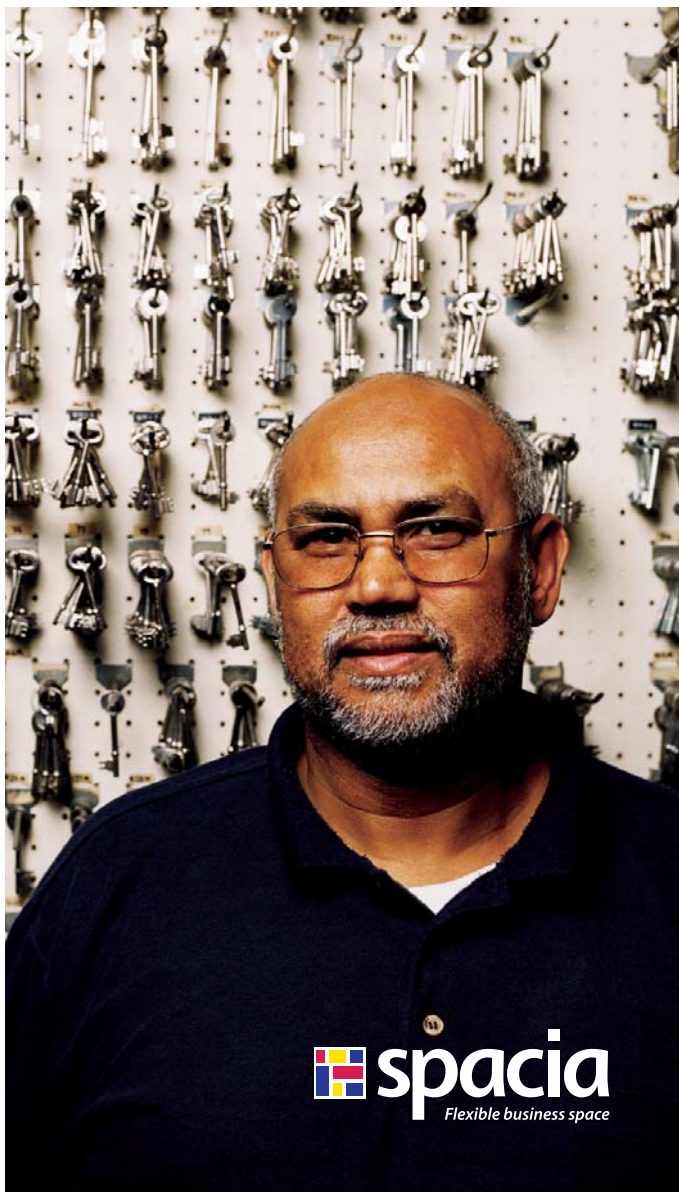


# Maintenance

a simple guide



 **spacia**  
*Flexible business space*

A simple guide  
to your  
maintenance  
responsibilities

Your agreement spells out in detail our and your own responsibilities for maintaining your property. Here is a simple guide to these.

## Spacia

We are responsible for maintaining:

- shared access roads, forecourts and shared areas, for example, fire escapes; and
- shared services, lighting, drainage and vegetation - we will charge you a percentage of the costs involved.

You are responsible for maintaining:

- buildings and structures;
- fixtures and fittings, for example, lean-to's and signs;
- lighting;
- sanitaryware;
- all services - gas, water and electricity
- alarms, heating systems, and so on;
- buildings including:
  - roof, walls and foundations;
  - rainwater drainage;
  - foul drainage (mains or cesspits); and
  - decoration inside and out;
- Land including:
  - surfacing;
  - fencing;
  - access gates; and
  - clearing vegetation.

We are committed to providing high-quality business space for our customers. To achieve this, we and you must maintain our properties.

## A simple guide to your maintenance responsibilities

If you have any other questions, please call

**0800 830840.**

Or, visit [www.spacia.co.uk](http://www.spacia.co.uk).



We also provide our simple guides in Bengali, Hindi, Greek and Turkish.  
To ask for a copy, contact the customer services team on 0800 830 840 or  
e-mail: [enquiries@spacia.co.uk](mailto:enquiries@spacia.co.uk).





If you have any maintenance issues that need our attention, please contact your portfolio manager or site manager who will be happy to discuss them with you.

Or, call

# 0800 830840

Or, visit [www.spacia.co.uk](http://www.spacia.co.uk).

*You are responsible for maintaining the following:*

- buildings and structures;
- fixtures and fittings, for example lean-to's, signs;
- lighting;
- sanitaryware
- all services
  - gas;
  - water;
  - electricity;
- servicing alarms, heating systems, and so on.
- buildings including:
  - roof, walls, foundation
  - rain-water goods;
  - foul drainage (mains or cesspits); and
  - decoration inside and out.
- land including:
  - surfacing, fencing, access gates; and
  - clearing of vegetation.

*We are responsible for maintaining:*

- shared access roads, forecourts and shared areas, for example fire escapes; and
- shared services, lighting, drainage and vegetation. We will share the cost for this.



This is a simple guide only. For the full terms of your tenancy, please read your agreement. If you break any of the terms of the tenancy, we may take action against you, which could lead to you losing the property or facing extra costs.