



**Clackmannanshire  
Council**

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Comhairle Siorrachd  
Chlach Mhanann

# Roof Replacement



**Housing Services**

**HRA Planned Works & Compliance Team**

*'Investing in your home'*

**The Council is about to replace the roof of your home. This leaflet contains important information about this work and how it could affect you. Please read this leaflet and keep it in a safe place for future reference.**

The work may vary slightly from what is in the leaflet depending on the type of property you live in.

### **Why is this work being carried out?**

The roof covering (normally tiles, slates or felt) is old and needs to be replaced to prevent water entering and damaging your home.

### **What work is involved in the roof replacement?**

Scaffolding will be erected around your home to enable the contractor to reach your roof.

The contractor will then remove the existing roof covering, any timber battens and under felt. The existing roof timbers will be checked for any signs of decay. The work will normally take between two and three weeks. It will take slightly longer to complete the work if the roof timbers also need to be replaced.



When the original roof is removed, a waterproof covering will be fixed to the building. This will ensure your home is wind and watertight while the new roof is fitted.

The time taken to fit your new roof will depend on whether it has tiles, slates or specialist insulated felt.



In the case of slate and tile roofs, the contractor will fit new roofing felt and nail timber battens through it on to the existing roof timbers. The tiles or slates are then fixed to the timber battens using a special type of nail or clip.

The work to flat roofs can vary according to type and specialist roof coverings. The roof will be insulated with a layer of felt laid on the repaired flat roof timbers. This may be nailed or stuck down with bitumen 'paint'.

A layer of specialist felt with insulation is laid on top and spread with bitumen and overlaid with a top sheet. Heat is often applied to seal the roof finish.



If necessary new roof valleys are formed to seal the roof where roof faces join. The roof valleys help to carry rainwater away from the roof.

If the chimney and any vent pipes stick out through the roof, lead flashing is fixed to prevent water entering your home.

## When will the work start?

Following the appointment of a contractor our projects support officer will write to tell you of the intended start date for work in your area. There may be a slight delay as the actual start date is approximate and will depend on our discussions with the contractor and any other phases. One week before we start work in your home, the contractor will tell you the actual date for beginning work.



The Council's project support officer will handle any queries or complaints, they will be your main point of contact within the Housing Service for this work in your home.

## How long will the work take?

The work will normally take two to three weeks depending on the weather and type of roof involved.

## What should I do before the work starts?



You may need to give the contractor access to your loft area during this work. It would be advisable to remove your belongings from the loft as we cannot guarantee weather conditions during the work.

You may also have to move garden furniture, vehicles etc, away from the outside wall of the house to make space for the scaffolding.

Further guidance will be provided prior to works commencing at your property.

## Will there be any disruption?

As the work is on the outside of your home the disruption should be minimal. You may hear some noise but, this should not be too loud or go on for too long. The contractor will remove waste building material or place them in a skip for removal from site.

T.V aerials and satellite dishes will be have to be removed, which may cause some disruption. It may be possible to re-site aerials and dishes temporarily.



## How will I know the work has been done properly?

Clackmannanshire Council will ensure the work is completed to a high standard and meets a detailed specification.



## Security

You should check the identity of any individual before allowing them into your home. The Council's staff and contractors working on our behalf carry identity cards. If you are in any doubt about visitors, don't let them in.

## **Complaints and queries**

If you have any queries about this work or would like someone to visit you and explain it in more detail please, contact the Planned Works and Compliance Team on 01259 450000.

If you have any complaints about the work or conduct of the contractor please contact us immediately on the same number or in writing to the address give at the end of this leaflet.

## **Warranty**

The work is covered by a one year defects warranty from the date of completion, so if anything goes wrong please contact the Planned Works and Compliance Team on telephone number 01259 450000, and we will instruct the contractor to carry out the necessary repairs.

## **We want your views**

After the work has been completed, we will ask you to complete a short questionnaire about the work. We will use this feedback to help us improve the way we work in the future.



All our publication can be made available in large print, braille, audio tape and the following languages. This leaflet contains information about improvement work to your home. If you would like this information translated, please call 01259 450000 and ask to speak to the project support officer, who will arrange for translation. Or you can bring this booklet to Council offices at Kilncraigs and ask at reception.

I Tento leták obsahuje informácie o údržbových a zlepšovacích prácach na Vašom dome. Ak potrebujete, aby boli tieto informácie preložené, zavolajte prosím na telefónne číslo 01259 450 000 a požiadajte o úradníka zodpovedného za investičné programy (Investment Programmes Officer), ktorý zariadi preklad. Prípadne prineste tento leták na recepciu Mestského úradu na a požiadajte o vybavenie prekladu.

حتوي ورقة الاعلان هذه على معلومات تخص عمل التحسينات في بيتك. اذا كنت بحاجة الى هذه المعلومات مترجمة الى لغة اخرى، نرجوا منك الاتصال على الرقم 01259450000 واطلب التكم الى موظف برامج الاستثمار، والذي سيقوم بالترتيبات اللازمة. او بإمكانك جلب هذه الورقة الى مكتب البلدية في لايم تري هاوس واسال موظفة الاستعلامات.

這章程內容是有關改善府上家居問題。如果你需要翻譯此章程，請電 01259450000與投資項目官員聯系，他們會為你安排翻譯服務。或者 你可攜帶此章程到 議局辦事處向接待員查詢。

Ta ulotka zawiera informacje o pracach ulepszeniowych dotyczących twojego domu. Jeżeli potrzebujesz ta ulotkę przetłumaczoną, zadzwoń pod numer 01259 450 000 i popros o Investment Programmes Officer, który dostarczy Ci ją w twoim języku. Ulotkę można również dostarczyć do jednego z biur w poprosic o tłumaczenie w recepcji.

ਇਸ ਲੀਫਲੈੱਟ ਵਿਚ ਤੁਹਾਡੇ ਘਰ ਦੀ ਇੰਪਰੂਵਮੈਂਟ (ਸੁਧਾਰ) ਵਾਲੇ ਕੰਮ ਬਾਰੇ ਜਾਣਕਾਰੀ ਦਿਤੀ ਹੋਈ ਹੈ। ਜੇਕਰ ਤੁਸੀਂ ਇਸ ਜਾਣਕਾਰੀ ਦਾ ਤਰਜੁਮਾ ਕਰਵਾਉਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 01259 450 000 ਤੇ ਫੋਨ ਕਰੋ ਅਤੇ ਇਨਵੈਸਟਮੈਂਟ ਪ੍ਰੋਗਰਾਮਜ਼ ਅਫਸਰ ਨਾਲ ਗੱਲ ਕਰਨ ਲਈ ਕਹੋ, ਉਹ ਤੁਹਾਡੇ ਲਈ ਤਰਜੁਮੇ ਦਾ ਪ੍ਰਬੰਧ ਕਰੇਗਾ। ਜਾਂ ਤੁਸੀਂ ਇਹ ਲੀਫਲੈੱਟ ਕੌਂਸਲ ਆਫਿਸਿਜ਼ ਵਿਚ ਲਾਈਮ ਟਰੀ ਹਾਊਸ ਵਿਚ ਲੈ ਜਾਓ ਅਤੇ ਰੀਸੈਪਸ਼ਨ ਤੇ ਇਸ ਬਾਰੇ ਪੁੱਛੋ।

اس لٹلیٹ میں آپ کے گھر کو بہتر بنانے والے کام کے بارے میں معلومات موجود ہیں۔ اگر آپ ان معلومات کو ترمیم چاہتے ہیں تو میرے مہربانی فون نمبر 01259 450 000 پر کال کریں اور انویسٹمنٹ پروگرام آفیسر سے بات کرنے کی درخواست کریں جو آپ کے لئے ٹرانسلیٹن کا بندوبست کرے گا۔ یا پھر آپ اس لٹلٹ کو ٹیکسٹ کے ذریعے ہم کو ای میل کر سکتے ہیں اور اسے پرنٹ کر سکتے ہیں۔  
ہاؤس پر لا سکتے ہیں اور اسے پرنٹ کر سکتے ہیں۔  
ہاؤس پر لا سکتے ہیں اور اسے پرنٹ کر سکتے ہیں۔

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