



**Hand Delivered**

Bree Court  
46 Capitol Way  
London  
NW9 0AU

31<sup>st</sup> July 2020

Dear Resident,

**RE: REMOVAL OF BALCONY & TERRACE LIGHTING**

As you will be aware, we are currently working on your block as part of the cladding and render replacement works across the estate. Before we are able to remove the cladding and render to your private balcony or terrace, we will need to remove all external lighting.

In order to do this an electrician will require access into your property for approximately **40 minutes** to undertake the following works:

- Check that all light switches within the flat are working,
- Access your fuse board and isolate the electrical circuit to your lights,
- Disconnect the light switch and disconnect the power to your external lights,
- Remove the external light fitting,  
(this will be labelled with full property details and securely stored within the contractor's storage unit for reinstatement upon completion of your elevation)
- Turn power back on for the lighting circuit at the fuse board,
- Test the supply to make sure it is functioning correctly,
- Check that all light switches are left working.

The contractor has arranged for an electrician to be on site from **Monday 3<sup>rd</sup> August 2020 to Friday 21<sup>st</sup> August 2020**.

Please contact us upon receipt of this letter by calling **07971 744505** or send us an email at [cwliaison@networkhomes.org.uk](mailto:cwliaison@networkhomes.org.uk) to book an appointment for these works.

Alternatively, from **Monday 3<sup>rd</sup> August 2020** the contractor's Liaison Officer will be walking through your block with the electrician and knocking on doors to arrange appointments or enquire as to when it will be convenient to undertake the works.

We understand that due to the COVID-19 pandemic, you may be concerned about providing us access into your home. Please be assured that whilst undertaking these essential works the electrician will be following the Government guidelines and the contractor's stringent health and safety procedures.

24hrs before the agreed appointment for the electrician to visit your property we will telephone you and ask if you are self-isolating.

- i. If it has become **unsafe** for the electrician to visit due to a confirmed or suspected case of COVID-19, we will have cancel the appointment, and ensure that a new mutually convenient appointment is made during the call.
- ii. If it is deemed **safe** to undertake the works, all those entering your property will ensure that necessary protection (face mask & gloves) are used for the duration of the visit. The electrician will wash his hands or use hand sanitiser before and after each and every appointment.

We would please request that household's leave all internal doors open to minimise contact with door handles.

As previously stated your light fitting will be clearly labelled and securely stored away from your property and when our works have been completed we will contact you to arrange access for the electrician to reinstate your lighting.

We would like to sincerely apologise for any inconvenience these works may cause and thank you for your co-operation.

If you have any questions relating to the planned works, please contact us. You can do so via email at [cwliaison@networkhomes.org.uk](mailto:cwliaison@networkhomes.org.uk)

Yours faithfully

Foysol Uddin  
**TNQ Resident Liaison Team**