

Houchell Limited  
The Building and Design Centre  
Grundisburgh Road  
WOODBRIDGE  
IP12 4HG



December 2020

Dear client,

## COVID-19 AND WORKING WITH CUSTOMERS

Following your instructions we have prepared paperwork essential for the protection of you and our operatives.

Once we receive your completed and signed response we will enter your project on our list of ongoing works.

It is important that we comply with government guidelines to allow our operatives to work safely.

Our operatives will be wearing appropriate personal protective equipment (PPE) while working at your property. They will also be responsible for sanitising any surfaces they come into contact with while on site, both before and after they have completed their tasks.

Work inside your home is subject to more stringent requirements and more controls. As we have a duty to provide PPE for our operatives, and the prices for these items are much inflated at present, it is important to note that these additional costs may need to be passed on to our customers.

Kind regards,

**DAVID HOUCHELL**

Bricklaying, Carpentry and Joinery, DIY Sales, Electrical, Painting and Decorating,  
Plastering, Plumbing and Heating, Project Management, Roofing

Director: D HOUCHELL MCIAT, MRSH, FFB, ACIOB  
Company Registration No. 5436509  
Registered Office: Grundisburgh Road, Woodbridge, IP12 4HG



# Houchell

## COVID-19 - questions for occupiers

***Before we can begin work on your property, it is essential that you fully complete and return this form. If you wish to do this by email, please send it to [reception.houchell@gmail.com](mailto:reception.houchell@gmail.com)***

Are you comfortable for our individual operative to carry out the work as instructed?

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Are you, or is anyone in your household, at increased risk from COVID-19? We need to know if anyone meets the criteria to put them on the [NHS at risk list](#) (with particular regard to underlying health conditions) or whether anyone is or has been self-isolating for any reason. Please give details.

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Are you willing to provide free access to the work area and to ensure that all occupants of the property retain a distance of 2 metres (6 feet) from our operative at all times while they are on site?

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Name .....

Address .....

Sign .....

Date .....

If you have any questions please call our office on 01394 383838. The telephone is manned remotely and your call will be passed to an appropriate member of staff who will call you back to discuss.