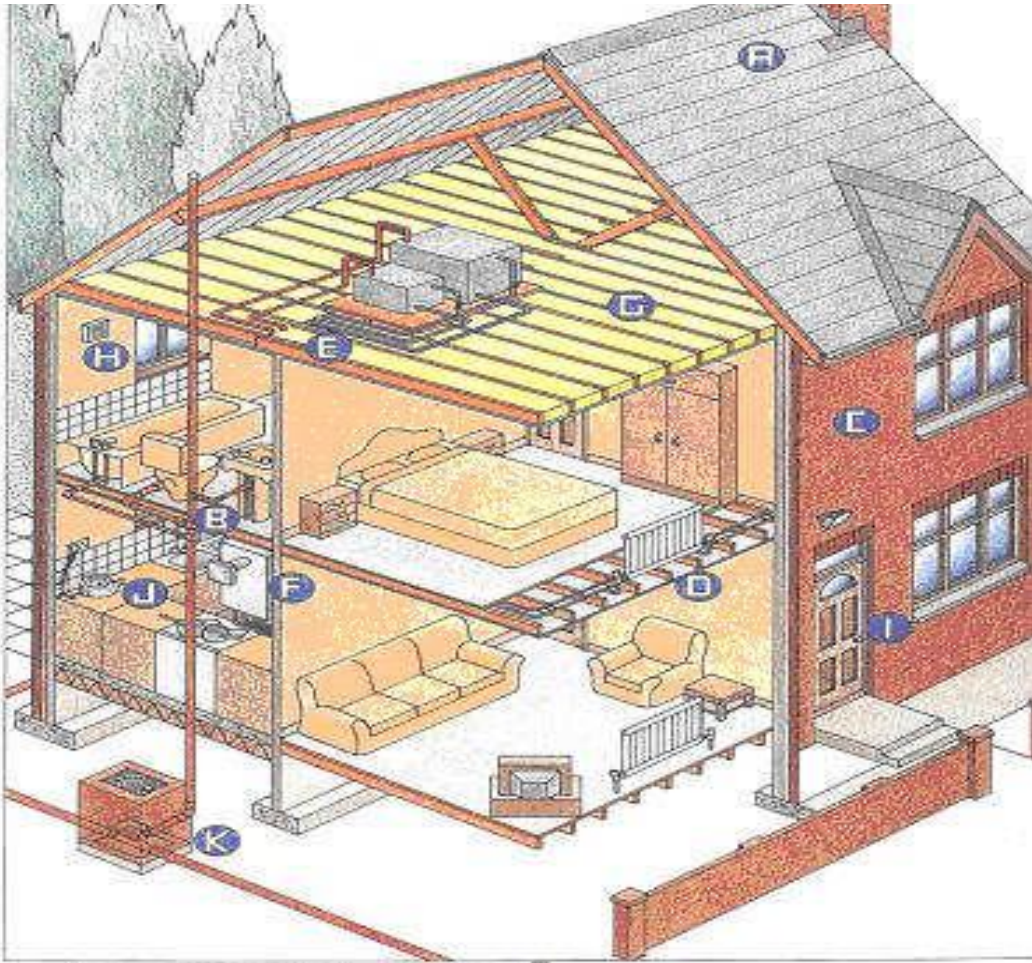


Maintaining Your Home



A Guide To Identifying And Rectifying Defects In Your Home

Central
Bedfordshire

Why Maintenance Pays:-

For the majority of people their house is the largest investment they will ever make. It makes sense, therefore to ensure that it is kept in the best possible condition to try to ensure that:

- The Value Of Your Property Is Maintained Or Increased
- Damage And Expensive Repair Bills Are Avoided
- Energy Saving Measures Can Reduce Costs
- You Can Increase Your Security Comfort And Safety

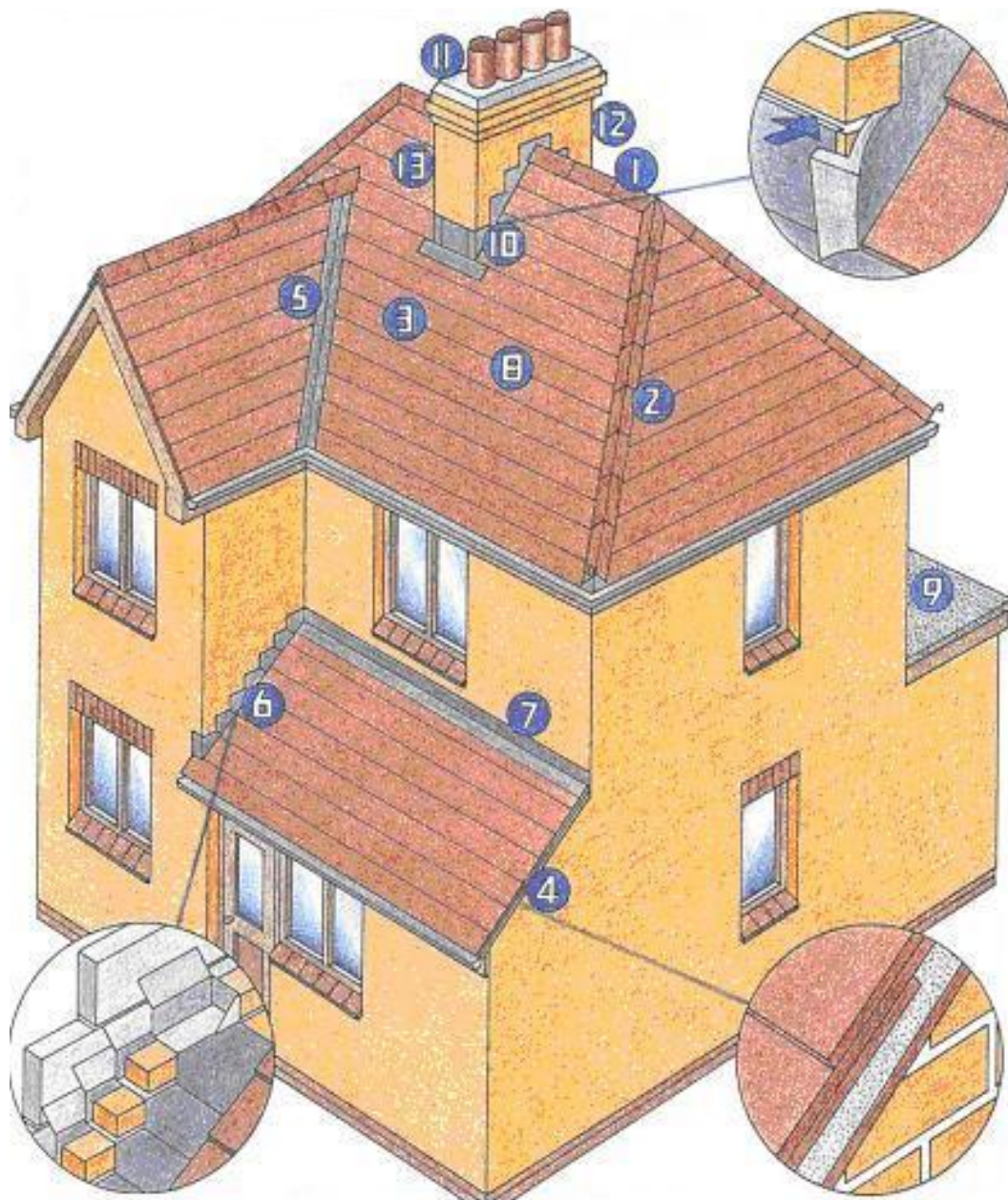
This handbook has been developed to help you to identify the major elements of your home and to help you to understand why it pays to maintain your home regularly.

For each major element there is an illustration and a description of the maintenance to be carried out, how to do it and who should undertake the work. Where all three symbols are shown, this indicates that the initial steps can be done with no skills, the next steps may require a more technical approach and completion of a job will, most likely, require a professional approach.

Much of the work you may be able to carry out yourself but the more detailed description of the DIY procedures may help you to decide whether or not you will need professional help. The descriptions of the works are not detailed and you may want to refer to a more specific publication before attempting any jobs. Always bear your own health and safety in mind and never put yourself at risk. If in doubt **ALWAYS** consult a professional.

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A. Roofs And Chimneys



A. Maintenance Pays Because.....

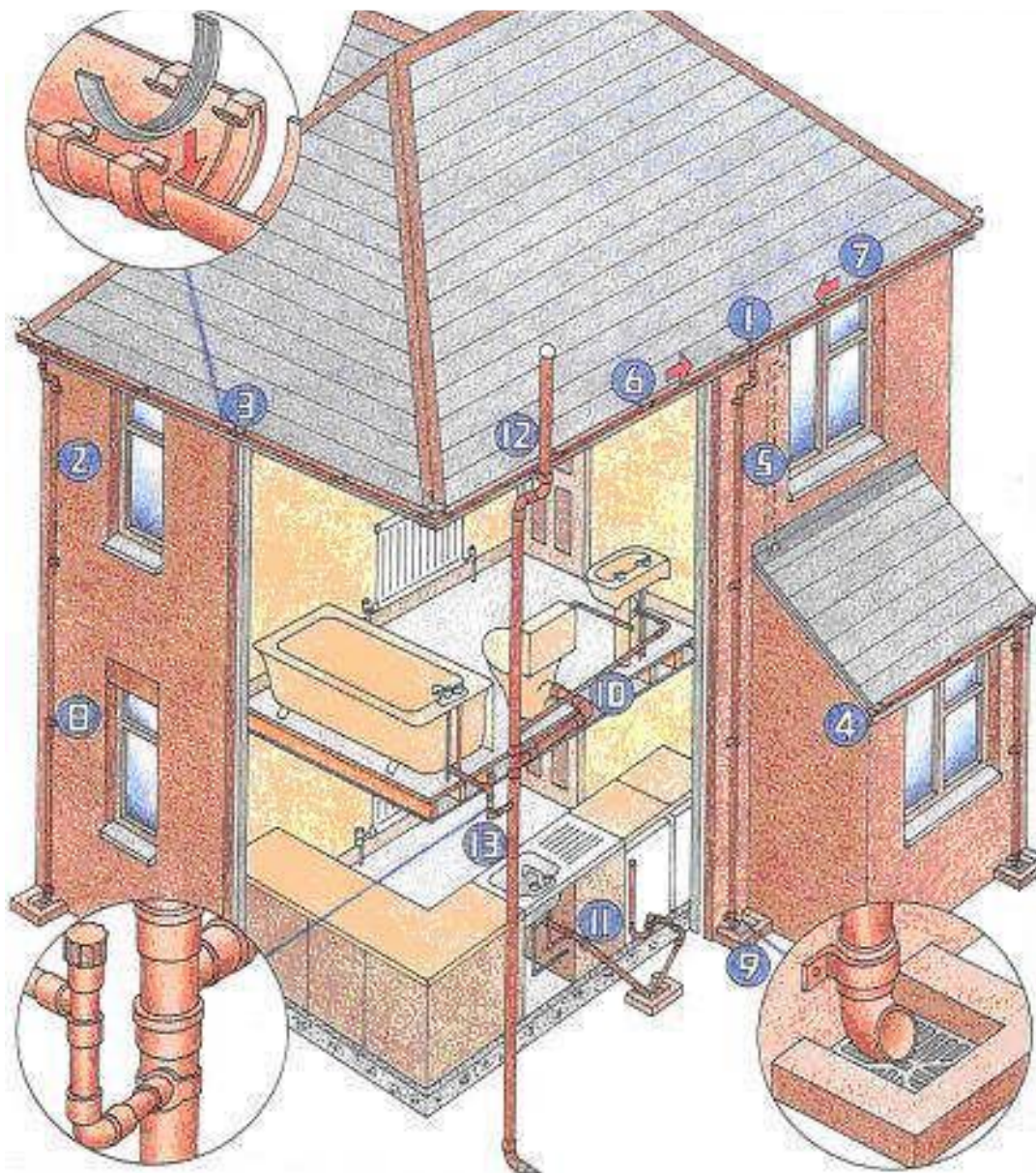
The main function of the roof is to protect the property from water by preventing its entry. Deterioration or damage to your roof and chimneys can lead to water penetration causing expensive damage to roof timbers, ceilings and decorations. Falling slates or tiles can also cause damage and injury.

Regular maintenance can prevent these problems.

A. Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills			
	Work that can be done with a high level of D.I.Y. skills			
	Work that requires professional assistance			
1	Check ridges for dislodged, damaged or missing ridge tiles. Re-fix or replace as necessary.			
2	Check roof hips for slipped, damaged or missing hip tiles. Re-fix or replace as necessary.			
3	Check roof slopes for slipped, damaged or missing slates or tiles and re-fix or replace as necessary. Check thatched roofs for damages from vermin and nesting birds. If necessary, overhaul the thatch and protect with fine galvanised steel or P.V.C.U. mesh.			
4	Check the cement pointing at the verges. Where cement is loose or missing, re-point to leave in a sound condition.			
5	Regularly clean valley gutters and repair or replace valley flashings if damaged.			
6	Regularly check the stepped flashings at roof abutments. If necessary, repair or replace flashings. NB Cavity walls should have horizontal cavity tray flashings.			
7	Check flashings at horizontal roof abutments. Repair or replace flashings as necessary.			
8	Check to see if the roof is sagging or spreading, this may indicate structural roof problems. If you are in any doubt obtain a professional structural survey.			
9	Check you flat roof to ensure that there are no bubbles or splits in the roof felt. If there are repair or re-cover the roof.			
10	Check the flashings around the chimneys. Repair or replace as necessary.			
11	Check the chimneys for damaged pots. Check the flaunching for loose or missing cement around the pots. Repair as necessary.			
12	Check the chimneys for perished brickwork and missing pointing. Replace bricks and re-point as necessary. Check rendered chimneys for cracks in the render. Repair or re-render as necessary.			
13	If the chimney has a number of loose courses of brickwork or it is leaning, it may have to be rebuilt or removed and capped.			

B: Gutters And Surface Water Drainage






























B. Maintenance Pays Because.....

Leaks from gutters, down pipes and surface water pipes can cause damage to fascias and brickwork. Over a period of time, the continual wetting of a wall can cause damage to the internal structure and decoration.

Falling sections of gutters or down pipes can cause serious damage or injury.

Regular maintenance can prevent these faults occurring.

B: Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills			
	Work that can be done with a high level of D.I.Y. skills			
	Work that requires professional assistance			
1	Keep gutters, downpipes, hoppers and gulleys clean and free from obstruction.			
2	Check the gutters and downpipes for cracks, holes and corrosion, especially at the back of the pipes where it is difficult to access. Replace damaged sections where necessary.			
3	Check gutter joints for leaks. For cast iron and asbestos cement gutters renew putty seals and tighten loose bolts where necessary. Renew failed flexible seals in UPVC gutters.			
4	Check for missing stop ends, sections of gutter and downpipes. Replace as necessary.			
5	Ensure that downpipes discharge directly into a gully and not onto a flat roof or bay window. Redirect if necessary.			
6	Ensure that gutters are laid to a slight fall towards a downpipe to prevent water laying in the gutter. Adjust if necessary.			
7	Replace rotten fascias. Ensure gutter sections are well clipped and brackets are securely fixed.			
8	Ensure that downpipes are securely fixed using socket clips and intermediate clips no more than 1.8m apart.			
9	Check that all downpipes discharge into a gully via a shoe fitting. Gulleys should have a cover to prevent them becoming blocked by debris.			
10	Regularly check to ensure that waste pipes from baths, showers, hand basins, sinks and WC's are not leaking, are securely fixed and that they are laid to a slight fall.			
11	Ensure that the wastepipes and traps are the correct type and size for the appliance and that there is access for cleaning.			
12	Ensure that soil vent pipes are securely fixed. They should terminate at least 900mm above openable parts of windows and be fitted with a wire balloon to prevent blockage.			
13	Make sure that discharges into the soil stack are staggered to prevent cross-flow into another waste pipe.			

C: Windows, Doors And External Walls



C. Maintenance Pays Because.....

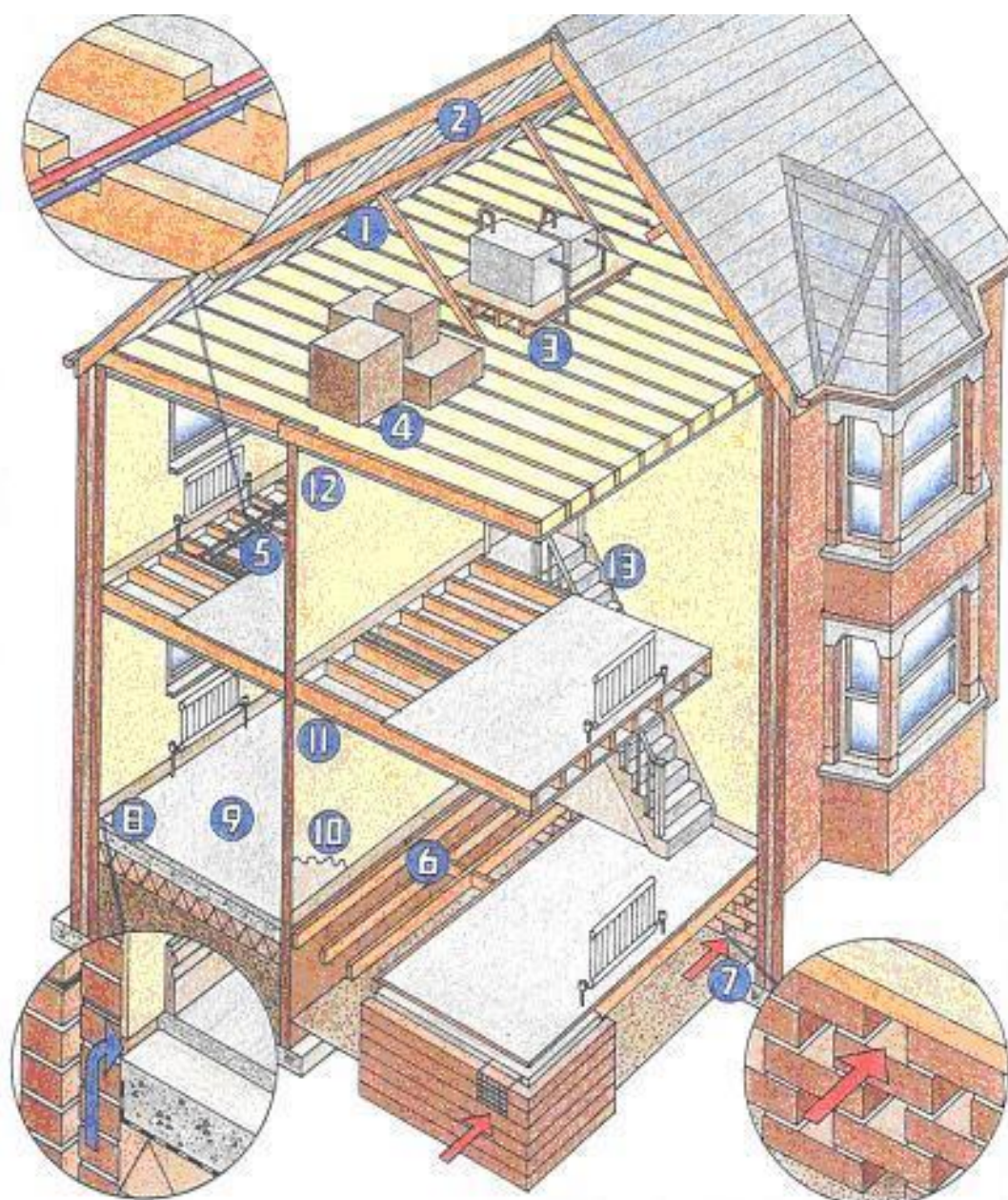
Over time a building can shift slightly or the external brickwork and render can deteriorate. This may cause rainwater to penetrate resulting in expensive damage to external and internal components.

Regular inspection and maintenance can prevent this from happening.

C: Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills	▲		
	Work that can be done with a high level of D.I.Y. skills	●		
	Work that requires professional assistance	■		
1	Where the pointing is missing or eroded, rake out the mortar joints and re-point with matching mortar.	▲	●	
2	Where the face of a brick is damaged, it will become porous over time. Cut out and replace defective bricks and mortar into place.	▲	●	■
3	Ensure that there are no areas where the level of the ground is higher than the damp proof course level. If necessary reduce the ground level to below that of the damp proof course.	▲	●	
4	Check that the damp proof course is not damaged or defective. If necessary obtain specialist advice.	▲	●	■
5	Ensure that all airbricks are kept clean to allow a free flow of air to wall and sub floor cavities.	▲		
6	Check for cracks in rendered walls, especially if walls are cob or rubble filled. Repair cracks or re-render to prevent water accumulating behind the render.	▲	●	■
7	Check that the render does not extend below the level of the damp proof course (d.p.c) as this will allow water to travel up the wall. If necessary, remove the render to just above the d.p.c line.	▲	●	■
8	Bulges in the wall may indicate that the wall ties have corroded or failed. If you suspect a problem you will need specialist advice.	▲	●	■
9	Look for diagonal cracks in the brickwork that might indicate subsidence in the foundations. If you suspect a problem you will need specialist advice.	▲	●	■
10	Check the window cills for cracks. Flat topped cills can collect water and lead to the woodwork rotting. Repair minor cracks or replace cills where necessary.	▲	●	■
11	Check all timber fascias, windows and doors for signs of rot. Look carefully at the joints as this is where water tends to collect. Repair or replace all rotted timber. Provide at least two coats of gloss paint for protection against the weather.	▲	●	
12	Check the putty around the windows. If there are gaps or cracks, rake out and re-putty.	▲	●	
13	Fit weather strips to external doors to prevent water penetration and wet rot.	▲	●	
14	Oil the hinges on casement doors and windows for ease of opening. Check sash cords and replace if necessary.	▲	●	

D: Internal Structure


































D. Maintenance Pays Because.....

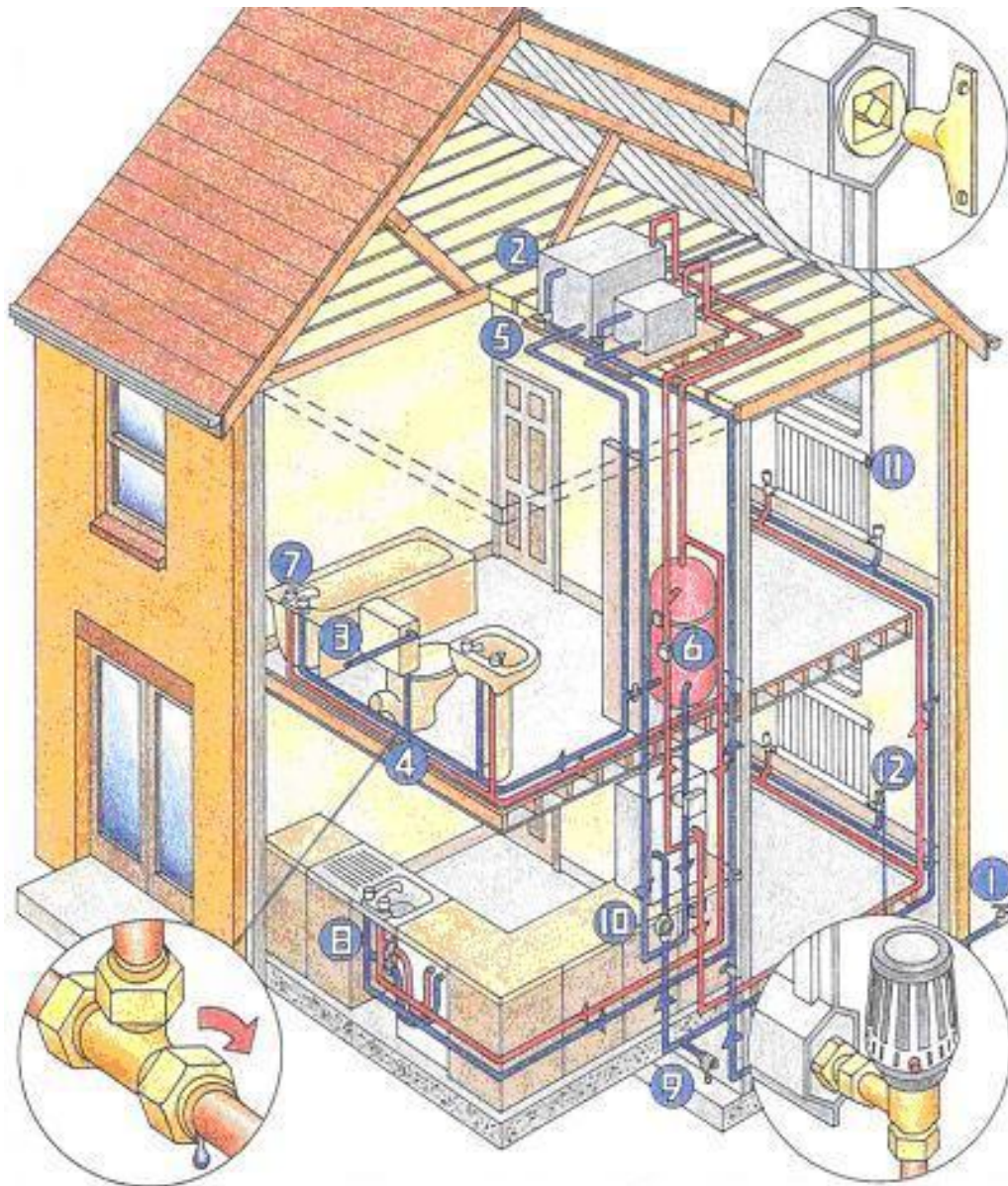
Regular checking of the internal structure can give an early warning of leaking roofs or pipes. It can also reveal timbers that have been attacked by woodworm, have been damaged or are suffering from wet rot or dry rot.

Early action can save you serious expense later on.

D: Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills			
	Work that can be done with a high level of D.I.Y. skills			
	Work that requires professional assistance			
1	Regularly check the rafters, battens and ceiling joists in the roof space for damage, wet rot, and woodworm. If necessary, obtain specialist advice. Repair or replace damaged timbers.			
2	Roofing felt serves as additional waterproofing. Check for loose or torn roofing felt in the roof space and repair if necessary.			
3	Ensure any water storage tanks in the roof space are correctly supported, especially when the roof is of trussed rafter construction. If necessary, provide a new water resistant baseboard and additional bearers.			
4	Check that ceiling joists in the roof space are not overloaded from stored items. Organise roof space storage by placing heavy objects over load bearing walls or providing additional joists.			
5	Check timber floors for "springiness". This may indicate failed, damaged or undersized joists. Replace or reinforce joists as necessary.			
6	At intervals check all timber for wet rot, dry rot or woodworm. If necessary obtain specialist advice.			
7	Ensure that the sub floor vents on the internal and external walls are kept clean and free from obstruction.			
8	Regularly check solid floors for dampness which could indicate a faulty damp-proof membrane. Obtain specialist advice if a problem is suspected.			
9	Examine solid floor surface screeds for cracking or crumbling. Repair or re-screed as necessary			
10	Examine walls for signs of rising damp. This is usually indicated by a 'tide-mark' water stain up to one metre from ground level. If present you will need to obtain specialist advice and treatment.			
11	Check walls and ceilings for damp areas. This may indicate structural defects allowing water to enter the property or a leaking pipe. Obtain professional advice if present.			
12	Examine walls and ceilings for loose or cracked plaster. Repair or re-plaster as necessary.			
13	Examine the stairs for broken or missing balusters. Ensure the handrail is secure. Repair or replace as necessary.			

























E: Hot And Cold Water Systems



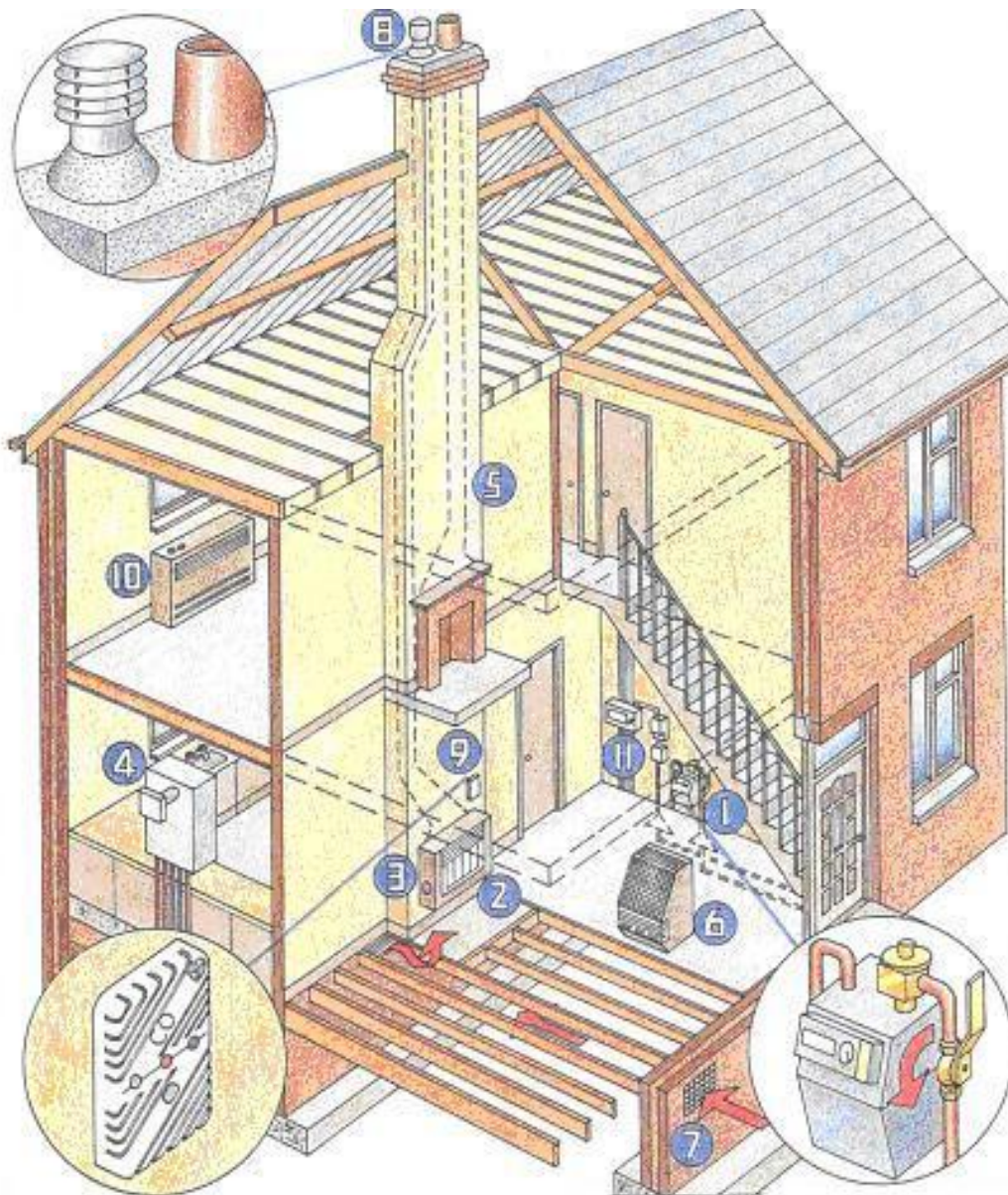
E. Maintenance Pays Because.....

Leaks and burst pipes can cause serious and expensive damage to building components and finishes. Basic precautions can prevent this damage and maintenance can ensure that systems operate efficiently with reduced running costs.

E: Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills			
	Work that can be done with a high level of D.I.Y. skills			
	Work that requires professional assistance			
1	Find out where the water board stopcock is at the boundary of your property and where the main stopcock is inside the house, so that you can turn off the water supply quickly in the event of an emergency.			
2	Periodically check the condition of your water storage tanks. Metal tanks corrode over time and will need replacing with plastic ones. All tanks should have lids and be well insulated to prevent freezing during the winter time.			
3	The overflow from water storage tanks and WC overflows should not drip. Adjust the ball valve or replace valve washers if necessary.			
4	Check all pipework for leaks, especially at joints. Compression fittings on leaking joints can be tightened, if necessary fit new compression or soldered joints.			
5	All cold water pipework to be well lagged especially in the roof space and under floors to prevent freezing in cold weather.			
6	The hot water storage cylinder must be well lagged and all hot water pipework well insulated to prevent heat loss.			
7	Check that taps are not dripping. Replace tap washers if necessary.			
8	Ensure that water appliances (washing machines etc) have their own stop taps to enable them to be isolated for repairs.			
9	Ensure that a drain tap is fitted at a convenient low point on central heating pipework to facilitate draining when the system requires repair or maintenance.			
10	During the summertime, switch the heating on occasionally to prevent the pump from seizing up.			
11	If radiators are cold at the top when the heating is on, bleed the air from the valve on the top pf the radiator with a radiator key or fit air eliminator valves.			
12	Energy saving measures to consider are: upgrading to a fully pumped system with a hot water tank thermostat; motorised valves and thermostatic radiator valves.			





















F: Sources Of Heating



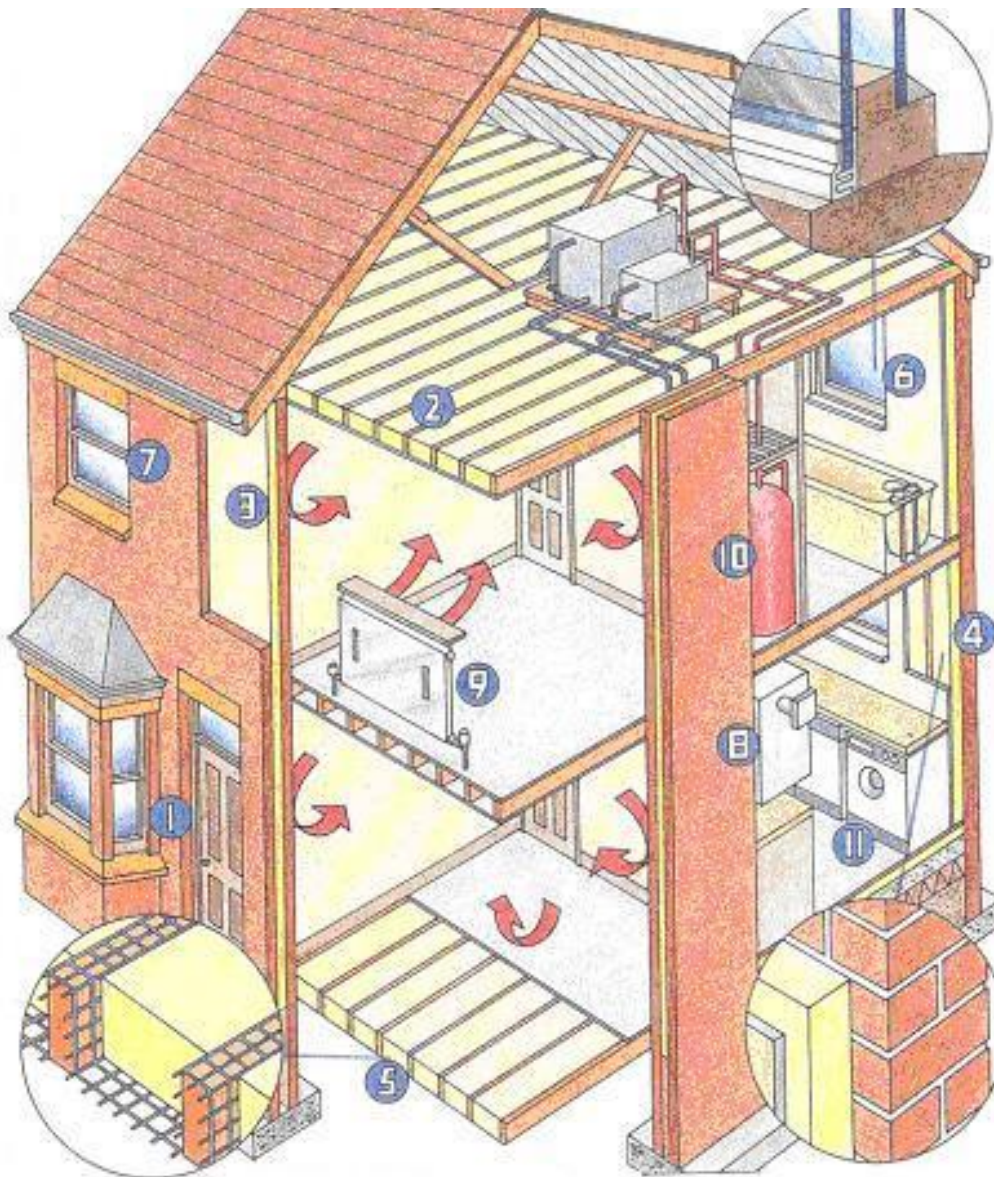
F. Maintenance Pays Because.....

Faulty heating appliances can be inefficient and dangerous. Fuel supplies can be potentially lethal if not managed correctly. Familiarity with your system and regular maintenance are essential to minimise these hazards. Basic precautions will further reduce the risk of harm.

F: Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills			
	Work that can be done with a high level of D.I.Y. skills			
	Work that requires professional assistance			
1	If your house has a gas supply, make sure that you know where the gas meter is and how to turn off the gas supply if necessary.			
2	Regularly check all your gas pipes and appliances for signs of damage. Make sure that all your appliances are serviced annually by a 'Gas Safe' registered plumber.			
3	If you smell gas switch off all appliances, turn the gas off at the mains and call the gas company's emergency number. Open all windows. Do NOT use electrical switches or naked flames.			
4	Oil fired boilers should be serviced regularly by a qualified engineer. Ensure oil storage tanks are sited correctly and regularly maintained to keep the filter, vent pipe and drain tap clean.			
5	The flues to solid fuel fires should be cleaned annually. Solid fuel boilers should be cleaned and serviced every six months.			
6	All LPG appliances should be serviced annually by a qualified engineer. Ensure that storage tanks are sited correctly.			
7	Heating appliances in rooms may need ventilation to supply combustion air. Make sure vents are provided if necessary and keep free from obstruction.			
8	Ensure that all appliances have the correct type of flue and the outlets are unobstructed. Keep the flue clear of any combustible materials.			
9	Regular servicing of all appliances will guard against carbon monoxide poisoning. A carbon monoxide detector may be fitted as a precaution. If you are in any doubt contact the gas company on the emergency number.			
10	Electrical heating systems should be checked for safety by a qualified electrician.			
11	Make sure that you know the location of the electricity meter and consumer unit so that you can turn off the electricity supply in an emergency.			




















G: Insulation And Saving Energy



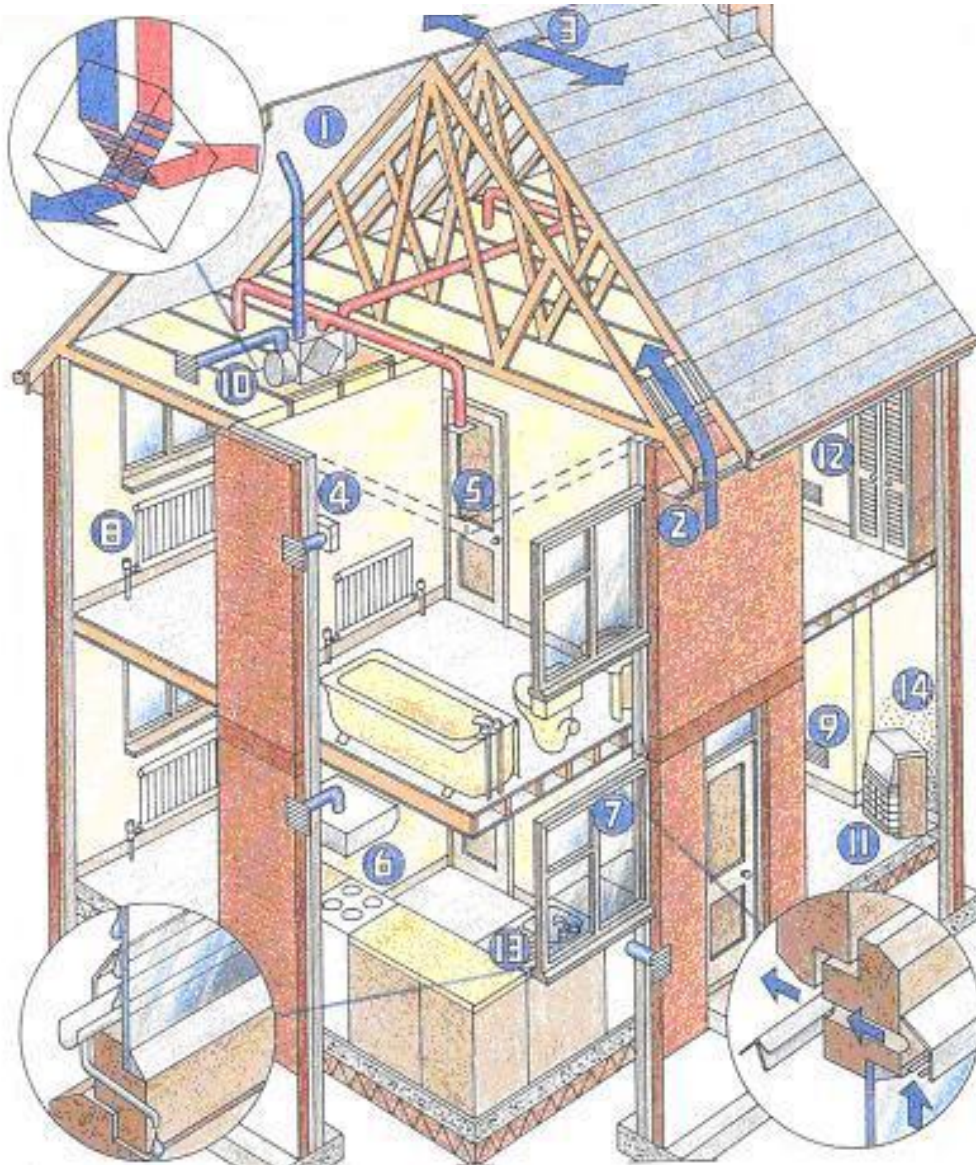
G. Maintenance Pays Because.....

Poor insulation can cause much of your heating to be lost through the fabric of the building. By simple methods, you can reduce the heat loss of your house and the reduction of heat loss can pay for itself in a short period of time. Grant aid may be available to help you. Contact your Council for information.

G: Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills			
	Work that can be done with a high level of D.I.Y. skills			
	Work that requires professional assistance			
1	Draught proofing is one of the quickest, cheapest, simplest and most cost effective ways of insulating. Fit draught proofing strips to doors, windows and letter boxes.			
2	60% of the heat you pay for can disappear out of the roof and walls. Provide at least 250mm thickness of loft insulation. Lag cold water pipes and tanks in the roof space.			
3	Cavity wall insulation can considerably reduce heat loss from your house. Make sure the construction and condition of the walls are suitable before going ahead.			
4	A process of dry lining with insulation between the battens can reduce heat loss through external walls. Solid or defective walls can be insulated externally but this is expensive and requires a specialist contractor.			
5	Suspended timber ground floors can have insulation fitted in between the joists. Solid floors can be fitted with a 'floating' composite of insulation and boarding.			
6	Secondary glazing fitted to the inside of windows can greatly reduce the heat loss through glazing. Take care not to create problems of condensation by ensuring trickle ventilation is present.			
7	A more efficient option is to fit replacement double glazed windows which are made with 'K' glass. This is a more expensive option but increases the insulation. You should ensure that the installer is FENSA registered or that a building notice application is made for this option.			
8	Use a timer/ programmer and thermostats to control your heating system effectively. If an upgrade is needed this will generally be to a combination boiler that is more energy efficient.			
9	Reflective foil can be fitted behind radiators and shelves can be placed above radiators to deflect heat into the room.			
10	Lag hot water pipes and insulate the hot water storage cylinder.			
11	All new appliances show the energy efficiency of the model. Choose the most efficient. Use energy saving light bulbs wherever possible.			

H: Ventilation And Condensation

























H. Maintenance Pays Because.....

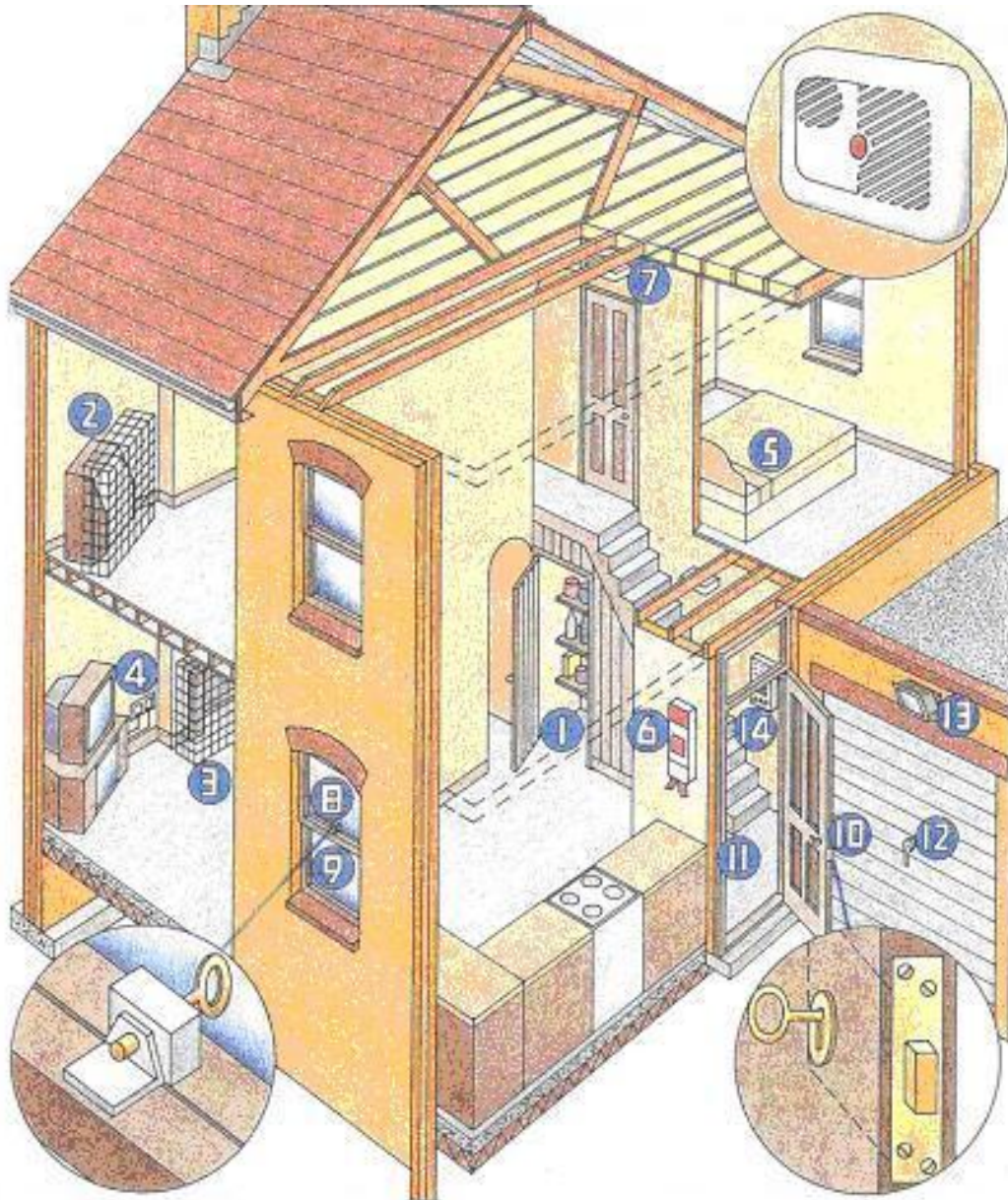
Poor ventilation can lead to serious problems with both wet and dry rot and contributes to condensation which in turn is detrimental to fixtures, fittings and finishes.

Basic precautions and regular maintenance can significantly reduce these problems.

H: Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills			
	Work that can be done with a high level of D.I.Y. skills			
	Work that requires professional assistance			
1	The void above the insulation is a very cold area and subject to condensation. Ensure the roof space is well ventilated to prevent a build up of moisture.			
2	Make sure eaves and roof space ventilators are in place to allow air to pass over the insulation.			
3	Ridge ventilators or eyebrow slates will promote the through flow of air from the eaves.			
4	Kitchens and bathrooms must have openable windows or mechanical extraction to remove steam and moisture from the room. Some mechanical extractors come with heat recovery unit to reduce heat loss.			
5	Shut the doors to the kitchens and bathrooms while in use to try to prevent moisture laden air spreading into other parts of the house.			
6	Cooker hoods and tumble dryers should be vented directly to the outside.			
7	Trickle ventilation in double glazed windows will provide a continuous background level of ventilation.			
8	A constant background level of heating during the winter months should help to prevent condensation			
9	Vents should be fitted to redundant chimneys to prevent condensation building up in the stacks.			
10	For extreme condensation problems you could consider putting in a whole house ventilation system with a heat recovery facility.			
11	The use of paraffin or bottles gas heaters should be avoided wherever possible as they produce excessive amounts of moisture.			
12	Move furniture and other items away from the wall to allow air to circulate, thus avoiding mould developing. Air grills should be fitted to cupboard doors where necessary.			
13	Mop up condensation moisture from windows and doors each morning.			
14	If black mould growth occurs, use a fungicidal solution or a weak bleach to regularly remove it.			



























I: Fire Safety And Security



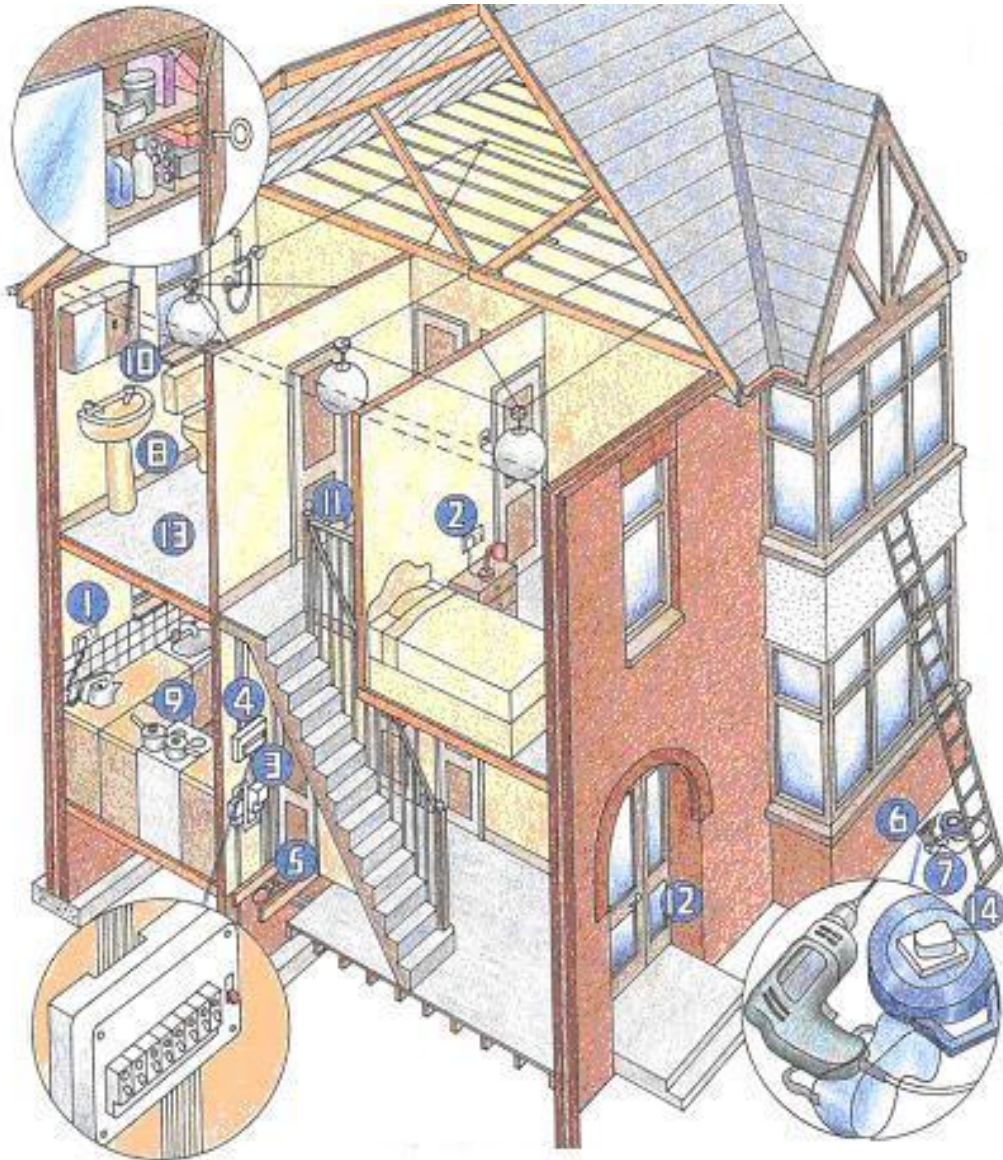
I. Maintenance Pays Because.....

Each year there are over 35,000 accidental fires in the home. These kill over 200 people and injure more than 7,000 each year. There are over 700,000 burglaries in Britain each year. Taking simple precautions and carrying out regular maintenance can greatly reduce the risk of death, injury and loss.

I: Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills			
	Work that can be done with a high level of D.I.Y. skills			
	Work that requires professional assistance			
1	Do not store flammable liquids and materials under the stairs			
2	Portable heaters should be positioned where they cannot be knocked over. Fire guards should be used and avoid hanging clothes around fire to dry.			
3	Keep children away from contact with fires. Ensure matches and lighters are kept out of their reach.			
4	Before going to bed, unplug electrical appliances not in use, check fires are safe. Close doors to limit the spread of fire.			
5	Do not sleep with electrical blankets switched on. Regularly check them to make sure they are safe. Avoid smoking in bed.			
6	Keep a British Standard fire blanket in the kitchen to smother small fires.			
7	Install British Standard smoke alarms, preferable mains operated but battery operated will do. Ensure that they are placed in such a position that will not cause accidental alarms. Make sure you can hear them from your bed.			
8	Fit security locks to all accessible windows. Louvre windows are particularly vulnerable to interference, replace where ever possible. Keep the keys to the windows next to the window in case of fire.			
9	Loose putty or beading will enable panes of glass to be removed easily. Make sure windows are securely fixed.			
10	Where possible fit British Standard 5 lever security deadlocks to all vulnerable doors. Deadlock bolts, door chains and spyhole viewers give added security. Patio doors are a particular security risk.			
11	Door and window frames should be strong and in good condition to maintain the integrity of the locks.			
12	Fit locks to sheds and garages. Do not leave tools and ladders visible and unsecured.			
13	Consider fitting porch lights or security lights in dark areas. Make sure lights do not cause a nuisance to neighbouring properties.			
14	Consider installing an intruder alarm system. Make sure you notify the local authority who the key holder is.			


























J: Electrical Circuitry



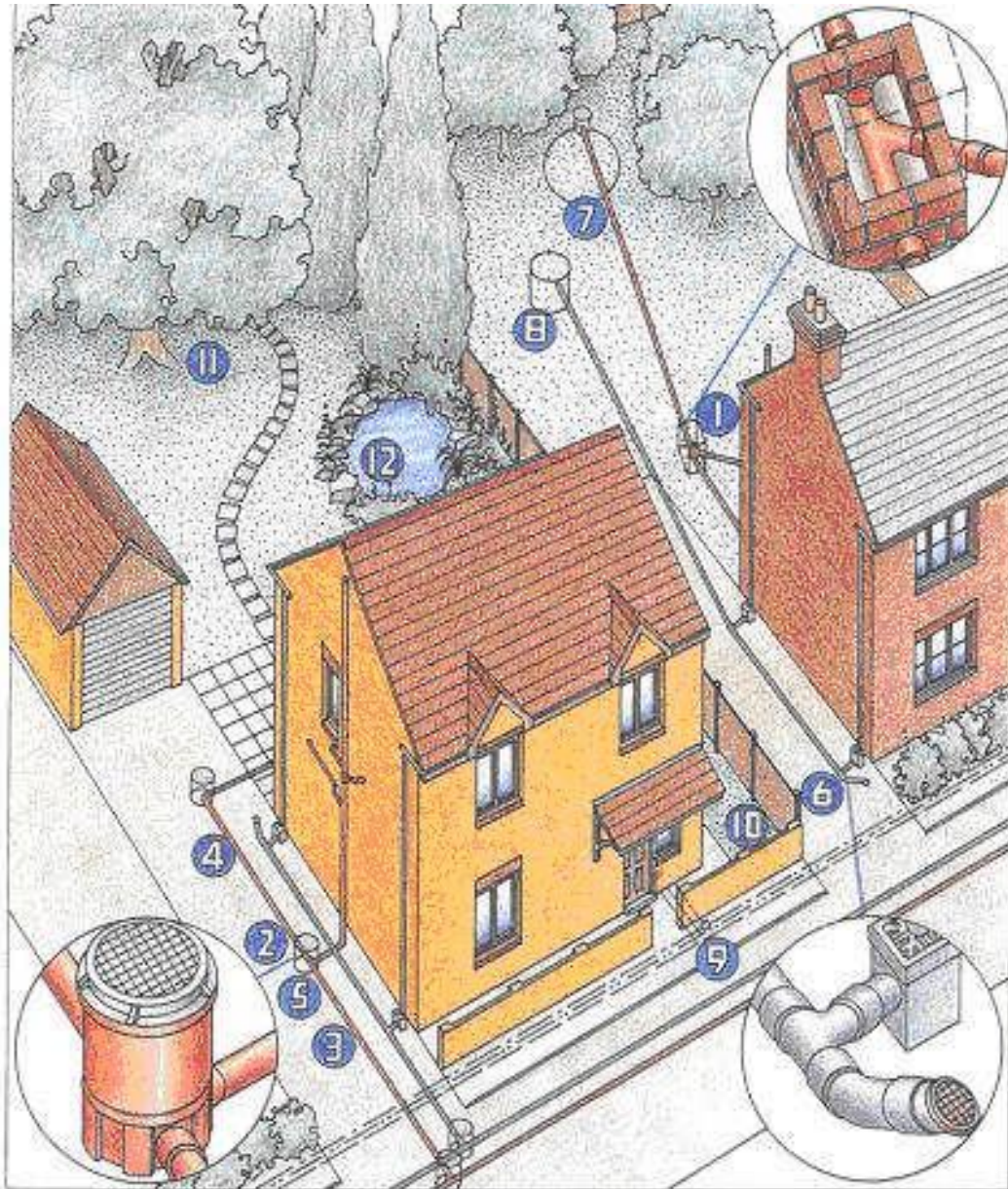
J. Maintenance Pays Because.....

Electricity can be especially dangerous among the other many potential hazards within the home. Every year in the home around 3 million people are accidentally injured and as many as 6,000 people die in household accidents. By taking simple precautions and carrying out regular maintenance these risks can be greatly reduced.

J: Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills			
	Work that can be done with a high level of D.I.Y. skills			
	Work that requires professional assistance			
1	Check all electrical appliances, fittings and wiring for damage. Engage a competent electrician to replace components if necessary.			
2	Make sure plugs are wired correctly with the correct size fuse and cable. Avoid using adaptor plugs wherever possible.			
3	Ensure that the fuses in the consumer unit are of the correct rating. Consider replacing the fuse board with a circuit breaker.			
4	Always switch the electricity supply off at the consumer unit before carrying out any works. Never attempt any work unless you know what you are doing but if you are in any doubt call a competent electrician.			
5	At least once every five years you should have your electrical system tested by a competent electrician. Check that the system is properly earthed and that all fittings and pipework are bonded into it.			
6	Ensure that your power tools and extension leads are purpose made and in a good condition. Ideally use a safety cut out.			
7	Wear proper safety clothing when using power tools. Beware of concealed pipes and cables when drilling.			
8	Do not use electrical appliances in the bathroom unless they are of Safety Extra Low Voltage. Socket outlets are not permitted in bathrooms.			
9	Do not touch switches or electrical appliances with wet hands in the kitchen. Keep hot pans out of the reach of children.			
10	Chemicals, medicines and sharp objects should be stored away from children.			
11	Stairways should be well lit. Banisters, handrails and stair carpets should be securely fixed to prevent falls. If children are present in the house fit stair gates.			
12	High level windows should be fitted with safety catches to prevent children falling out. Glass panelled doors and low level windows should be fitted with safety glass to prevent breaking.			
13	Floor coverings should be non slip and fixed to avoid slip and trip hazards.			
14	Ladders should be in good condition and secured while in use. For heights greater than 2metres consider using a scaffold tower.			

K: Gardens and Drainage



K. Maintenance Pays Because.....

Defective drains can cause a health hazard.
Defective walls and fences, unguarded ponds and equipment can cause injury. Trees can cause subsidence in the foundations.
These potentially serious and expensive problems can be avoided by basic precautions and maintenance.

K: Your Guide To Maintenance

K E Y	Work that can be done with a basic level of D.I.Y. skills	▲		
	Work that can be done with a high level of D.I.Y. skills	●		
	Work that requires professional assistance	■		
1	Check drain inspection chambers to ensure that they are not damaged or blocked. When necessary, hose the chamber down. Repair loose or damaged brickwork .	▲	●	■
2	Check that the inspection covers and frames are not corroded, deformed or cracked. Replace if necessary.	▲		
3	Make a note of the position of the drain runs. If drains are near the surface, avoid digging or driving vehicles as this might damage the drain.	▲		
4	Before undertaking structural works to outside drains check with your sewerage undertaker in case they are responsible for the maintenance of that section.	▲	●	■
5	Oil, fat and disposable nappies will all cause the drain to block. You can clear such blockages by the use of drain rods or by calling in a specialist company.	▲	●	■
6	All the waste from WC's, sinks, baths, showers and handbasins should go straight to the foul waste. Rainwater should go into a separate surface water drain unless you have a combined surface and foul water main sewer.	▲	●	■
7	If your foul water goes to a septic tank or cesspool, check that it is designed and sited correctly. Access must be provided for a cesspool to be emptied. A septic tank should be de-sludged regularly.	▲	●	■
8	If the surface water goes to a soakaway make sure that it is sited where the water cannot affect nearby buildings.	▲	●	■
9	Note the position of incoming gas, electricity and water services so that they do not get damaged by digging. If you have a private water supply, make sure it is tested regularly to ensure the water is safe to drink.	▲		■
10	Check garden walls and fences for damage and decay. Rebuild and replace as necessary.	▲	●	■
11	Do not plant large trees too near to buildings as roots can extract enough moisture to cause shrinkage in some subsoils and consequent damage to foundations.	▲		■
12	If children use the garden, make sure that features such as ponds are guarded and that equipment is stored safely in sheds and garages.	▲		

L: Dealing With Contractors:-

	Larger or more specialised jobs in your home may require the employment of a professional contractor. This process can create problems for the homeowner but risks can be reduced substantially by following the guidance below:-	
1	Before you start, decide exactly what you want done. Talk to friends and consult local builders for advice. For larger jobs consider getting advice from an architect or surveyor.	
2	Ask your Local Authority whether you need planning permission or building regulation approval. Check your home insurance cover.	
3	Choose contractors to give estimates by first talking to friends and by looking for firms with a good reputation. Check that the contractor is insuring against public liability and damage through negligence.	
4	Provide a detailed written description of the work you require. Get two or three competitive quotes in writing. Compare prices, conditions and reputations before deciding.	
5	Agree a contract which gives full written details of all costs, conditions and when the work will start and finish.	
6	Avoid large deposits and advance payments. Consider using a retained payment to ensure defects found after completion are put right. Try to avoid changes to the specified work after the job has started as this can be very expensive.	
7	If you have a problem, act quickly and get advice from your local Trading Standards or Consumer Protection Department, your Citizens Advice Bureau or Consumer Advice Centre.	
	Useful Contacts:-	
	EAGA (Energy Action Grants Agency)	01539 736477
	Energy Savings Trust	0300 123 1234
	Property Care Association.....	0844 375 4301
	Construction Confederation	0845 524 121
	Federation of Master Builders	020 7025 2900
	Health and Safety Executive	0300 003 1747
	Gas Safe	0800 408 5500
	N.I.C.E.I.C (National Inspection Council for Electrical Installation Contracting)	0870 013 0382
	NAPIT (National Association of Professional Inspectors and Testers)	0870 0130382

The Council keeps a list of Contractors that have carried out works for them in the past which is available on request.

These contractors are not 'recommended' by the Council and the Council takes no responsibility for the quality of work produced by these contractors.

Produced by The Private Sector Housing Team

For Further Information Contact:

**Central Bedfordshire Council
Priory House, Monk's Walk,
Shefford, Beds, SG17 5TQ
Tel: 0300-300 8007**

- ◆ This information can be provided in an alternative format or language on request call **0300 300 8000**
- ◆ যদি অনুরোধ করেন তাহলে অন্য কোনও আকারে বা ভাষায় এই তথ্য আপনি পেতে পারেন।
0300 300 8000 (Bengali)
- ◆ 你可以要求以另一種格式或語言提供這些訊息
0300 300 8000 (Chinese)
- ◆ ਇਹ ਜਾਣਕਾਰੀ ਬੇਨਤੀ ਕੀਤੇ ਜਾਣ 'ਤੇ ਕਿਸੇ ਹੋਰ ਸ਼ਕਲ ਜਾਂ ਬੋਲੀ ਵਿਚ ਮਿਲ ਸਕਦੀ ਹੈ।
0300 300 8000 (Punjabi)
- ◆ یہ معلومات آپ کے درخواست کرنے پر متبادل ڈیٹا یا زبان میں مہیا کی جاسکتی ہیں۔
0300 300 8000 (Urdu)
- ◆ Questa informazione puo' essere fornita su richiesta in un altro formato o un'altra lingua telefonando al numero **0300 300 8000** (Italian)
- ◆ Informację tą można uzyskać również w innym formacie lub innym języku dzwoniąc pod numer **0300 300 8000**. (Polish)