

Resident Information Booklet

Planned Bathroom / Wet Room Improvements.



If you need this booklet in an alternative format such as larger print or an alternative language, please let your Resident Liaison Officer know.

Kelly Gilmore 07715 063838



Working in your home

Soon we will be fitting a new bathroom / wet room in your home. We would like you to be happy with your new bathroom / wet room and the service that we provide.

Please be aware that although we will do our utmost to complete the work with the minimum of disruption, there will be an element of inconvenience.

Due to plaster and paint drying times or normal work sequencing, your property may not be attended for a day or two in between certain jobs.

Dust will be created during the refurbishment works, which is unavoidable. We will take steps to minimise dust and disruption throughout the works.

IMPORTANT – If you or any member in your household have any health or mobility issues or any other special requirements, please let us know as soon as possible by contacting our Resident Liaison Officer.

This booklet should:

- Help you understand what happens when we fit a new wet room / bathroom.
- Give you details of the team and how to contact them.
- What to expect before, during and after the work.

You may need this booklet in the future, so please keep it safe

Meet the Team

Templer HomeBuild is working together with Teign Housing to improve your home.

During the course of the works you will meet different members of our team.

Site Foreman:

Andy Plumb 07467 454769

Andy will be your first point of contact throughout the works.



Contracts Manager:

Mark Salmon – 07912 476798



Resident Liaison Officer:

Kelly Gillmore – 07715 063838



**For all out of hour emergencies FREEPHONE number:
0800 197 9790**



Who to contact?

Your first point of contact will be **Andy Semmens**. Please call if you have any general questions about the work, or if you have any issues you would like to discuss.

For technical questions concerning the work, or if you have an urgent query and are not able to contact Mark, then please call our office on 0800 197 9790.

Getting back to you

We often work in parts of the county with little or no mobile signal, so you may have to leave a message. If you leave us a message, we will endeavour to get back to you within one working day.

Other useful contact numbers

Out of hours Emergency	Tel: 0800 1979790
If you smell gas, fumes or your carbon monoxide alarm sounds call the National Gas Emergency Service	Tel: 0800 111 999
Emergency Services – fire brigade, ambulance, police or coastguard	Tel: 999

We will complete a home visit and make sure we:

- Explain what work will be carried out and how this will affect you and your family.
- Make confidential notes on any special requirements you or your family may have.
- Respond quickly and efficiently to any questions, concerns or problems you may have.
- Provide you with safety advice to make sure you, your family and any pets are safe whilst the work is being carried out.
- Advise you on how you can minimise disruption to you and your family.

Our working hours

- When we are working in your home we will need daily access between the hours of 8.00 am and 4.30 pm, Monday – Thursday and 8.00am to 4.30pm on Friday.
- We are not always able to arrive at your home at 8.00am each day as we may need to collect materials or wait for the correct trade to access the property. Depending on the stage of the works, we will communicate this on a day to day basis.
- We do not work at the weekend. Should there be exceptional circumstances where weekend working is required we will make these arrangements directly with you.

Bathroom Upgrade

We will endeavour to complete a new bathroom installation in approximately 10 working days depending on the scope of works, access and design.

Before the work starts

The first step is for the us to visit you to find out what works are required. The bathroom layout is likely to stay the same as before. However, there may be circumstances where a new layout is needed.

*Important! Please tell your Resident Liaison Officer **BEFORE** we start if you or any members of your household have any mobility, health or medical conditions which might be affected by or influence the works.*

We will go through the design with you to explain how the bathroom will look once it is fitted.

There are a range of options to choose from – including a choice of flooring and paint. We will discuss these options with you. Please be aware we do not install coloured suites. Once you have made your selections you have 5 working days to change your choices if you wish.

Once you have made your colour choices you will have 5 working days “cooling off time”. During this period, if you change your mind you will need to contact our office. After this period, you cannot change them.

How should I prepare for the work?

You will receive a letter informing you of the start date. On occasions, we may have to change the start date due to supply issues or sickness and we will contact you by phone to agree an alternative date.

Please contact us immediately if the start date is not convenient for you.

We will go through what you need to do before the work starts.

Please tell us about any health or mobility issues you or your household have as soon as possible so we can make sure we provide you with a service that meets your needs and requirements.

You must remove everything from your bathroom including any shelving, pictures or anything fixed to the walls that you would like to keep, before the work starts. We can refit items such as cabinets when the work is finished.

The Operatives will usually need access to your home every day the work is taking place. Occasionally there may be a day or two when access isn't required e.g. whilst plaster is drying, or between certain trades. We will update you when operatives need access and when there are free days.

If you, a family member or friend is unable to do this, operatives will be able to assist you. Please contact your Resident Liaison Officer as soon as possible. Our operatives cannot be held responsible for any damage caused by moving any items. We will ask you to sign a disclaimer form before we move any items. We will complete a "condition survey" and take photos of your items before we start work.

We will try to let you have access to the facilities during the works if you have no alternative. There may be days where this is limited due to the works being completed so we may need you to look at alternative arrangements for that period. We will discuss this with you if applicable. We will leave you with a functioning toilet each evening. Please



remember the area will not be finished and we may need to store items for the next day, so would ask you not to touch any materials left overnight.

Please ensure all items below are completed before commencement of works:

- Clear furniture and loose items from your bathroom
- Clear the bathroom cupboards and surfaces of all items
- Allow access to wiring in your loft
- Allow access to all sockets and switches

Typical Bathroom Programme

**Stage A
Preparation**



Bathroom Removal Electric Rewire Plastering / Patch

**Stage B
Fitting**



Bathroom Fitting

**Stage C
Decoration
and Finishing**



Tiling Decoration Floor Laying

**Stage D
Final checks
and
Completion**



Final Checks and Handover

Looking after your new bathroom

Bathroom Suite:

- Clean with warm water and a mild detergent using a damp cloth. Once clean, wipe down with a clean dry cloth. Avoid the use of abrasive cleaners or strong chemicals.
- It is best to rinse the bath and sink thoroughly after each use. Thorough rinsing can be done by running the water for a few minutes and rubbing the cleaned area with a sponge.
- Do not use a steel wool pad or abrasive pad to clean your bath or basin as this will damage the finish.

Wall Tiles:

- Regularly clean your wall tiles with warm water and a mild detergent using a damp cloth. Once clean, wipe with a clean dry cloth.
- After showering wipe walls down in bath area to reduce mould growth and leave windows open for at least 30 minutes after showering or a bath.
- Avoid the use of abrasive cleaners or strong chemicals as these will mark or discolour your tiles.

Flooring:

After installation is complete, the floor should be left for 24 hours before any cleaning is carried out. The floor should then be:

- Swept or vacuumed;
- Mopped with a mild detergent in clean hot water; rinsed with clean cold water, then allowed to dry.

This process should be done on a regular basis to ensure your floor stays clean and in good condition.

How can I help the work run smoothly?

- Please make sure you have prepared as requested in this booklet.
- Please make sure children are supervised whilst work is being carried out. We are unable to work in a property where a minor (aged under 18) is alone without an adult being present.
- Please make sure pets are controlled and moved to other areas, if requested.
- Please follow any advice or safety notices put up by our team during the work. These are for your safety as well as the workforce.
- Let us have access to your home every day (unless we tell you differently) until the work is complete. This will help us finish the work on time.
- If you are unable to let us in, then please arrange for an adult you trust to open the door and be present at all times whilst the works are carried out.
- Please speak to our Resident Liaison Officer to discuss any access issues you may have.
- If you are unable to keep an appointment or will not be in during the work, please tell us immediately so we can make other arrangements.
- Our operatives may at times need to leave your home for short periods during the day. Please make sure they can get back into your property if they have not finished their work. They will let you know if they need to come back on the same day.

Remember to keep our contact details to hand in case you need them in future.

Code of Conduct

A copy of our code of conduct is available on request – please contact us.

- If you need to leave your property, please tell our operatives what time you will be back. We will always leave your home secure.
- To protect our staff from passive smoking, please do not smoke in a room or rooms where our staff are carrying out work or are visiting.
- You will be visited regularly whilst the work is taking place and Mark Salmon will be your first point of contact if you have any problems or questions.

Important – Staying safe

- It is essential that all work in and around your home is carried out in a safe way.
- The team will wear identification badges with photographs on them and branded work wear. All operatives will introduce themselves to you and produce their identification when entering the property for the first time, so that you know who they are.
- Always ask for identification before letting anyone into your home.
- We will keep all tools and equipment strictly under control. However, please prevent children or pets from wandering into the work area.
- Whilst we are working in your home, there will be a certain amount of materials stored around the work area. Please do not touch these items.
- We will use floor protection where we can, but please help to protect your furniture and valuable items by removing them or covering them with dust sheets.
- Please keep doors closed to prevent dust from spreading to other rooms.
- We will remove all rubbish from your home as the work progresses.

- We will not leave tools in your home overnight.
- You should tell any visitors to your home about the work being carried out and prevent them from wandering into the work area.

Moving Possessions Disclaimer

- It is your responsibility to move furniture and give clear access to all work areas in your bathroom. Please make sure all cupboards, drawers and shelves within the bathroom are completely cleared.
- In order to avoid accidents, please pack all valuables away, including breakables and items of sentimental value that may be within the access route to the bathroom.
- In the unlikely event of a possible insurance claim, do not dispose of any items that are subject to a claim, as you will need to produce them as evidence.
- We are happy to help you move any of your possessions. However, we are not responsible for any loss or damage caused during this process. Should you have any items of great value in monetary or sentimental terms, we would recommend that you or your family pack this independently.

After the work is finished

We will inspect your new bathroom to make sure it meets the agreed specification and has been completed to a good standard. A Teign Housing Surveyor will visit to inspect the works.

- Any outstanding work (called snagging) will be done within 5 working days before we sign off the bathroom as complete.

- Your new bathroom is guaranteed for 12 months. Please report any problems to Templer HomeBuild.

We value your opinion, so at the end of the work we will ask you to complete a satisfaction survey. This will tell us if we need to change the way we do things in order to improve our service.

Frequently asked questions

Q – Do I have to have the work done?

A – Teign Housing want to improve as many homes as possible to ensure they meet the current letting standard, so we would encourage all tenants to have this work carried out. If there is anything unsafe with your current bathroom, we will insist on carrying out this work.

Q – Will I have to pay for the improvements?

A – No.

Q – Will I have to move out?

A – We will carry out the work while you are still in your home. We will ensure that you have mains water, gas and electricity supplies at the end of each working day. You will not be able to use your bath / shower during the planned works, but we will ensure you have toilet facilities at the end of each working day (during the day should you only have 1 toilet we will ensure you have reasonable access to the toilet facilities) In a worst case scenario we may need to provide a portable toilet during the works. If we are unable to put your heating back on, we will leave you with portable heaters.