

Arch maintenance

a simple guide



 **spacia**
Flexible business space

A simple guide
to your
maintenance
responsibilities

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

We are responsible for maintaining:

- the structure of the arch viaduct;
- shared access roads, forecourts and common areas, for example, fire escapes; and
- shared services, lighting, drainage and vegetation.

You are responsible for maintaining:

- end walls and doors, and their decoration
- floors;
- arch lining;
- buildings and structures;
- fixtures and fittings, for example lean-to's, signs
- lighting;
- all services – gas, water, electricity, sanitaryware; and
- servicing alarms, heating systems, and so on.

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**.



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.





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

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Or, visit www.spacia.co.uk.

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- end walls and doors, and their decoration;
- floors;
- arch lining;
- buildings and structures;
- fixtures and fittings, for example lean-to's and signs
- lighting;
- all services – gas, water, electricity and sanitaryware; and
- servicing alarms, heating systems and so on.

We are responsible for maintaining:

- the structure of the arch viaduct;
- shared access roads, forecourts and shared areas, for example fire escapes; and
- shared services, lighting, drains 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.