalty charge will be charged to the tenant.

In event of communal fire alarm activation, please evacuate the apartment immediately. Please do not touch the fire alarm panel based in the entrance of each lobby. When the communal fire alarm system is activated, please contact WYSE on 01 289 0900 during office hours or 01 433 6506 during after-hours, who will arrange for the fire alarm maintenance contractor to attend.

FIRE DOORS

Please ensure that all doors in the apartment are always closed. Please do not, under any circumstances, tamper with the fire doors or jam them open or take any other action that in any way jeopardises the integrity of the fire safety of the Dwelling and the Bridgefield development.

Bridgefield amenities

GYM

The onsite gym is to be used by the Bridgefield residents only. Access to the gym is free of charge.

Please see attached copies of the House Rules and the rules for the use of the Gym within the Bridgefield development. All residents wishing to access and use the gym must first familiarise themselves with the rules and sign the enclosed agreement to comply with same.

Please note opening Hours Monday – Friday for the gym is 7am – 10pm and Saturday to Sunday 8am – 10pm.

You must submit your signed agreement to the Scheme Host in the concierge office, to avail of the use of the gym.

GYM RULES

An agreement to comply with the following rules must be signed by each resident wishing to avail of the use of the gym. Access to the gym will not be provided to residents who fail to sign the agreement.

- Residents who use the gym and its equipment, do so at their own risk. Please take due care and act responsibly at all times.
- No food or beverages are permitted in the Gym area, with the exception of water.
- Do not wear jewellery while using the Gym machinery/equipment.
- Please report any faulty or damaged equipment to a staff member immediately.
- Please return weights/equipment after use.
- Children under the age of 16 are not permitted to use the gym.
- The Management Company will not accept responsibility for the damage or loss of any belongings left unattended in the gym area or common areas.
- Suitable workout gear/athletic attire to be worn within the gym at all times. Proper closed toe athletic footwear is to be worn. (no flipflops or sandals).
- Please be considerate to others. Horseplay of any kind will not be tolerated.
- Please wipe down the equipment after use.



CRECHE

Please contact Little Harvard Creche and Montessori for childcare related enquiries.

Email: info@littleharvard.ie

Phone: 01 552 1909

Website: www.littleharvard.ie

CO-WORKING POD

The co-working pod is to be used by the Bridgefield residents only.

Open times: Contact Scheme Host.

Please use the Bridgefield App to book your space or contact your Scheme Host for further information.

RESIDENTS LOUNGE

The residents lounge is to be used by the Bridgefield residents only.

Open times: Contact Scheme Host.

Please use the Bridgefield App to book your space or contact your Scheme Host for further information.

DRY CLEANING

The Laundry Press service operates in the development, providing the residents convenient dry cleaning and laundry services. The Laundry Press lockers can be found based in the carpark.

For more information please visit their website thelaundrypress.io or download The Laundry Press App.

THE
LAUNDRY
PRESS

PARCEL COLLECTION

Parcel collection service is available at the Concierge office. Please note the parcels must be collected during the operating hours Monday – Friday 9am-1pm & 2pm-5.30pm. The management team takes no responsibility for lost or damaged items. Please contact your Host Scheme for further information on parcel collection service.

IMPORTANT: Any item not collected within 7 days will be returned to the sender.

Bridgefield Residents App.

Bridgefield Residents App is an app for use of the residents on the Bridgefield. The app allows you to log a repair, locate appliance manuals, register for Bridgefield events and much more.

DOWNLOAD THE APP

- Please visit bridgefieldapartmentsapp.ie to download the Bridgefield app and save to your home screen.



Appliance Manuals

You will find all required appliance manuals for your apartment with your welcome pack. You can also access these on the Bridgefield app. For further details how to download the exclusive Bridgefield app please refer to pg.19.

Read and follow all manufacturers' instructions for the use and maintenance of each appliance.

If you are experiencing issues with any of the appliances, please contact your Scheme Host or log the issue via the Bridgefield app.

USEFUL LINKS

- How to schedule heating with TPOne system:
https://www.youtube.com/watch?v=IGq0nGH_BFU&sns=em
- User guide for the home alarm system LightSYS2:
<https://www.youtube.com/watch?v=JxsJkKsjOiU&feature=youtu.be>



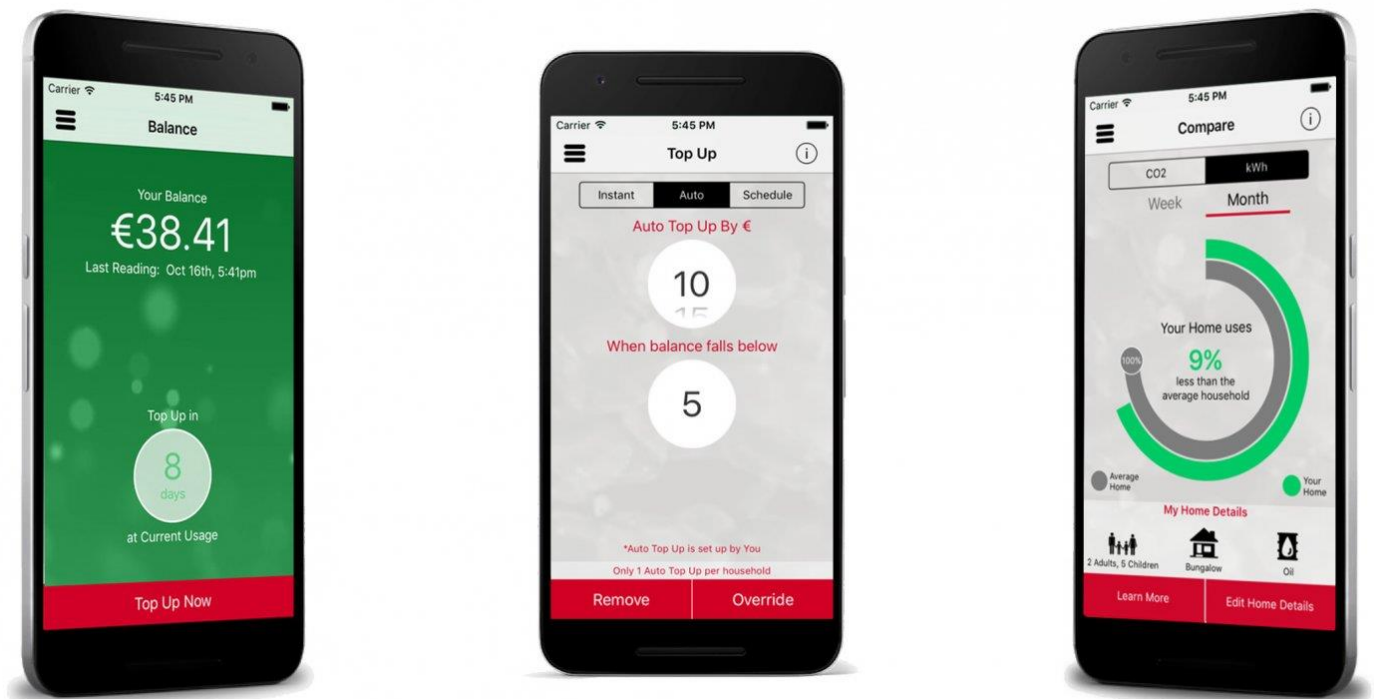
Utilities

ELECTRICITY

PINERGY Prepay electricity is a ‘pay-as-you-go’ payment system for electricity usage. It gives you more control over your electricity consumption and spending by allowing you to pay for your electricity only when you use it. You’ll be provided with a prepayment card which you can easily top up online or at a Paypoint or Payzone outlet. If you prefer, you can also schedule top ups to occur on specific dates or automatic top ups when your credit reaches a certain threshold.

The advantages of pre-pay electricity include:

- ✓ No more bills
- ✓ No more paying based on estimated bills
- ✓ Only pay for what you use
- ✓ Greater visibility and control over your usage
- ✓ Easily manage your household budgeting with no shock bills.



For further information about Pinergy prepay electricity visit: www.pinergy.ie.

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

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

GAS (HEATING & HOT WATER)

What is District Heating?

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

What are the benefits of District Heating?

District Heating will have a greater level of efficiency and lower amount of boiler capacity needed as a result of the concentrating the boiler power in one location. For the occupant, the benefits are greater amounts of space in the apartment with no hot water cylinder or boiler unit. Hot water is generated instantly once a tap is opened. There is no flue projecting through the side of the property and with no gas and combustion at the apartment there is no risk of carbon monoxide poisoning.

How will I be billed?

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



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

- Android: <https://play.google.com/store/apps/details?id=com.snugzone>
- iPhone: <https://itunes.apple.com/us/app/snugzone/id635231568?mt=8>

If there are any hot water/ heating issues in your apartment, please contact Kaizen Energy on 01-6853516.

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

Website: <http://www.snugzone.biz>

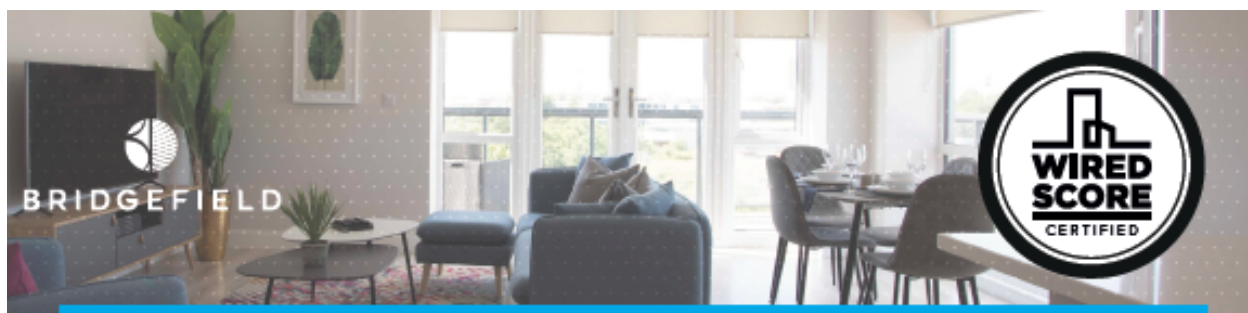
Online Tutorial: <https://www.youtube.com/watch?v=rFeQ2CPY34E>

INTERNET & TV

Virgin TV and Broadband services are available at Bridgefield. Please contact Virgin to arrange for your required services. Please advise Scheme Host when an appointment with a Virgin technician has been made, to ensure that access to the common service room is provided.



WiredScore Certified



WiredScore is the world's only internationally recognised digital connectivity rating scheme. And the good news is your new home passed with flying colours. This means you have a fast, reliable connection. It means you can get connected from day one. And it means your apartment's designed to handle not just the digital needs of today, but those we haven't thought of yet. With extra space for connections to future technology.

Broadband, sorted. Actually, make that more than sorted.

A choice of fast or superfast packages. (Full disclosure, superfast may be more expensive.)



Broadband you can rely on, with flood protection. So you're fully protected and connected.



Ready for the future...

Your new home is already way more digitally advanced than the average Dublin home. And the infrastructure is in place to make it even more so.



Safely connected, everywhere.

There's good WiFi coverage throughout your apartment. So you can not only work from home, you can work from bed.



Home is where we should feel safest. And with the security controls on your WiFi, your privacy and online safety is in good hands.



Innovation ready.

The dedicated tenant app takes care of everything from housekeeping and laundry to booking removal services and even a personal trainer to meet you at the gym.



Your apartment's designed for tomorrow's technology as well as today's. With a cupboard to hide equipment and extra space for the as-yet-uninvented stuff.



Now, time to enjoy your new home



Parking & Bike Storage

Secure parking and bike storage facilities are provided in the basement car park. Parking spaces are allocated to each apartment. Please ensure you always park in your allocated space. For additional parking space please contact your Scheme Host. Bicycles should only be stored in the allocated bicycle racks. Bringing bicycles into the apartment or storing your bicycle in any other common area, such as corridors is strictly prohibited. Gate access is operated via GSM system. Please contact Bridgefield Scheme Host to register your mobile phone number on the system. Please ensure you have credit on your phone and that your Caller ID is switched on. The Scheme Host will be able to provide further information on using the gates, should you require.

Visitor Parking

There is visitor parking located in front of Cedar View parallel to Bridgefield Core's 1-3. These spaces will be visible by a 'Bridgefield visitor' sign on the space. These spaces should only be used for visitors.

Please be reminded that the management company do not accept responsibility for the loss or damage to vehicles, bicycles or their contents left in and around the car park.

TIPS FOR SECURITY OF YOUR BICYCLE

Locks

- You should be spending at least 10% of the value of your bike on locks, this should not be much less than €50
- Although locks all may look the same to you a thief will know the difference and will target a cheaper lock as it will be a lot easier to force open
- Buying two different types of locks is often the best option; thieves will often carry a lock cutter for one type of lock, but not both

Tips for locking your bike

- Always lock the wheels as well as the frame as your bike is less likely to fall to the ground and be damaged or cause an obstacle for pedestrians.
- Many bikes come with 'quick release' wheels, these are easily stolen, your local bike shop can change the quick release part for less than €20 for both wheels. This goes for quick release saddle too, best to change the quick release there also
- Do not leave slack on a cable or chain lock, this creates an opportunity to lever the lock open, so wrap any loose cable or chain around again
- Do not leave the lock close to the ground, this creates an opportunity to smash the lock open with a hammer
- Many bikes are stolen because of what they are locked to not what they are locked with, make sure whatever you lock your bike to cannot be moved or lifted like some poles can be

Record Your Info

- Write down your bicycle model, make and frame number and take photos of your bike and you with your bike. This assists the Gardaí in returning recovered bikes to their owners. Some Garda stations will take your bike details. You can also use www.bikeregister.ie to record your details.

Secure Bike Storage

- There is a secure bike storage area for tenants to securely have their bikes out of sight. A key for this room can be purchased from the Concierge Office at a cost of €10 per key.

Waste & Recycling

WASTE & RECYCLING

The refuse area is located in the basement carpark. It is the responsibility of each apartment to remove their waste for the apartment and dispose of it in the correct waste container in the refuse area. Refuse bins are collected weekly.

Any occupiers found not to have followed the correct procedure for waste removal may be charged for the waste to be removed on their behalf.

RECYCLING BINS

Please note only the following items below can be placed in the green recycling bins. All recyclable items should be clean, dry and loose. Please ensure you use the correct bin, as contamination of the recycling bin with general waste will result in the bin not being emptied on time.

Rigid Plastics

- ✓ Plastic Drink Bottles
- ✓ Plastic Cleaning Bottles
- ✓ Butter, Yoghurt & Salad Tubs
- ✓ Fruit & Veg Trays
- ✓ Plastic Milk Cartons
- ✓ Soap or Shampoo Bottles

Tins & Cans

- ✓ Soup Cans
- ✓ Pet Food Cans
- ✓ Drinks Cans
- ✓ Food Cans

Paper & Cardboard

- ✓ Letters & Brochures
- ✓ Cardboard Boxes (flat)
- ✓ Egg Boxes
- ✓ Toilet and Kitchen Roll
- ✓ Newspapers
- ✓ Tetra Pak Juice or Milk Cartons



ILLEGAL DUMPING

Dumping of any unwanted items such as furniture, clothes, appliances, etc. in the common areas is strictly forbidden. Any illegal dumping incident will be investigated, and the offending parties fined. Should you have any items that you would like to dispose of, please bring these to the local recycling centre. The details of the local recycling centres can be found on the following page.

RECYCLING CENTRES

- **Coolmine Recycling Centre:** Coolmine Industrial Estate, Dublin 15. Beside Coolmine Fire Station.
Telephone: (01) 890 5986
- **Estuary Recycling Centre:** Swords, beside Swords Business Park
Telephone: (01) 890 5985

	Coolmine Recycling Centre	Estuary Recycling Centre
Monday	Open 9am to 4pm	Open 8am to 8pm
Tuesday	Open 9am to 4pm	Open 8am to 8pm
Wednesday	Open 9am to 4pm	Open 8am to 8pm
Thursday	Open 9am to 4pm	Open 8am to 8pm
Friday	Open 9am to 4pm	Open 8am to 8pm
Saturday	Open 9am to 4pm	Open 8am to 6pm
Sunday & Bank Holidays	Closed	Closed

What you can bring?

Recycling centres are for **household waste only**. Commercial waste not accepted.

Following are accepted free of charge:

- paper
- cardboard
- cartons
- tins and cans
- glass bottles and jars
- plastic bottles – they should be washed and squashed with tops removed
- clean plastic packaging
- clothes
- Waste Electrical and Electronic Equipment (WEEE)
- fluorescent tubes and energy-saving bulbs
- car and household batteries
- cooking oil and engine oil

Accepted with a charge

- bulky waste (e.g. Furniture, carpet)
- wood
- metal
- green waste (restricted to cars and small trailers)
- soil and stones
- duvets and pillows
- household hazardous waste (paint, herbicides, household cleaners etc.)

How much does it cost?

Car boot: €8 (€4 for green waste only)

Full car: €16 (€8 for green waste only)

Car-van / car and small trailer (max. 6ft x 4ft x 2ft): €40 (€24 for green waste only)

Small van (max. 212 cubic feet): €128 (not allowed for green waste)



Local Contact Numbers

Local Garda Stations: Ballymun 01 666 4400 – Santry 01 666 4000

Gas Networks Ireland: Report gas leak 1850 20 50 50

D Doc 24 Hour Doctor Surgery & Call Out: 1850 224 477

After Hours Pharmacy: Hickey's Pharmacy, Phibsboro Shopping Centre 01 830 9551

Post Office: Ballymun 01 8424526 – Omni Shopping Centre, Santry 01 8427075

Local Taxi: Dublin Airport Cabs 086 331 5675; Dial A Cab 01 808 0800

Contact Us

Letting & Property Management:

Bridgefield Scheme Host

Management Suite

Bridgefield

Northwood

Santry Demesne

Dublin 9

Email: info@bridgefieldapartments.ie

Phone: 01 556 2165

After Hours Emergency Number: 01 663 2937

NOTE: After Hours Emergency number should only be used if there is a need for emergency service inside your apartment during after-hours.



Common Area Management:

WYSE

94 Baggot Street Lower

Dublin 2

Email: bridgefield@wyse.ie

Phone: 01 289 0900

After Hours Emergency Number: 01 433 6506

NOTE: After Hours Emergency number should only be used if there is a need for emergency service anywhere in the common areas. e.g. water leakage, electrical fault, lift failure, gate failure, etc. during after-hours.

