

We are pleased to advise you that your home has been included in our latest kitchen upgrade programme. We will install your new kitchen within the next few months.

Planning your new kitchen

Our kitchen supplier will be in touch with you soon in order to make an appointment to plan your kitchen. They will offer you a choice of kitchen units and worktops from our approved selection and take a note of your choices. You will then receive a copy of your kitchen plan. Please ensure that you are satisfied with the layout and with the type and colour of the units and worktops that are shown on your plan.

It is very important that you check the kitchen plan before we arrive to fit it, and that you should **contact our Trades Supervisor within 5 days** if you have any queries. This allows us to make any adjustments before work begins as *no changes can be made to your kitchen after it has been fitted.*

Installation day

On the day of the fitting, our tradesperson will arrive at your home between 7.30am and 8am. They will be wearing a uniform with the East Lothian Council logo and will wear identification badges.

We kindly ask that you and other residents do not smoke while our employees are meeting with you or carrying out works in your home, and ideally for one hour before any pre-arranged visits.

We will keep your home secure at all times. We will also clear away any debris at the end of the working day.

It will take approximately one day to install your new kitchen. There may be a short return visit to rectify any 'snagging' issues that you identify.

Preparing for installation

What we will do:

- **Upgrade your electricity supply**
Where required, the electricity installation will be upgraded to accommodate your new kitchen design. This usually takes place the day before the new units are fitted. This will result in the electricity supply being turned off for a short time. It will not be turned off long enough to defrost any food items that are in your fridge or freezer. If your property also requires a Scottish Power isolator switch to be fitted, Scottish Power or their contractor will contact you directly to arrange this.
- **Carry out an asbestos survey**
If your home has not been previously surveyed, we will carry out an asbestos survey. A specialist contractor will contact you to arrange a suitable time to do this, and if any work is required, this will be explained to you by the contractor.

You will need to:

- **Clear your cupboards and worktops**
All kitchen cupboards and worktops must be cleared before the date of the electrical re-wire and kitchen installation. Built-in larders and associated storage space must also be cleared.
- **Lift your flooring**
You must lift all kitchen floor coverings (e.g. lino, carpet) before work is due to begin. If you are unable to do this yourself, you must arrange for someone to carry out this work for you.
- **Move your fridge and freezer**
These must be removed from the kitchen area before our arrival. East Lothian Council will carefully remove your cooker and washing machine, and will re-connect them afterwards.

Gas appliances

- If you have bought a new gas cooker or hob to be installed at the same time as your new kitchen is fitted, you must:
- 1 Apply to the Central Heating Team, Penston House, Macmerry Industrial Estate EH33 1EX or email **pmplannedworks@eastlothian.gov.uk** for permission to install the appliance.
 - 2 Have the new gas appliance fitted by a **Gas Safe** registered engineer. Our tradesperson/contractor will **not** fit a new gas appliance.

Cooker hoods

We will not fit a new or existing cooker hood as part of the rewiring programme. You should make the necessary arrangements to remove and refit your cooker hood prior to the start date for the rewiring work.



fold

fold



Versions of this leaflet can be supplied in Braille, large print, audiotape or in your own language. Please phone Customer Services if you require assistance on 01620 827199

Preparing for a kitchen replacement

All you need to know about having your new kitchen fitted

To make a comment, suggestion or complaint about a council service, download a feedback form online at www.eastlothian.gov.uk or pick one up at your local office.

Privacy Notice

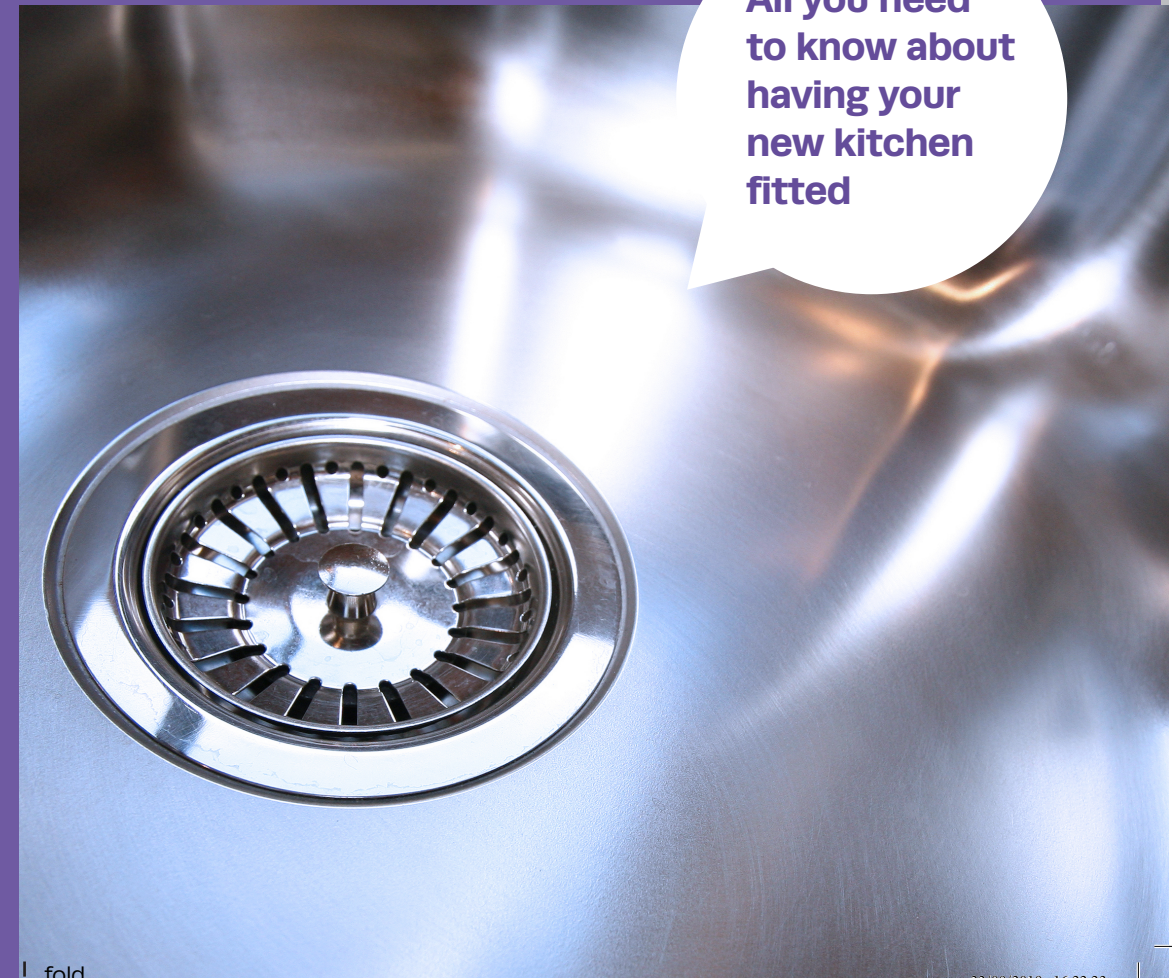
East Lothian Council is committed to processing data in accordance with its responsibilities under the General Data Protection Regulations (GDPR).

East Lothian Council will ensure that personal data passed to East Lothian Council approved contractors are adequate, relevant and limited to what is necessary in relation to carrying out works, ensuring information is held only for the duration of the works.

Get in touch

Our Trades Supervisor is available during office hours (Monday to Friday, 9am to 5pm) to answer any questions and resolve any problems that you may have.

Call 01875 824311
or email pmplannedworks@eastlothian.gov.uk
East Lothian Council
Property Maintenance
Penston House
Macmerry EH33 1EX



fold

fold