

CUSTOMER PROMISE
FOR
REFURBISHMENT OF GARAGES



WHAT IS A CUSTOMER PROMISE?

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

YOUR CUSTOMER PROMISE FOR GARAGE REFURBISHMENT

We want to make sure that all our garages are watertight and secure. That is why we are implementing a refurbishment programme. We have worked closely with customers 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 refurbish your garage 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 with you wherever possible.

WHAT WORK IS INCLUDED?

The following work will be done as part of the garage refurbishment programme:

- Replace existing roof covering, this includes gutters and downpipes as necessary.
- Replace defective garage doors.
- Repaint all timbers, fascias and door frames
- Replace defective timber to fascias and door frames.

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. We take great care to make sure that the contractor can achieve the quality standards you expect and we only ever deal with reputable companies.

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 it 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 letter enclosed with this document 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 garage will be refurbished at some time during these dates.

HOW LONG WILL IT TAKE TO COMPLETE THE REFURBISHMENT OF YOUR GARAGE?

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. They will also clear up any mess they make at the end of each day. 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 contractor was meant to be working on your garage, some work will be delayed. Painting or carrying out woodwork repairs in the rain will reduce the quality of the work done and customers have told us they do not want us to do this. If delays are necessary the contractor will tell you when the work will re-start.

WHAT CHOICES WILL THERE BE?

We will paint fascias, soffits, and doorframes in the existing colours.

WHAT HAPPENS WHEN THE WORK IS FINISHED?

The contractor will initially check the works before asking our Projects Surveyor to carry out an inspection and approve the work. 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 GARAGE REFURBISHMENT LAST?

We aim to ensure that the refurbishment will last 10-15 years with the paintwork for 5 years.

Soha has worked hard over the last few years to improve the standard of workmanship, using the most durable, high performance products available. We are always testing different paint systems and manufacturers' claims.

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

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 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 refurbishing your garage – your normal rent covers this cost. We choose contractors who offer a competitive price for high quality refurbishment work 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.

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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 ਕਿਰਪਾ 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



Available in audio, large print, braille and other languages. Please ring 01235 515900