

OPERATION AND MAINTENANCE MANUAL

AN EXPLANATION

This Manual provides the recommended advice on the **EMERGENCY PROCEDURES** to follow in the event of a **FIRE** or **OTHER EMERGENCY** together with general information to enable the property owner to replace any damaged or worn internal or external fixtures and fittings with the same products as those used on the original construction.

We have included within this document general information we believe will be of use to you as a property owner to increase your enjoyment and keep you safe.

Please refer to the index section on the following page to find the relevant information pages.

Note* TO LAGOON VIEW QUALITY SUPERVISOR

The Site supervisor must check that the contents of this document are fully completed, sign the completion page and hand over a copy to the client with the property keys, the client **MUST** sign the receipt section as confirmation that this document has been explained to them and that they fully understand the contents*

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SAFETY SECTION

SECTION 1.0

RECOMMENDED EMERGENCY PROCEDURES IN THE EVENT OF A FIRE OR OTHER EMERGENCY

Audible alarm sounds – enclosed is a laminated written description of the alarm sounders and how to reset them.

Emergency escape routes – enclosed is a laminated escape route plan detailing the recommended safe escape routes and safe muster points on the development.

Enclosed is a laminated schedule recommended safety areas within your building and the recommended emergency equipment list with details on how to use them.

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SAFETY SECTION

SECTION 1.1

LOCAL EMERGENCY SERVICES CONTACT NUMBERS

Service:

Location:

Tel:

1.1.1 Local fire Brigade

1.1.2 Local Police

1.1.3 Local Ambulance

1.1.4 Local Diver emergency services

1.1.5 Local Nearest Hospital

1.1.6 Nearest Hyperbaric chamber

Travel time by car:

Travel time by Helicopter:

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Section 1.2

CONSTRUCTION MATERIALS AND PRODUCTS REFERENCE LIST

Foreword:

This section details the materials and products used in the construction of the Lagoon View Villas and Apartments development, the manufactures details, contact numbers and product codes are scheduled out below in case you should you ever need to replace any items due to accidental damage or general wear and tear.

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Section 1.2

CONSTRUCTION MATERIALS AND PRODUCTS REFERENCE LIST

Item	Manufacturer	Specifications	Contact Info.
Tiles – floor & walls			
Paint – Interior and exterior			
Kitchen Units			
Fire alarms			
Interior / exterior doors			
Windows & glazing			
Air-Conditioning units			
Electrical Distribution boards			
Electrical fittings (sockets/switches/lights)			
Electric water heaters			
Solar water heaters			
Water Pipes			
Powered blinds			

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Section 1.2

CONSTRUCTION MATERIALS AND PRODUCTS REFERENCE LIST

Item	Manufacturer	Specifications	Contact Info.
Cooker			
Hob			
Extractor			
Fridge Freezer			

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Section 1.3

VILLA AND APARTMENT COMMISSIONING CHECK LIST

Foreword:

This section details the operational checks that the Lagoon View Development Quality site supervisor has undertaken on the fixtures and fittings within your chosen property, this is to ensure the satisfactory operation of each item in accordance with the Lagoon View Developments quality specifications.

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Section 1.3
Commissioning Check List

Date:

Commissioning checks to be carried out by the site supervisor:

Run water:

HOT	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
COLD	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
GOOD FLOW	<input type="checkbox"/>	Y	<input type="checkbox"/>	N

Bathroom 1 comments:

Taps and wastes operation

Bathroom 2 comments:

Taps and wastes operation

Kitchen comments:

Taps and wastes operation

Shower comments:

Flow and wastes operation

Roof shower comments:

Flow and wastes operation

Garden shower comments:

Flow and wastes operation

WC operation comments:

Run appliances and confirm operation for 30 minutes where applicable:

Cooker	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Hob	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Extractor	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Fridge	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Microwave	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Coffee maker	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Freezer	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Ice maker	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Fire alarm	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Burglar alarm	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Lighting	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Internet connection	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Solar panel	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Washing Machine	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
PV Panel	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Dish Washer	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
A/C Hot	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	A/C Cold	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Telephone	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	PIR Lighting	<input type="checkbox"/>	Y	<input type="checkbox"/>	N

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Sockets	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Sockets Kitchen	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
TV Ariel	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Satellite connection	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Gas supply	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Door entry system	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Fire flue	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Hot water cylinder	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Door bell	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Window blinds	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Doors open	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Windows open	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
Doors close	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	Windows close	<input type="checkbox"/>	Y	<input type="checkbox"/>	N
	<input type="checkbox"/>	Y	<input type="checkbox"/>	N		<input type="checkbox"/>	Y	<input type="checkbox"/>	N
	<input type="checkbox"/>	Y	<input type="checkbox"/>	N		<input type="checkbox"/>	Y	<input type="checkbox"/>	N
	<input type="checkbox"/>	Y	<input type="checkbox"/>	N		<input type="checkbox"/>	Y	<input type="checkbox"/>	N
	<input type="checkbox"/>	Y	<input type="checkbox"/>	N		<input type="checkbox"/>	Y	<input type="checkbox"/>	N
	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	General cleanliness	<input type="checkbox"/>	Y	<input type="checkbox"/>	N

General Comments and Observations:

Signed: _____

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Section 1.4

LOCAL RECREATIONAL FACILITIES

Foreword:

This section details the local Restaurants, Golf Clubs, Diving operators, Taxis we have used and places of general interest that we have actually been to and can recommend, for some of these facilities we will have negotiated a Lagoon View Development exclusive discount which you will be entitled to on production of your Lagoon View owners Pass. For a detailed report on a particular facility please read our Lagoon View owners news letters.

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Section 1.5

DEVELOPERS AND CLIENTS SNAGGING SHEETS

Foreword:

This section details the internal company snagging items that we as the developer requested the builder finish or make good before we handed the property to you the new owner.

Please take the time to review our list and complete if necessary your own list in accordance with the enclosed format.

We will attend to any defects you have highlighted prior to offering the property back to you for final inspection; we will then require you to sign the final acceptance form in section 1.6.

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Section 1.6

DEVELOPER AND PURCHASERS FINAL PROPERTY CONDITION ACCEPTANCE FORMS

Foreword:

This section retains your final property acceptance sheets signed on behalf of the developer by the site supervisor or approved agent and by you the incoming purchaser

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Section 1.7 - part 1

LAGOON VIEW DEVELOPMENT TEAM

Foreword:

This section provides details of the professional team involved in lagoon view development together with their roles and responsibilities.

UK TEAM

Name	Position	Tel	Mobile	Email
Mr. Chris Shorter	Construction Mechanical and Electrical Project Manager	TBA	00447956458869	chris@lagoon-view.com
Mr. Graham Wright	Construction Building / Finishes Project Manager	TBA	07785-920140	graham@lagoon-view.com
MR/MS	Interior Design Co- ordinator / Furniture Pack Procurement UK Sales and Marketing	TBA	TBA	XXXXX@lagoon-view.com
Mr. Paul Smith	UK project QS Cost manager / surveyor Cost Consultant	TBA	TBA	paul@lagoon-view.com
	UK Office Administration	00441992 892636	TBA	enquiries@lagoon-view.com
Mr. Phillip McCarthy	UK Financial Advisor / Mortgages and Loans	00441727 875423		phil@lagoon-view.com

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Section 1.7 – part 2

LAGOON VIEW DEVELOPMENT TEAM

TURKEY TEAM

Name	Position	Tel	Mobile	Email
Mr. Edward Lester	Site based supervisor Project Site Supervisor and Quality coordinator	TBA	TBA	ted@lagoon-view.com
	Project Solicitors	TBA	TBA	
Mr. Huseyin Alan	Project main Contractor	TBA	TBA	huseyin@lagoon-view.com
Mr. Sinan Akyurtlakli	Project Architects	TBA	TBA	
Mr	Project Financial Advisor / Mortgages and Loans Turkey	TBA	TBA	

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Section 1.8

WARRANTEES, GUARANTEES, LEGAL DEFINITIONS & DOCUMENTATION

Foreword:

This section provides details of the construction Warrantees, Product guarantees and legal terms and conditions that affect your ownership.

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Section 1.9

OWNERS OCCUPATION AND LETTINGS AGREEMENT

Foreword:

This section provides details of our proposals for each property owner to enter into an enforceable code of conduct agreement for the benefit of all property owners.

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Section 1.9

OWNERS OCCUPATION AND LETTINGS CHARTER

Owners, Occupation and Lettings Charter

I/We agree to be bound by the following agreement and accept full responsibility for any and all costs incurred by the management team should the management team have to exercise their powers to remove a person or persons from my / our property / ies or fine me if I or my guests, family or friends are the originators of a breach of any of the restrictions listed below (a maximum fine of £500.00 per incident can and will be enforced at the discretion of the management) a three warnings rule applies one verbal and two written for any one incident.

Print Name _____

Signed _____

Agreement

- 1.0 No Person shall cause a nuisance to another with excessive noise (if you have a party keep the music down to a reasonable level, respect other people's right to quiet)
- 1.1 No Person shall deliberately discard litter around the development site.
- 1.2 No Person shall urinate on or around the development site.
- 1.3 No person shall use profane language to another (report any dispute to the management)
- 1.4 No person shall use drunken abusive behaviour to another.
- 1.5 No person shall deliberately damage any flora, fauna, or any other site facilities.
- 1.6 No Children under the age of 16 are to be allowed into the adult pools (except for training exercises) or without the agreement of the manager.
- 1.7 Children under 16 are to be supervised by a parent or guardian at all times.
- 1.8 All site facilities are used at the users own risk and the site owners take no responsibilities for any damage to persons or property during its use.
- 1.9 Any damage must be paid for within 7 days of notification of the costs.

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- 2.0 No person may throw rubbish or bottles into the swimming pools.
- 2.1 No person may take or use another's sun lounge's or equipment without permission of the owner.
- 2.2 No persons when returning or arriving late at night or early in the morning may disturb the other occupants with unnecessary loud noise.
- 2.3 No person may block up the common areas and walk ways with golf equipment, Diving equipment or any other goods, these areas are for safe access and egress only and must be kept clear at ALL times

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Section 2.0

OWNERS PROPERTY MAINTENANCE AGREEMENT

Foreword:

This section provides details of our proposals for each property owner to enter into an enforceable property maintenance agreement for the overall development site.