



Guidance for adding additional or removing kitchen units

- The standard of workmanship must be to the satisfaction of Ongo Homes, and carried out by qualified and competent trade person. A permission form must be completed including a sketch of the proposed layout.

Additional Units

- Where renewing kitchen units and or doors these must match the existing kitchen units (Symphony Kitchens available from Jacksons Buildbase).
- Any new worktops must either match the existing or all be renewed and must be fitted with at least two rows of tiles as a splash back.

Removal of Units

- Before any removal takes place a drawing or sketch of the existing kitchen and the proposed alterations must be approved by Ongo Homes. This must show the cooker space, a provision for a washing machine (where other washing facilities are not provided by ongo) and a place for a refrigerator. The kitchen must remain in a suitable state for all tenants there must be sufficient food storage, this will be assessed on an individual basis using the information above.
- There must be a worktop to both sides of the cooker space this cannot be removed.
- Any floor covering must be replaced where units have been removed to provide an easily washable surface to the complete kitchen floor.
- Ant cuts to existing worktop must be carried out in an appropriate manner and a suitable worktop end fitted to close the bare worktop end.
- The wall and floor behind the removed units must be made good, any tiling must be made good to match the existing.

For Both Removal of Units and additional Units

- Any electrical or gas alterations must have a separate permission.
- No costs in connection with the work to be incurred by Ongo Homes.
- The work must be completed within 6 months of the initial request. Failure to do so will mean you having to apply again for permission.
- Once completed Ongo Homes will inspect the completed work and if the work is not completed to an appropriate standard may recharge to complete any remedial work required.
- Any alterations must remain in place upon vacation of the property.
- Ongo Homes will not be responsible for the future maintenance of the improvement.