



The Current Occupier
«House_No» «Address»
«Town»
«Post_code»

Dear Tenant

Notice of Annual Solid Fuel Safety Inspection

Saltire Facilities Management Ltd is working on behalf of West Lothian Council as their Solid Fuel Appliance Servicing and Maintenance Partner. We are required to carry out the free annual safety inspection of the Solid Fuel appliances within your home for this year.

Our engineer will call on «Planned_Date»

Could you please ensure that your fire is turned off prior to our visit.

If the above appointment is not convenient, please contact the Servicing Team at Saltire's office on 01698 743647, between the hours of 8.00 a.m. and 4.30 p.m., Monday to Friday, to discuss an alternative appointment.

West Lothian Council, as your landlord, has a legal duty to ensure that an annual safety inspection is carried out on the solid fuel appliance and a sweep of the chimney within your home.

We urge you to co-operate with this free annual inspection arrangement, and ensure access is available to your home at the above date, in order to enable this work to be carried out.

May we also kindly ask you to ensure any pets in your home are kept away from the workman and the working area whilst the service is being carried out.

Kind Regards

Servicing Co-Ordinator
Saltire Facilities Management Ltd.