

CORONAVIRUS COVID-19 GUIDANCE

SCANLANS CONSULTANT SURVEYORS LLP SCANLANS PROPERTY MANAGEMENT LLP

This guidance is being issued to state our current policy in the event of the likely disruption which will be caused by the Coronavirus.

Wherever possible, we will offer a normal service to all our clients and occupiers of buildings under our management, but there may be issues if some of our staff, or suppliers, are affected or if directives are issued from the Government.

All our Partners, Surveyors, Property Managers, Admin and Support staff can work from home and will do so where the nature of their work makes it possible.

Surveyors will continue with their usual activities, including inspecting properties provided they have been assured it is safe to do so.

Property Managers will also continue to operate as normal although non-urgent site inspections and meetings will not take place during this time.

Surveyors and Property Managers have been issued with disposable gloves to be worn during site inspections and disposed of immediately afterwards.

If the estimates of a high proportion of the population being affected are accurate, this may have an impact upon service levels and we will issue further guidance as to how our clients and residents in the buildings we manage, may be affected.

Where we use third-party providers (maintenance contractors, IT support providers etc.) we are in regular dialogue with them to find out how they are affected and what plans they have in place to ensure that service levels are maintained as far as possible.

Internal guidance has been issued to all staff.

We will continue to monitor Government advice and react accordingly.

17th March 2020