

## GENERAL MAINTENANCE, DIY, REDECORATION, AND IMPROVEMENTS TO YOUR HOME: WHEN TO GET APPROVAL FIRST

Sometimes you will need approval from Maintenance sub-group before you do certain types of updates and improvements to your home. The table below is a guide to help you work out whether you need approval. If you aren't sure, just email XXXX@XXXXXX to get confirmation before you begin work.

Just go ahead and do it! Approval is not required	Approval may be needed depending on how the change affects the building and neighbouring ones	Major Alterations: Approval is definitely needed first (and might not be given).
<p style="text-align: center;">Painting walls, woodwork*</p> <p style="text-align: center;">Wallpapering</p> <p style="text-align: center;">Minor additional fittings to walls such as towel rails</p> <p>Attaching things to the walls for safety (e.g. large free-standing wardrobes, large cabinets)</p> <p style="text-align: center;">Putting up pictures and mirrors</p> <p style="text-align: center;">Replacing door handles, light pulls etc.</p> <p style="text-align: center;">Replacing toilet seats</p> <p style="text-align: center;">Adding bath panels</p> <p style="text-align: center;"><i>In all cases, minor improvements and fittings should be done competently and safely without causing any damage to the property.</i></p> <p style="text-align: center;"><i>*Although you are free to redecorate as often as you like, if you are intending to claim reimbursement for the costs of paint etc. from the <b>redcoration grant</b> (usually available every 7 years) then you must get approval from Maintenance subgroup in advance.</i></p>	<p style="text-align: center;">Putting up shelves.</p> <p style="text-align: center;">Adding built-in cupboards.</p> <p>Updating bathroom or kitchen taps (may need approving/checking to avoid potential leaks).</p> <p>Changes to outside space such as adding a deck, raised bed, or replacing/removing a fence.</p> <p style="text-align: center;"><i>More often than not, this type of work will be approved, but it's worth checking first.</i></p>	<p>Changing to flooring, including removing carpets. There are rules about what type of flooring is allowed because of noise issues.</p> <p>Any changes to plumbing, electrics, wiring etc.</p> <p>Any changes to kitchen base and wall cabinets or the kitchen worktop.</p> <p>Any changes to bathroom suite (sinks, baths, showers etc).</p> <p style="text-align: center;">Replacing/changing windows or doors</p> <p>Adding working fires (e.g., wood burning stoves, gas fires).</p> <p>Any adaptations intended to make cellars or loft spaces into 'living/work spaces'.</p> <p>Knocking down walls or parts of walls and changing the internal layout of the property.</p> <p>Extending the property in any way (e.g., adding a conservatory/lean to)</p> <p style="text-align: center;"><i>If changes such as these are made without seeking approval first, and what you have done contravenes any rules, damages the building, or is poor quality, the co-op will seek reimbursement from you for the costs of making good/reversing the work.</i></p>

If you intend to remove anything you have attached TO the wall before you leave a property, you should make the walls good for the next tenant to redecorate by filling any holes left behind. E.g., when shelves are taken down. The same goes for things like door handles and other items that you have personally paid for and intend to take with you when you leave. You must put back what you took away so the next tenant is not left without.