



Haverling

LONDON BOROUGH

2019-2020 Kitchen Design Guide



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Introduction

A bright new look for your kitchen

Why have I received this pack?

You've been sent this pack because work on designing and fitting your new kitchen is due to take place soon, we'll be in touch to start work on yours in the next twelve months.

What's in this pack?

This pack tells you:

- How your new kitchen will look and the work we'll be carrying out
- What you need to do to help the work run smoothly
- Safety work we'll be doing so that your home is hazard-free.

If you have any questions that this pack hasn't answered, please contact the Programme Delivery Team on 01708 434700 or email CapitalProjects@havering.gov.uk

For practical guidance and advice on the installation process please see our kitchen practical works guide 2019-20.

Kitchen Design

Before work on your new kitchen starts, the Council will appoint a contractor to carry out the work. This means you will be contacted by a resident liaison officer (RLO) working on the Council's behalf by post, phone or email. They will make an appointment with you to:

- Design your kitchen
- Let you choose the colours for the kitchen units, wall and floor tiles
- Carry out an asbestos survey in your home
- Carry out an electrical test in your home.

Electrical test

We'll also arrange for an electrical test to be carried out to check that all the wiring and sockets are working properly. If we do find any faults we'll either fix these immediately or once your new kitchen has been installed.

We want to make things more convenient for you so we'll try to arrange the asbestos survey and electrical test for the same day as the kitchen designer visits your home.

Asbestos survey

We want to make sure you and your family, as well as our contractors are safe, which is why we'll carry out an asbestos survey – it's important we do this because we can't start work until it's been carried out.

Please note, while the survey is carried out there is a possibility of some slight damage to decorations, but we will make sure this is put right.

Mobility and access difficulties

If you have any health, mobility or access difficulties, it would really help if you could let us know as soon as possible. The kitchen designer will try to accommodate any additional needs within the design or refer it back to the Council who will seek additional support.

Please make us aware of any additional requirements to your kitchen at the time of the design (however big or small (e.g. wheelchair access, height adjustable units) as we may not be able to accommodate these requests later on.

Kitchen Design

Number of Units

The number of units we can install in your kitchen is based on how many bedrooms your home has. Please look at the table below for guidance.

One & Two bedroom Properties 1.8 M ₃ Capacity	2 no. single base units (600x600mm) 1 no. single base (400x600mm) 1 no. double base unit (1000mm) 1 no. corner base unit (800mm no. single wall unit (500x300mm) 1 no. double wall unit (1000x300mm) Up to 6 metres of work top in various lengths
Three & Four bedroom Properties 2.20 M ₃ Capacity	2no. single base units (600x600mm) 2no. single base units (400x400mm) 1no. double base unit (1000mm) 2 no. corner base units (800mm) 3 no. single wall units (500x300mm) 1 no. double wall unit (1000x300mm) Up to 7 metres of work top in various lengths.

Please note: Because Havering Council has to meet certain design/legal requirements, you may end up with fewer base and wall units; this is for lots of reasons for example to accommodate additional appliances.

Design guide

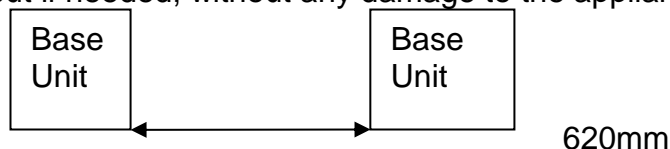
We want your new kitchen to look good, but also be practical and safe which is why we'll try to keep your existing layout the same and make sure there's enough room for the appliances you already have.

If you might want to install appliances after your kitchen is fitted, we'll try to make room them but you have to tell us that this is what you want to do at the time of the design.

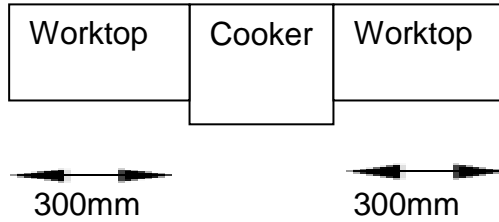
Please note: for every appliance installed in the kitchen we'll need to remove one base unit.

Gas and Electric Cookers

A minimum of 620mm of space is allowed for an electric or gas cooker so that the cooker can be moved in and out if needed, without any damage to the appliance



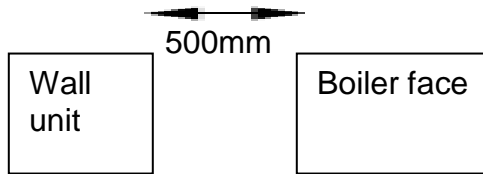
(NB: It's advisable to allow a minimum length of 300mm worktop each side of a cooker).



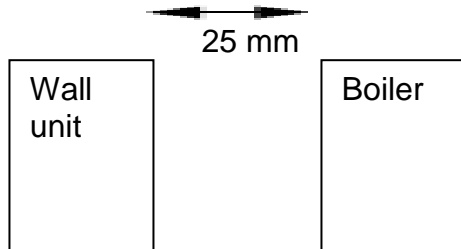
For safety reasons we can't site cookers near doors.

Boilers

We'll leave at least 500mm between the end panel of a wall unit and the boiler face so the boiler casing can be removed for maintenance and repair.



We'll leave at least 25mm between the end panel of a wall unit and the side of a boiler to make it convenient for boiler maintenance and repair.

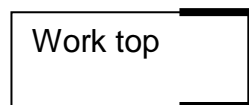


Worktops

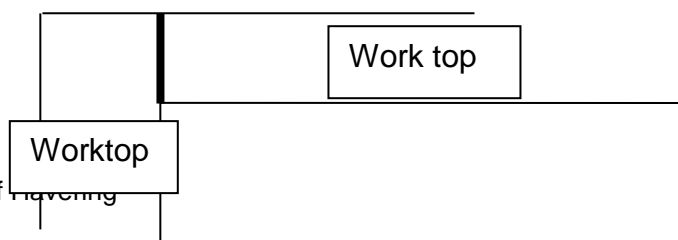
Joints between worktops will be by an aluminium "T" bar:



Ends of work tops will be finished with an aluminium end cap:



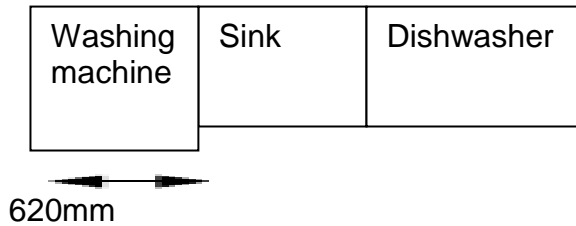
We'll 'square off' – not slant – the edges of corner worktops:



Washing Machines/Dishwashers

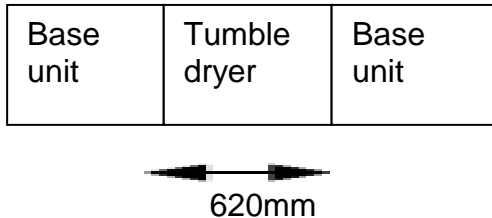
We'll leave a 620mm space for a washing machine or dishwasher (this is the standard size for most machines).

We'll aim to put your washing machine and/or dishwasher next to or as near as possible to the sink:



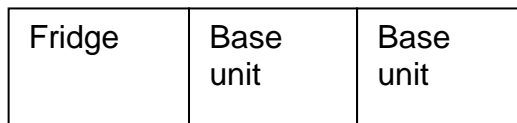
Tumble Dryers, Fridges/Freezers

We leave a standard 620mm space for tumble dryers, fridges and fridge freezers.



Fridges\Fridge Freezers

To make sure your fridge or fridge freezer works as efficiently as possible we will, wherever possible, leave space for them at the end of a row of units. We'll also make sure they're not next to the cooker.



If in the future you want to install a tall fridge freezer (or similar appliance), we'll provide you with a removable section of worktop.

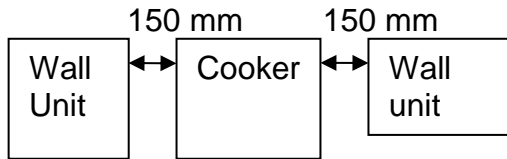
We won't put any wall units or worktops above tall fridge freezers.

Wall Units

We fit wall units 450mm above the finished worktop to allow for three lines high of tiles.

We won't put wall units or bridge units over the cookers because this would be a fire hazard.

Under current Gas Safe regulations we must leave at least 150mm between the cooker space and the wall units to stop the heat from high level grills spreading and setting cupboards on fire. This applies to both gas cookers and electric hobs:



Wall units will be a standard 720mm high. We won't fit a worktop where there is no wall unit.

Sinks

Sinks will always be placed by a window and, where possible, near the existing drainage system.

Radiators

Radiators can, with the agreement of the tenant, be removed to make additional space

However, you will need to sign a form (a 'waiver') to confirm that you've agreed to the removal of the radiator and that you accept that it won't be replaced in the future.

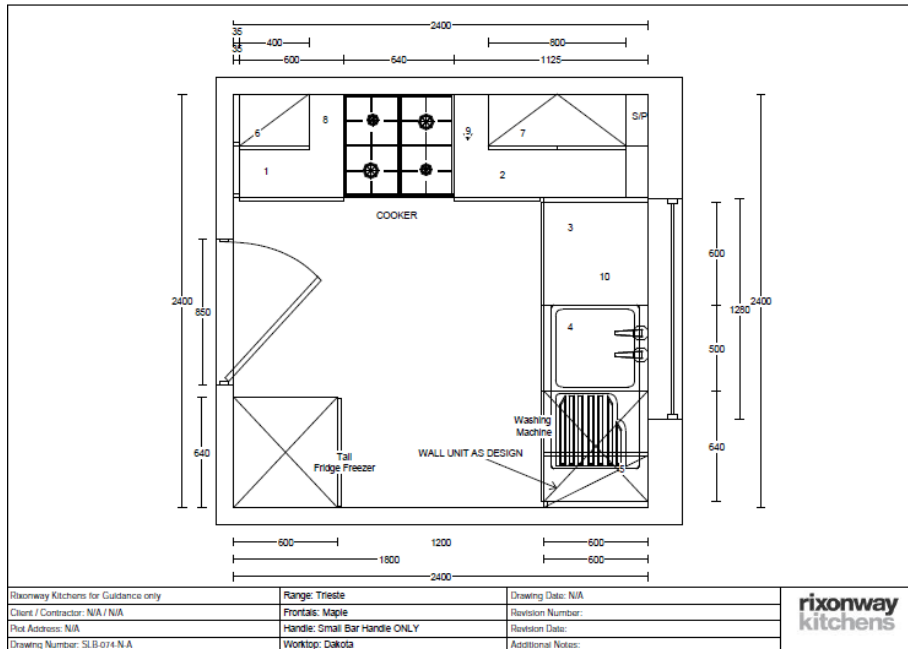
We won't place worktops above a radiator

Existing pipe work and structure

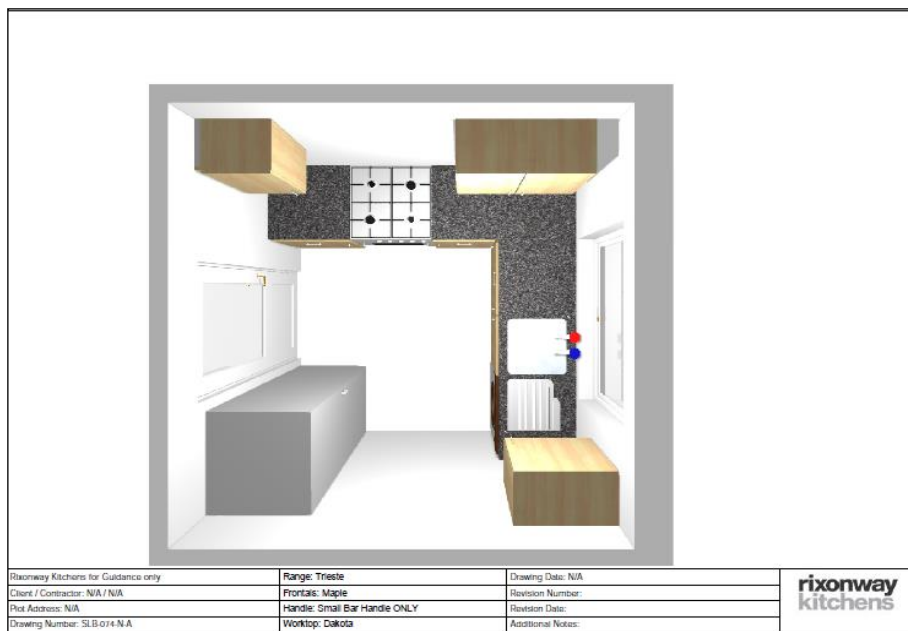
Large mains gas pipes, staircase ceilings, radiators, and structural supports may all take up space and reduce the number of kitchen units we can install.

Kitchen Design & Colour Choices

The Kitchen Designer will produce a kitchen plan which will look like the example below, taking into account the appliances and white goods (fridges, washing machines and so on) you intend to have in your kitchen.



You'll also get you a three-dimensional plan of your kitchen so you can get a better idea of how it will look:



Kitchen Design & Colour Choices

We will offer you a choice from the styles and colours available for your kitchen units, worktops and handles and floor and wall tiles.

The contractor's RLO and a kitchen designer will discuss your style choices with you and agree with you the best kitchen plan for your home. After you've made your selection you will need to sign a copy of the plan to confirm that you have agreed these choices, the RLO will also keep a signed copy for future use.

Please consider your choices carefully before agreeing and signing for the plan and colour choices. You can change your plan **up to seven days** after your survey appointment.

If you would like to purchase additional units for your new kitchen you'll need to contact the supplier direct. Contact details can be provided by the contractor and/or kitchen designer.
All additional units will be at your own cost.

New appliances

If you plan to buy new appliances (such as cookers, fridges/freezers), you must tell the kitchen designer at the time of the design.

You'll need to give us as much information as possible about any new appliance, especially about the size and the manufacturer, because we need to make sure it fits in your kitchen.

Please note:

- If you buy a new appliance that is bigger than the standard opening and you don't tell the designer about this at the planning stage, you will have to pay the cost of fitting this appliance
- If you buy a new appliance which was allowed for in the design process, please unpack it and make sure it is not damaged, so that it's ready for installation.
- We can't install condemned or second hand gas or electric cookers, fridges/freezers or other appliances.
- We can't install a new cooker after the kitchen units have been installed.

Cookers

We will:

- Test, disconnect, move, re-connect and re-test your cooker to make sure it's working safely.
- Fit a chain and bracket to the wall behind your cooker and fasten your cooker to it. This is a legal requirement for your safety.

Your cooker will be re-connected and tested by a qualified and competent engineer. If they find a fault, then they won't be able to reconnect it to the electricity or gas supply.

If your cooker is faulty, Havering Council will not replace it – this is your responsibility

Freestanding Appliances

Your appliances are an important part of your kitchen and we need to make sure they are kept safe and secure during the refurbishment works. We have two options for moving your appliances (this includes fridges/freezers, tumble dryers, washing machines and microwaves):

You can either:

- Move your appliances yourself before we start work, but – **you are responsible for their condition after they are moved.**

Or

- Give the contractor your permission to disconnect, move and reconnect your appliances at the beginning and the end of the work. The contractor will carry out a pre-condition survey detailing the condition of your appliances before works take place, you will also be required to sign a damage waiver if the contractor is to move your appliances.

The contractor may also take photographs of your appliance before and/or after the work has been completed as proof of its condition.

We will test all re-connected appliances to make sure they are working properly.

Building Works

Once you have agreed your kitchen design we can start building work. There are certain things you need to bear in mind during this phase:

We will:	We will not provide:
<p>Remove larders, pantries or cupboards providing they do not:</p> <ul style="list-style-type: none">• Have gas or electricity meters• Have electric fuse boards• Have mains gas pipes• Have mains electricity cables• Have waste or rainwater pipes• Support walls on upper floors• Form part of or are attached to an external wall, corridor or hallway	<ul style="list-style-type: none">• Breakfast bars.• Glass fronted units• Wine or bottle racks• Tray racks• Covers to boilers• Covers above boilers to hide any pipework• Cover any pipework whatsoever• Cooker extractor hoods• Gas or electric cookers• Electrical appliances of any sort• Cornices to base and wall units• Built-in floor, ceiling or kitchen unit lighting• Wall units over cookers• Fit tenants' own kitchen units or worktops

Wall Finishes

Plastering

We will plaster only those walls and ceilings which are judged to be in poor condition, but we want to let you know what this will involve:

- Some dirt and dust – even though we will cover and protect floors and units.
- The need – if it is winter – to dry the plaster out using an electric dryer and with a window open. There will not be any funds for the electricity used.
- Please leave a window open during the day to allow help the drying process and avoid any condensation. This is really important and we won't be able to help if this has not been done.

Openings

Our work may sometimes involve blocking up and plastering openings (such as glazed screens or serving hatches) from the kitchen to other rooms so you have more space for wall units and to make your kitchen fire safe.

If we do this, you may be entitled to vouchers from us to pay for decorating materials for the room the opening serves. If you are of retirement age or have problems with mobility, we may also be able to help you redecorate this room, but we'll make our decision based on individual circumstances.

Wall Finishes

Although you can choose which colour tile you like best, please be aware that:

- You can choose one colour of tile for your walls
- We can't put the tiles on in bands or stagger them
- We provide white grout only (no coloured grout)
- All exposed tile edge lines will be finished with a plastic cover trim in white (no other colour)
- All tiling will run the length of the base units
- We will tile to a height of only 450mm (three tiles high) above worktops and behind the cooker from the top of the worktop to the floor

We are sorry that we can't provide or lay:

- Large ceramic tiles
- Foreign tiles
- Interlocking tiles
- Metallic or mirror tiles
- Mosaic tiles

We will remove and dispose of all the existing tiles in your kitchen because they will be damaged but the costs for these will be included in the new kitchen.

Installing Tiles:

- We can tile only to a height of 450mm (three tiles high) above worktops and behind the cooker from the top of the worktop to the floor.

Wall Paint

We offer you a choice of two paint colours – magnolia or white.

Floor Tiles

We provide

- A thin levelling material will be laid to the floor, stopping just behind the plinth of the kitchen base unit.
- Vinyl floor tiles in a choice of four colours which will be shown to you at the time of your design.

Existing floor covering

You can keep your existing floor covering if you wish, but please be aware that:

- There may be gaps between the new kitchen units and the existing flooring.
- There might be damage caused to the edge of the existing flooring where new units have to be cut in.
- It will be your responsibility to maintain your own flooring.
- You will need to sign a document confirming that you wish to keep your existing flooring.

We do not provide: ceramic floor tiles, laminate flooring, sheet flooring or carpets.

Fire door and openings (flats and maisonettes only)

It's the law that all kitchens in flats and maisonettes have a fire door installed with a door closer fitted within the frame. This is to make sure the kitchen door always stays closed.





These fire doors, which are heavier than a normal door, stop flames and smoke spreading if there is a fire in your home. They are for the protection of you and your family.

Never try to remove the door or the door closer. If there is a fire, and it is shown that you have done this, your insurers are within their rights to refuse your claim



NB: In a house if the kitchen door opens onto another room we will be installing a fire door.

Electrical Rewiring

Cabling and trunking to sockets	Fire detection system
All new cabling to kitchen sockets will be sunk into the walls where possible and plastered over. This will cause some dust and dirt.	We will fit a heat detector on your kitchen ceiling.
We will use white plastic surface-mounted mini-trunking to run power across ceilings to heat and smoke detectors, lighting and possibly to the boiler programmer.	<p>HOUSES</p> <p>If you live in a house we will fit a smoke detector to the ground floor, hall and upstairs landing.</p> <p>FLATS AND MAISONNETTES</p> <p>We will fit a smoke detector in your lounge and Hall.</p> <p>We must do this by law, to protect you and your family.</p>
If your home needs rewiring, we'll do this using surface trunking to avoid cutting into your walls. We will do the rewiring as quickly and efficiently as possible.	This means we'll need to work in various rooms/areas at the same time and will need to put in trunking for the wiring to the detectors.
We will never lift up your carpets, floorboards or laminate flooring.	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Heat Detector</p> </div> <div style="text-align: center;">  <p>Smoke Detector</p> </div> </div>
<div style="display: flex;"> <div style="width: 50%; text-align: center;">  </div> <div style="width: 50%; text-align: center;">  </div> </div>	<p>These are an essential part of modernising your home and your home will not be safe without them so we won't be able to undertake the work without them.</p>

Electrical Rewiring

Washing machines, dishwashers and tumble driers

We will install sockets for washing machines, dishwashers and tumble driers below the worktop, with a switch above the worktop to stop you getting an electrical shock.

Extractor Fan

To remove moisture and cooking smells, we will install a two speed, cord pull fan high up on the wall. We will also fit a white grille to the external wall.



Lighting

We will replace your existing lighting with a fluorescent strip light similar to below.



You may keep your own lighting and/or switches if you wish, **providing it meets up-to-date electrical safety legislation.**

You will be required to sign a document confirming you wish to keep your existing lighting.

Fuse board

Your existing fuse board will be removed then replaced with an up-to-date unit. A user guide will be supplied.

What Happens Now?

Once all the surveys and designs have been completed, your property will be allocated to an available contractor. They will contact you shortly to discuss a date to start works, please feel free to ask any questions or discuss any concerns with the contractor before works take place.

Please note: It can take up to 15 working days to complete your kitchen. Please ensure that you, or a person nominated by you, are available at the property for the duration of the work, alternatively you can make other access arrangements direct with the contractor.

Further information relating to the installation process can be found in our Kitchen Practical Works Guide 2019-20

Thank you for taking the time to read through the design information, if you have any queries or require further information on any of the points raised in this pack please contact the Programme Delivery Team on 01708 434700 or email CapitalProjects@havering.gov.uk