

**Comhairle Contae Mhuineacháin
Monaghan County Council**



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XXXXXXXXX
Co. Monaghan

Housing Update – September 2017

Dear Tenant,

Please note the contents of this letter and retain it for your records as it contains important information in relation to your tenancy.

Cleaning of Guttering

Please note that the cleaning of silt, leaves or other deposits from the guttering of the Local Authority House is the responsibility of the tenants in the household. The regular cleaning of the guttering will allow rainwater to run off from the house and stop damage to the building. Can you please ensure that the guttering of the Local Authority property as and when required is cleaned and cleared from any such materials already mentioned.

Chimney Fires

In the last few months the Housing Section has had to repair the damage caused by chimney fires as increased use is being made of open fires. Please take note of the following advice:-

What causes chimney fires?

Chimney fires occur when deposits of carbon and dust accumulate in a chimney and are set alight by sparks or flames from an open fire. Most solid fuels create some kind of soot which without regular cleaning of chimneys builds up in the flue and eventually catches fire. Therefore you need to ensure that wood and turf have dried out adequately before use. This will reduce the amounts of tarry deposits which these fuels/materials produce when burnt. It should be noted that it is illegal to burn household waste at home on your open fire. Not only can this be a nuisance to neighbours, it can release many harmful chemicals into the air you breathe.

How can chimney fires be avoided?

Regular cleaning is the only way chimney fires can be avoided. The Fire Service recommends the following levels of cleaning:-

- Wood burning fires: 4 times a year when in use
- Solid fuel fires: Twice a year if using coal
- Oil Fires: Once a year
- Gas Fires: Once a year if designed for sweeping

When cleaning is carried out please keep receipts from the chimney cleaner showing the works carried out and the date of the clean. A copy of the receipt should be submitted to Monaghan County Council Housing Section.

Servicing of Heating Systems

I wish to remind you that your central heating boiler needs to be serviced each year and the servicing of the boiler in the house you are living in is your own responsibility. When you arrange and pay for the servicing of the boiler please make sure that you get a service certificate from your plumber or registered gas installer, a copy of the service certificate is to be submitted to Monaghan County Council, please ensure to keep the original service certificate in a safe place for your own records. If/when you make a request for a repair to your central heating boiler the Council will ask for a copy of your boiler service certificate if you have not already submitted one. If you have not had your boiler serviced then any repairs required will be your responsibility.

Emergency Contact numbers – Repair Issues

All housing repair requests should be referred to the Housing Section Repair Line on telephone number **047 30515** Monday – Friday between 09:15 am to 5:15 pm.

Emergency repair issues which occur outside of the above hours may be referred to the telephone numbers listed below. Please note that a charge may be incurred by the tenant if an emergency call out occurs in a case that is deemed not to be an emergency.

<u>Area</u>	<u>Contact Person (Overseer)</u>	<u>Telephone Number</u>
Municipal District of Ballybay/Clones	Michael Leonard	087 2041672
Municipal District of Carrickmacross/Castleblayney	Michael Duffy	087 6873154
Municipal District of Monaghan	Colm Lynch	087 6501833
Municipal District of Monaghan – Monaghan Town	John McKenna	087 2424221
Water Services	Irish Water	1890 278278

Fire Service Telephone Number 999/112

Yours sincerely,

**Housing Section
September 2017**