



Shared Areas- Removal of Items Procedure

1. Introduction

Co-op Homes is keen to ensure that all shared areas are kept free from items belonging to customers to ensure that the place in which our they live stays clean and safe at all times.

2. Policy

- 2.1 This procedure relates to Co-op Homes short life and permanent tenants only.
- 2.2 In order to comply with Health and Safety regulations and to respect the local environment, all shared areas including drying areas, stairwells and walkways are to be kept clear of any items that cause obstruction. Items include (although not exhaustive):
 - Boxes
 - Bikes
 - Prams
 - Motor cycles
 - Mopeds
 - Cycles
 - Prams
 - Furniture
 - Bulk Rubbish
 - Bags of Refuse
 - Carpets and any other floor coverings

3. Procedure

- 3.1 Inspections will be carried out on site on an ad-hoc basis by the local Housing Officer. All Co-op Homes employees or customers of Co-op homes can also report offending items
- 3.2 Co-op Homes will place a 7 day removal notice sticker(s) on any of the item(s) stored in a shared area. The sticker will provide the details of the Housing Officer, and a photograph of the item will be taken
- 3.3 If after 7 days the items(s) have not been removed, Co-op Homes will remove the item(s) and items of value will be stored in a secured area for 3 months. The owner will need to contact the Housing Officer to claim the item. There will be a minimum charge of £10 per item. Any items identified as bulk rubbish or as having no value and not removed within the 7 days can be disposed of immediately.
- 3.4 Any other items not claimed within 3 months from the date of removal will be disposed of.
- 3.5 Customers who continuously store items in any shared area after 1st clearance will be in breach of their tenancy agreement and Co-op homes will consider taking legal action against that customer.