



## **Guidance for renewing internal doors**

\*\*\* Glazed doors are not allowed, only solid doors may be fitted\*\*\*

Tenants must ask our permission before renewing internal doors. We will refuse a request where an internal door is removed and not replaced or if the door covering is replaced with a curtain instead of a new door. All openings where there is a door at the start of your tenancy must have a door.

We will not unreasonably withhold permission but you must not start any work until we have assessed your proposed improvements and ensured that the following conditions have been taken into consideration:

- The standard of workmanship must be to the satisfaction of Ongo Homes and carried out by qualified and competent trade person.
- Doors must be new and wherever possible match the rest of the doors on the same floor.
- Doors must be hung correctly so there is an even gap all the way round and they do not catch at any point including on the floor covering.
- Doors must open and close easily and have a latch that will keep them in a closed position.
- The internal doors must be made to a good standard and not have any glass panels.
- Glazed doors are not allowed, only solid doors may be fitted. No glass panels due to risk from falling into them and associated injury.
- Should the door be hung in a different position or different positions be required on the frame for the latch keep and hinges any old cut outs must be made good and decorated in such a way that they are not detectable.
- Doors must be finished in a suitable paint or wood stain varnish that is appropriate to the door being used.
- No costs in connection with the work to be incurred by Ongo Homes Limited.
- The work must be completed within 3 months of the initial request. Failure to do so will mean you having to apply again for permission.
- Ongo Homes Limited will not be responsible for the future maintenance of the improvement.
- Permission is limited to the works specified in the initial request.

- Work must be carried out in a manner to ensure minimum disruption to your neighbours and in line with relevant Health and Safety guidelines.
- All debris as a result of the improvements must be disposed of in an appropriate manner.
- Once complete the alteration forms part of your home and should not be removed either during or at the end of your tenancy without our written permission. Should you vacate the property in the future, the completed works should be left in good condition or replaced with original materials otherwise you will be recharged.