



WELCOME TO MORLEY COURT

Resident's handbook & useful information

Morley Court was constructed in the 1960's alongside further residential accommodation at Market way and Western Approach.

Comprising of a range of 66 one and two bedroom properties over 8 floors, Morley Court is in a convenient central location close to local amenities.



Morley Court hosts a range of services and systems designed to make your life and home as comfortable as possible. This handbook is here to help you to enjoy your new home and is full of useful information about your home.

We are sure that you'll enjoy being part of the Morley Court community.

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USEFUL INFORMATION

Electricity

Electric cupboards can be found on each floor and are kept locked. If you need a key for this then please speak to your Housing Team.

Utility meters

Information on the location of your gas and water meters can be found on the sticker on the cupboard under your kitchen sink.

Sheds

There are a limited amount of sheds available for storage on the ground floor. If you want to join the waiting list for one of these then please speak to your Housing Team.

Pets

Residents in Morley Court don't have the use of their own private garden. To find out what pets are suitable or for more information, please speak to your Housing Team.

Updates

All community updates and updates about your building, as well as other useful information can be found on the noticeboards and digital screens on the ground floor.

Parking

There are a limited amount of parking spaces available to rent. For more information, please speak to your Housing Officer

Satellite TV

TV comes via the main aerial which is on the roof. There is a TV port in every property so gaining access to satellite TV is quite straightforward. You are not allowed to fit your own satellite to the outside of the building



RANGER SERVICE

Each block has a Ranger who generally works between the hours of 7.30am – 3.30pm.

The Rangers are there to:



Check the lighting and health and safety throughout the building



Open and clean the laundries, communal areas and lifts, and report any repairs



Keep rubbish chutes clear



Remove rubbish from the outside of the building, sweep and keep pathways free of weeds and report any trip hazards

Outside of normal hours you can call **0808 230 6500** to report any issues and we will let you know when they will be able to be dealt with.

If you have a question or suggestion, feel free to speak to your Ranger who will help you or point you in the right direction



INTERCOM AND CCTV

There is an intercom at the front of your building that will buzz when someone visits you and enters your number. There is a door entry handset in your home that allows you to speak to the person and then allow them to come into the building if you recognise them.

There is also CCTV in all the communal areas like the stairs, the lifts and lobby. This is to keep you and your community safe.

SMOKING AND VAPING

It's illegal to smoke or vape in any internal communal area, and if you do so you will be in breach of your tenancy agreement and could face legal action.

Please either smoke in your own home or once you have left the building.

COMMUNAL AREAS

Communal areas should be kept clear at all times. If you have a bulky item being collected by Plymouth City Council, then this should only be put out the night before. We ask that you notify a member of staff in advance so we can advise on a safe location to leave the items, without them being a fire risk.



LAUNDRY

The laundry is situated in the basement and is open 24/7.

The laundry is for residents only and everyone who lives in your block pays an equal charge so we ask that you treat the laundry with respect and keep it tidy.

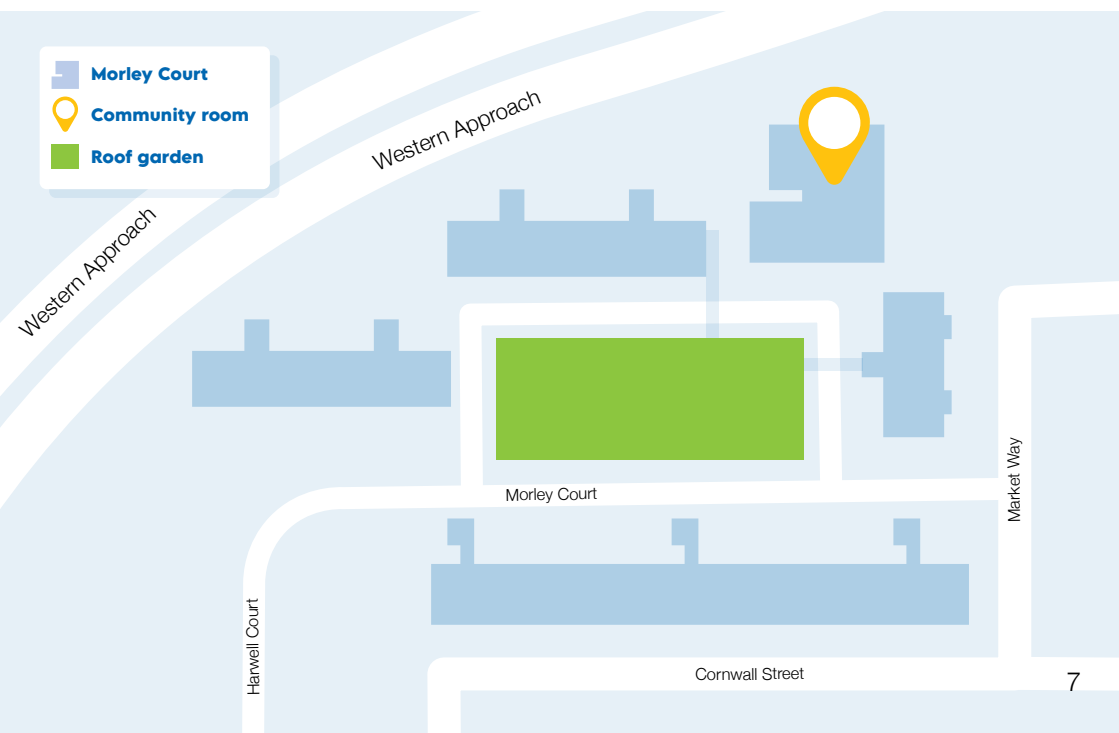


COMMUNITY ROOM

The community room is a communal space that can be used for free by any resident of Morley Court. You can book the community room by contacting your housing officer and you can access it using your key fob. For more information about what events are being held, check

the noticeboard on the ground floor or speak to the housing team.

There is also a community garden on the roof above the garages which is available to all residents of Morley Court.





RECYCLING AND WASTE

Recycling is very important as it has a really positive impact on the environment. Recycling bins are available in a room to the rear of the building. Please only put things that are recyclable in these bins. There is information on the outside of the bins which tells you what you can and can't recycle.

There are rubbish chutes on each floor. It can be noisy when items are thrown down the chutes so we advise you not to use them between 9pm – 7am. Please only use small bags and don't force larger packages down as they can get blocked. If this happens please let your Ranger know.

If you have anything bulky that you need to get rid of please either take this to one of the Council's recycling sites at Weston Mill or Chelson Meadow or contact the Council for collection on 01752 306500.

We do not offer a free bulky waste collection will recharge for anything we must remove.



FIRE SAFETY

Fire prevention is key to your safety and we aim to ensure that the level of safety within Morley Court is as high as it can be.

There are heat and smoke alarms in each flat and sprinklers in all flats and communal areas. There are also fire exits on each floor.

Most fires are avoidable if you follow a few simple rules:



Check your home and make sure that it is safe from fire hazards

Pay particular attention to your kitchen, as two thirds of fires happen due to cooking.



Cookers should not be left unattended, particularly when using a chip pan



Pay attention to electrical safety

Report all broken switches, sockets and light fittings or any exposed wiring immediately to our repairs and maintenance service.



Turn off and unplug all electrical items when not in use



Lit cigarettes, cigars and pipes should not be left unattended



Keep matches away from children and ensure they can't be reached



Naked flames should only be used in a stable holder

For example, candles should be kept well away from curtains and other flammable materials and should never be left unattended.



Do not dry or air clothes near heaters or cookers



Close internal doors when you go to bed at night

SPRINKLERS

Our sprinkler system operates independently from the fire alarm in your flat. In the event of a fire, only the sprinkler closest to the fire will activate. Our sprinkler system can save lives, reduce property loss and damage and limit damage to other areas of your home.

Please do not obstruct the sprinkler heads or paint over them as this could put you and your home at risk if a fire breaks out. If you're unsure what is and isn't allowed, then please speak to your Housing Team.

HOME CONTENTS INSURANCE

Contents insurance is designed to help protect your possessions. No matter how careful you are, there's always a risk that your belongings could be broken, damaged or stolen. Home contents insurance can help provide peace of mind should the worst happen.

We do not cover your contents as part of the tenancy agreement or lease so it's a good idea to consider what a home contents insurance policy would cover you for to make an informed decision on whether you need one.

The National Housing Federation My Home Contents Insurance Scheme is a specialist insurance scheme provided by Thistle Tenant Risks and all tenants living in social and affordable housing are eligible to apply.

Thistle Tenant Risks Contents Insurance scheme can offer you insurance for the contents of your home including cover for items such as furniture, carpets, curtains, clothes, bedding, electrical items, jewellery, pictures and ornaments. You can find out more about contents insurance on our website.



EVACUATION PROCEDURE

This building has a 'Stay-Put' policy. If there is a fire in your building, you should remain in your home unless

you are affected by fire or smoke, you feel it is unsafe, OR you are asked to evacuate by the Fire and Rescue Service.

If a fire breaks out in your home:



Leave the room where the fire started and keep the door closed.



Alert everyone in your home and leave calmly, closing the door behind you.



Do not try to put the fire out.



Dial 999 and wait outside, a safe distance away from the building.



If there are no safe rooms in your home, due to fire spread, you should evacuate immediately and raise the alarm.

If you have to evacuate:



Leave the building as quickly as possible in a calm manner



Do not run or use the lifts and be mindful of other residents



If you need help to leave, please wait in the lobby area on your floor for a member of the Fire & Rescue Service



Ensure your own safety by maintaining a safe distance

LOCAL INFORMATION

Morley Court is located in the city centre, so there a wide range of facilities, including cafes, bars, restaurants, hairdressers, and shops right on your doorstep.

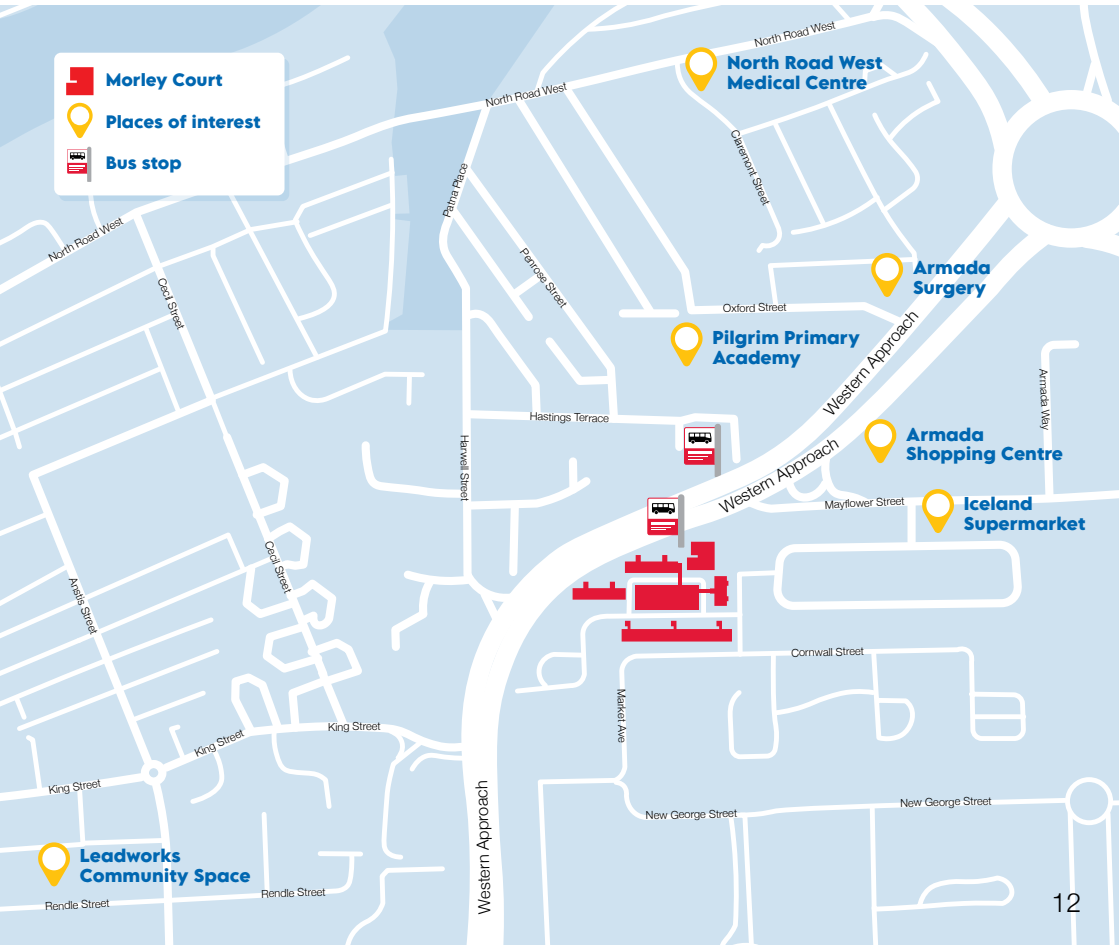
The nearest supermarkets are Iceland on Mayflower Street, or Sainsbury's in the Armada Shopping Centre.

The nearest medical centre is Armada Surgery, located on Oxford Street, Pilgrim Primary Academy can also be found here. North Road West Medical Centre is nearby

on the corner of North Road West and Claremont Street.

There is a housing drop in session at The Leadworks, where you can speak with your housing officer and rent officer, held on the first Tuesday of every month. The Leadworks also hosts a range of community events.

The nearest bus stops can be found on Western Approach, just outside Morley Court.



OUR CONTACT DETAILS

Your Housing Officer:

Joe Loughran

01752 388062

Joe.Loughran@pch.co.uk

Tall Building Liaison Officer:

Jo Rees

01752 388371

Jo.Rees@pch.co.uk

Tenancy management:

0808 230 6500

Repairs:

0808 230 6500 or 01752 237990

Repairs textphone service for the deaf and hard of hearing - 07899 848886

General enquiries:

0808 230 6500

info@plymouthcommunityhomes.co.uk

Anti-social behaviour out of hours line:

0800 028 7377

Debit/credit card payment line:

0844 557 8321

Rent and money advice line:

0800 028 0350

(8:30am to 5pm Monday to Thursday
and 8.30am to 4.30pm on Fridays)





Plumer House, Tailyour Road, Crownhill, Plymouth PL6 5DH
info@plymouthcommunityhomes.co.uk | www.plymouthcommunityhomes.co.uk