

LETTER OF ENGAGEMENT – UPCOMING WORKS & PARKING SUSPENSION

Dear Residents,

We are writing to inform you of planned works taking place at your building between **Monday, 18th August 2025**, and **Monday, 8th September 2025**.

Scope of Works

During this period, essential works will be carried out to maintain and improve the building's condition. These activities have been scheduled to minimise disruption where possible while ensuring safety and efficiency.

Scaffolding Installation

On **Monday, 25th August 2025**, scaffolding will be erected at the front of the building. This is necessary to provide safe access for our workforce and equipment throughout the duration of the works.

- All scaffolding will be professionally installed and inspected in accordance with industry regulations.
- The structure will remain in place until the works are complete and will be dismantled promptly thereafter.
- Please exercise caution around the scaffolded areas and follow any safety signage or instructions from our site team.

Parking Suspension

From **Monday 25th August 2025**, parking will be suspended at the front of the building to allow for our **site set-up**. This area will be required for:

- Storage of materials and equipment.
- Safe access for construction vehicles.
- Emergency access and operational space for the site team.

If you usually park in this location, please ensure your vehicle is moved before this date to avoid inconvenience.

Resident Safety & Access

We understand that building works can be disruptive, and we appreciate your cooperation in helping us keep everyone safe.

- Pedestrian access to the building will be maintained at all times.
- Signage will be in place to direct residents safely around the works area.
- Please keep windows closed near the work zone during operational hours to minimise dust and ensure safety.

Communication

We will continue to provide updates via the Hub and on-site notices as the works progress. Our site team will also be available to answer any queries you may have.

The Starfish Site Team is committed to delivering this project with as little disruption as possible and appreciates your cooperation throughout this process. Should you have any queries or require assistance, please do not hesitate to get in touch with one of our team members using the details below:

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Yours sincerely,

Starfish Construction