[GoldenRule]



[Name]

[Address1]

[Address2]

[Address3]

[Postcode]

**[Letter]**

Dear [Name]

**Re: Planned electrical testing**

We would like to take this opportunity to introduce ourselves to you. We are Gasway Services Ltd, working with Norwich City Council and NPS Norwich to carry out electrical testing in council-owned homes.

An appointment has been arranged to visit your property on **[Date] [Time]** with our sub-contractor VJC Electrical Ltd who are undertaking the works on behalf of Gasway. If this appointment is inconvenient please contact our Project Administrator on 01603 309510 or email Electrical@gasway.co.uk **Monday – Sunday (24 Hours)**

Norwich City Council carry out electrical tests to all properties on a rolling programme so that they can ensure homes are safe and electrically sound. The tests are essential as they can identify issues that you may not know are present. This gives the council an opportunity to remedy any potential hazards prior to problems arising. Should the electric readings be poor this could result in a loss of power or have serious implications for your health and safety.

Please remember it is your responsibility to allow Norwich City Council access to your home to carry out maintenance and safety checks. Failure to provide access is a breach of your tenancy agreement and tenancy enforcement action may be considered by the council if we are unable to carry out the electrical test.

Everyone who enters your home will have been through a full induction and all our operatives work within our Code of Conduct. Our work will be carried out in a professional and courteous manner with as little inconvenience and disruption to you as possible. We apologise in advance for any noise or inconvenience this may cause.

Please note, that all our staff and operatives will carry full face identification cards. Should you have any doubts about the authenticity of the person(s) who is calling to your home please ask them to wait and contact me, and I will confirm their identity.

If you are currently self-isolating or shielding, we would ask that you please contact us prior to our engineer’s visit to enable us to assess what adjustments are necessary for our engineers to complete the inspection. When our engineer does visit your home, they’ll take additional precautions, including ensuring they are utilising the correct PPE. They will always consider and protect you and your family members by keeping a safe distance – and we ask you to do the same and please remain in another room whilst the inspection is completed.

We would like to take this opportunity to thank you in advance for your patience and co-operation and look forward to working with you.

Yours sincerely

[User]