



Herefordshire Housing aims to provide properties that meet the Decent Homes Standard and fulfills both tenants' expectations and aspirations. This leaflet explains how we aim to carry this out.

Prior to any work starting

The Survey

The process of rewiring your home will start with a detailed survey carried out by either a Surveyor from Herefordshire Housing or by an appointed contractor. Each property will be surveyed individually to ensure it receives the work that is necessary to bring it up to the Decent Homes Standard.

However, not every home will need the same work carried out, because each property is different. This means that your property may not receive the same work as that of your neighbour.

During the survey, our Surveyor will assess your existing electrical system and decide on the level of improvements necessary. Our Surveyor will then inform you of the proposed works needed and offer you any choices that are available.

We have our own Customer Liaison Team who will support you through the improvement works. You can contact them if you have any questions or concerns.

Please make sure that you request and check the Surveyor's ID badge. Do not allow any one into your home if they do not have any identification.

Electrical rewire

Following the survey a full electrical rewire is normally required. This means that our contractor has to carry out work in every room because all electrical cables, switches and sockets will be replaced. If it is established that your home only requires minor changes to improve the electrical system only these will be completed. The Surveyor will discuss this with you at the time of the survey.

When the work commences you will have the choice of having either the electrical cables hidden within the walls, (chased in), or placed within plastic conduits that are fixed to the surface of the walls (trunked). We fit all electrical switches at a height to match the Lifetime Homes Standard, which is as follows:

- Light switches height above floor 1200mm
- Sockets height above floor 450mm
- Consumer unit (fuse box) height above floor 1500mm, (where possible).

If you live in a property that has an upstairs, we will fit the cables within the floor void (where possible), which means that the floorboards, and floor covering will have to be taken up to lay the cables. We will re- fit your floor coverings. However, if you have laminate flooring, it is often not possible to re-use it. Please discuss with the Surveyor the options available to you if the laminate flooring cannot be taken up.



When the electrical installation is carried out we normally install additional electrical switches and sockets to each room of your home. These are as follows:

	Single sockets	Double sockets	Light fittings	Door bell
Kitchen/Utility	4	4	1	-
Dining Room	-	2	1	-
Living Room	-	4	2	-
Hallway	-	1	1	1
Landing	-	1	1	-
Cloakroom/WC	-	-	1	-
Bathroom	-	-	2(*)	-
Main Bedroom	-	3	1	-
Other Bedrooms	-	2	1	-
Store room	-	1	1	-
External Front Door	-	-	1	-
External Rear Door	-	-	1	-

^{*} shaver light

Disability Aids and Adaptations

During the survey it would be really useful to know if you need any minor disabled adaptations to your property, such as grab rails or lever taps of if you require a Major adaptation such as a walk in shower, or if you have requested a visit from the Occupational Therapist through your Doctor to assess your needs, please inform our Surveyor as we will try and undertake these adaptations at the time the improvement is completed.

Some major adaptations between £1,000 and £2,000 and works referred to the Local Authority for a Disabled Facilities Grant will normally only be given permission if the property is a ground floor flat or bungalow. There are exceptions to this depending on your family needs and you can discuss this with our Surveyor.

Carrying out the work to your home

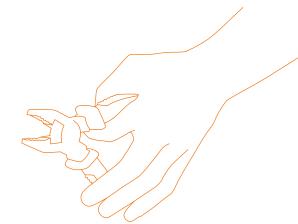
During the Works - We will ensure that:

- You are given a start date and a completion date for carrying out the work
- Your home is left in a clean and tidy condition at the end of each working day
- You are left with a working electrical system overnight
- We will respect your home at all times
- You have contact telephone numbers for both day time and outof-hours emergencies
- We supply cardboard boxes (where required) which can be used to store possessions while the work is completed.

On completion of the Works

We will carry out a detailed inspection of the improvement to ensure that it is of a high quality and is complete. You may also be asked to complete a questionnaire which will give you the opportunity to tell us your opinion of the work carried out and find out if you are satisfied with the finished standard. Once both you and we are happy with the finished standard, the improvement will be confirmed as finished.

If you experience any faults following the improvement work, please contact us and we will arrange for an inspector to visit you.



4

Your obligations

While we carry out this work, we would be grateful if you could:

- Allow us full access during working hours to complete the works
- Pack away any valuable items
- Keep children out of harms way
- Keep any animals locked away
- Inform us immediately if you have any concerns

Timescale

The time taken to complete the electrical re-wire from start to finish should be a maximum of 6 working days. This standard has been agreed by our Tenants' Service Review Group members and is monitored by us to ensure that the contractors keep to the agreed timescale.

General Information

If you wish to discuss our Improvement Programme or if you have any concerns during the work, please contact our Assets and Investments Team on our direct telephone number 0300 777 4321. Alternatively, you can email us at info@hhl.org.uk.

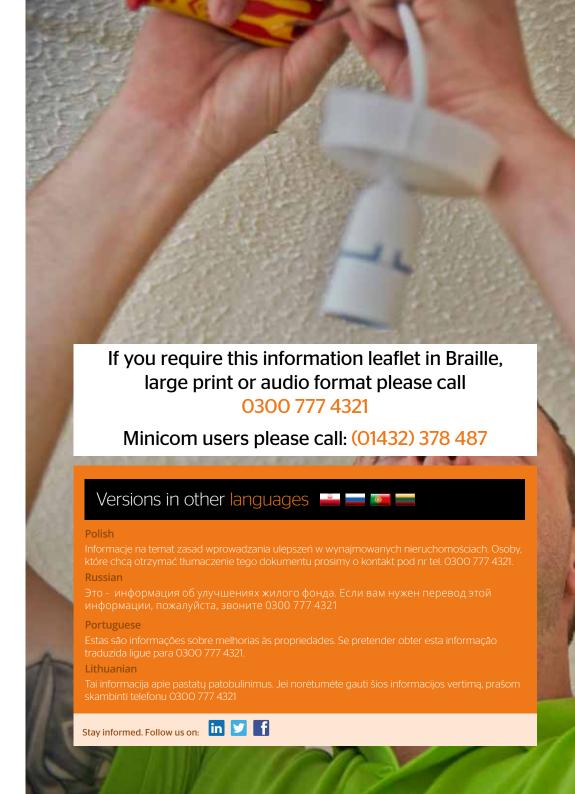
Our office opening hours are:

Monday to Friday: 8.30am to 5pm

Phones: 8am to 8pm

Our address is:

Assets and Investments Team, Herefordshire Housing Ltd, Legion Way, Hereford, HR1 1LN.





Head Office

- > Herefordshire Housing Ltd, Legion Way, Hereford HR1 1LN
- > Telephone 0300 777 4321 > Fax 01432 384198
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