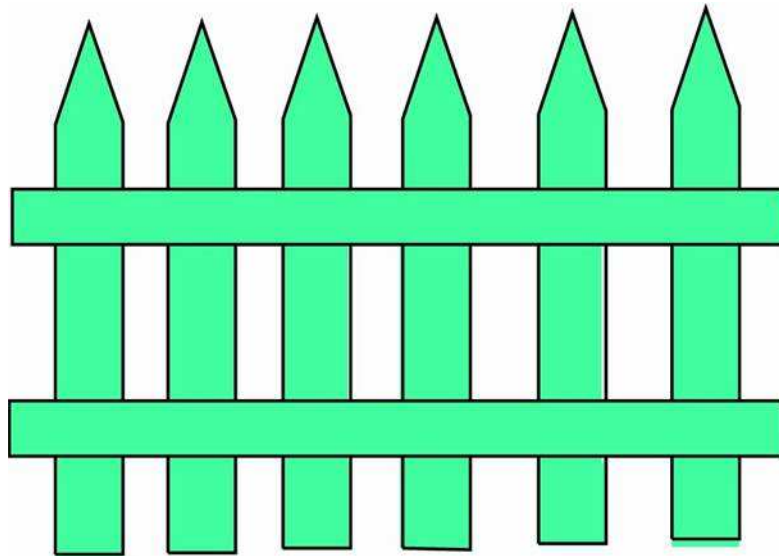


CUSTOMER PROMISE

FOR

EXTERNAL WORKS



WHAT IS A CUSTOMER PROMISE?

Work is about to start on your home and so this document lets you know what to expect both in the extent and quality of work.

YOUR CUSTOMER PROMISE FOR EXTERNAL WORKS

We want to make sure that the boundary fences and concrete paths to your home are secure and safe. That is why we are replacing your existing boundary fencing and/or concrete paths. We have worked closely with tenants to make sure that what we do matches your own high standards. The details of what we will do and how we will do it are set out in this Customer Promise.

WE PROMISE:

- To replace your boundary fencing and/or concrete paths to a high quality standard
- To use only reputable contractors and skilled staff.
- To keep disruption to a minimum.
- To complete work as quickly as possible.
- To let you know what is going on at regular intervals.
- To put problems right quickly.
- To consult you whenever possible.

WHAT WORK IS INCLUDED?

The following work will be done as part of the external works programme:

- We will measure the fencing and/or concrete paths that need replacing.
- We will then either remove the fencing and/or concrete paths and replace with new

WHO WILL DO THE WORK?

A contractor employed by Soha. The company who has won the Contract is responsible for all aspects of the work including the initial inspection of your home prior to commencement. We take great care to make sure that the contractor can achieve the quality standards you expect and we only ever deal with reputable contractors.

The letter attached to this document tells you the name of the company who will be carrying out the work together with contact names and telephone numbers. The contractor will have a Contract Manager who is responsible for every stage of the work and for keeping you informed as the work progresses.

You should also make sure that anyone working on your home is who they say they are. If you have not seen them before ask to see their identity card.

WHO SUPERVISES THE CONTRACTOR?

A Soha housing Surveyor is responsible for overseeing the works. The attached letter tells you the name and telephone number of your Project's Surveyor. Please get in touch with them if you have any queries or complaints.

WHAT HAPPENS FIRST?

The attached letter tells you when the work in your area will begin and when it will be completed. Your replacement boundary fencing and/or concrete paths will be replaced at some time during these dates.

HOW LONG WILL IT TAKE TO REPLACE YOUR BOUNDARY FENCING AND/OR CONCRETE PATHS

We will complete the work as quickly as we can. The contractor will try to fit in with your plans and we will give you advance warning of when the work will be done.

WHAT ABOUT THE DISTURBANCE AND DISRUPTION?

There will be some disturbances and disruption and we apologise for that in advance. However, we will keep this to a minimum and the workers will treat you and your home with respect. They will also clear up any mess they make at the end of each day. They will also respect your garden and will take care with plants, flowerpots and other things. They will not play radios that may annoy you.

As part of our health and safety policy, all contractors will carry out all works in a safe and careful manner. Please assist the contractor with this by keeping the area of work clear and tidy and try to keep children away from this area.

WHAT IF THERE ARE DELAYS?

Obviously the weather plays a big part in external work and if it rains when the workmen were meant to be working on your home, some work will be delayed. The contractor will tell you when the work will re-start.

WHAT HAPPENS WHEN THE WORK IS FINISHED?

The contractor will initially check the works before asking our Projects Surveyor to carry out an inspection. Please highlight anything you are not happy with. If the Surveyor finds items that need attention the contractor will put these right as soon as possible. Final payment will not be made to the contractor until the Surveyor is satisfied that all the work is finished.

HOW LONG WILL THE NEW FENCING AND CONCRETE PATHS LAST?

Soha has worked hard over the last few years to improve the standard of workmanship, using high performance and reliable products. We are always researching different products and manufacturers to ensure that we install the best.

HOW WILL I KNOW THAT SOHA IS ACHIEVING WHAT IT PROMISED?

We will check the work and we will ask you. While the work is going on, your Surveyor will be checking a number of homes in your area. When the job is finished we will leave a short Customer Satisfaction Form at your home asking for your comments. Please send the FREEPOST Customer Satisfaction Form back to us.

HOW MUCH DOES IT COST?

There is no extra charge for replacing your boundary fences and/or concrete paths – your normal rent covers this cost. We choose contractors who offer a competitive price for fencing and concrete works and we work hard to minimise unnecessary expenditure.

WHAT IF THERE IS A PROBLEM?

Tell the contractor straight away. Talk to the person doing the work or ring the Contracts Manager, the number is in the letter attached. They will sort out any problem as soon as possible. If they fail to sort out the problem, or you would prefer to talk direct to Soha contact the Project Surveyor who is looking after the work. Please report all other repairs concerning your home to the Customer Services Department in the usual way.

STILL UNHAPPY?

If you are unhappy with any aspect of the service or the quality of the work you can contact the relevant Surveyor at Soha housing, Royal Scot House, 99 Station Road, Didcot, Oxon, OX11 7NN.

If you are still unhappy you should contact The Asset Manager, at Soha housing, Royal Scot House, 99 Station Road, Didcot, Oxon, OX11 7NN.

Any further complaint should be submitted in writing, to Complaints Co-Ordinator, Soha housing, Royal Scot House, 99 Station Road, Didcot, Oxon, OX11 7NN.

MAKING CONTACT

Soha Housing Ltd
Royal Scott Road
99 Station Road
Didcot
Oxon
OX11 7NN

Telephone Number: (01235) 515900.
Fax Number (01235) 515945

If you would like this information on tape or translated into another language please contact Soha Housing on 01235 515900.

If you would like this information on tape or translated in another language please contact Soha Housing on 01235 515900.

In Albanian

Për informata të tjera, ju lutemi kontaktoni me Soha Housing në numrin **01235 515900**

In Bengali

যদি আপনি আরও তথ্য চান, তাহলে অনুগ্রহ করে **01235 515900** নম্বরে সোহা হাউসিং এর সঙ্গে যোগাযোগ করুন

In Chinese

欲需詳情，請與 Soha Housing（蘇哈房屋協會）聯絡。電話：01235 515900

In Hindi

यदि आपको अधिक जानकारी की आवश्यकता हो तो कृपया सोहा हाउसिंग से **01235 515900** पर सम्पर्क करें

In Punjabi

ਜੇ ਤੁਹਾਨੂੰ ਹੋਰ ਜਾਣਕਾਰੀ ਚਾਹੀਦੀ ਹੈ, ਤਾਂ ਵਿਰਧਾ ਕਰਕੇ **01235 515900** 'ਤੇ ਸੋਹਾ ਹਾਊਸਿੰਗ ਨਾਲ ਸੰਪਰਕ ਕਰੋ

In Polish

Więcej informacji można uzyskać dzwoniąc do Soha Housing pod numer telefonu **01235 515900**

In Urdu

01235 515900 پر رابطہ کریں اگر آپ کو مزید معلومات کی ضرورت ہو تو برائے مہربانی سوہا ہاؤسنگ سے

