Working in unoccupied premises
POLICY STATEMENT

Mamo Building Services Ltd (the 'Organisation') aims to ensure that its products and services always meet the needs of its clients in accordance with contractual requirements, its policies, and procedures.

Unoccupied premises fall into two categories:

Property is unoccupied and empty of contents.

When a property is unoccupied for a period of time it may suffer damage due to:

- Fire caused by arson or a defective electrical installation
- Vandalism including malicious damage and graffiti
- Theft e.g. damage to the building when gaining access, theft of building materials and contents
- General deterioration caused by adverse weather or water ingress, possibly as a consequence of lack of maintenance
- Squatters.

Working in a vacant occupied Property
Carrying out works in an occupied vacant property, potential for claim in respect off:

- Theft of occupiers possessions
- Damage to occupiers possessions
- Damage to the property
- Access to non-authorised personnel
- Occupiers personal information abused
- Property not left in a clean and tidy state
- Lack of communication with the occupier

Mamo Building Services Ltd.'s Management is committed to:

1. Ensure that client needs and expectations are determined and fulfilled with the aim of achieving client satisfaction.
2. Communicate throughout the Organisation the importance of meeting client's needs and all relevant statutory and regulatory requirements.
3. Establish this Policy and its objectives and review and update when necessary.
4. Ensure optimum communication with the Client and all stakeholders.
5. Follow all projects particulars in relation to the Clients instructions and guidance.
6. Notify the Client immediately of any concerns arising from the works prior to starting, during the works and on completion of the works.
7. Ensure the availability of resources to complete works to the Clients satisfaction.

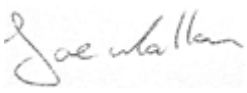
Working in unoccupied premises POLICY STATEMENT

The additional Mamo Policies shall also be taken into account in the execution of our works for working in unoccupied premises:

- Code of Conduct 11.06.2024
- Customer Care Policy 16.12.2023
- Data Protection Information Security Policy Reviewed 16.12.23
- Fire Safety Policy Reviewed 16.12.23
- Managing health and safety in vacant premises 18.06.2024
- Quality Policy Statement 24.04.24
- Site Waste Management Policy V2 Reviewed 31.10.23
- Smoking or Vaping Policy Reviewed 16.12.23
- Social Responsibility Policy 10.12.23

The above policies are regularly reviewed and updated as and when required and shall comply with all aspects of: The Management of Health and Safety at Work (Amendment) Regulations (Northern Ireland) 2006 for this policy.

Signed



Joe Mallon

Director – Mamo Building services
Date: 05/01/2026