



**GOULDEN
HOUSE**
CO - OPERATIVE

Estate Office
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Wednesday 4th March 2026

Official

Dear Resident(s),

RE: Fire safety

I am writing to you to with regard to the important issue of fire safety.

There are a number of steps that you can take to reduce the chances of a fire from occurring and to ensure that, in the event of a fire, you and other residents are safe.

To help prevent fires from occurring:

- **Do not leave candles unattended and dispose of cigarettes carefully.**
- **Do not leave cooking pans unattended.**
- **Do not store e-scooters or e-bikes in your home.**
- **Do not overload plug sockets.**

When a fire does occur in the building the following are very important in keeping you and other residents safe:

- **Be aware that the fire action procedure in your block is to stay put. i.e. in the event of a fire in the building, unless you are affected by fire or smoke you should remain in your home.**
- **Ensure you have a working smoke alarm in your home. We will install smoke alarms at no charge regardless of whether you are a Council tenant, leaseholder or private tenant. Therefore, please contact Annie Gleeson MSc, your appointed Estate Manager on 0207 924 5213 or via email at office@gouldenhouse.org if you do not have a working smoke alarm.**
- **Ensure your front door is the appropriate thickness (44mm), fits closely into the frame, and has a working door closer. If you are a Council tenant, we will undertake any necessary repair or improvements to your front door. Please contact Annie Gleeson MSc, appointed Estate Manager for Goulden House, if you consider your door requires an inspection and repair.**

In order to keep the means of escape clear you must also adhere to the following advice:

- **Rubbish should be disposed of down the rubbish chutes. Rubbish should not be left in the rubbish chute chamber or in the communal area.**
- **No items should be stored in the communal areas. This includes the lift lobby and stairwells. If you leave items in these areas, they may be cleared and disposed of without warning.**

If you have any questions, or wish to discuss any of the above issues, please do not hesitate to contact your Estate Manager on **0207 924 5213** or via email to the Estate Office at office@gouldenhouse.org

For and on behalf of Goulden House Co-Operative Ltd

A handwritten signature in black ink, appearing to read 'Annie Gleeson', written over a faint, light-colored signature line.

Annie Gleeson MSc
Estate Manager