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<@client.address1>
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<@client.city>
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<@date>

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Dear <@client.title> <@client.name>

Ref:<@orders.address1>,<@orders.address2>,<@orders.address3>,<@orders.address4>,<@orders.address5>

PREPARATION FOR DRY FIT: VARENNA FITTING NOTES

DESIGN CHANGES

Please note any changes to the design of your kitchen post sale will need to be agreed with your designer and signed off by yourselves. There may be implications affecting other areas of your kitchen design and therefore may cause a delay to the delivery and/or installation process. Additional costs if incurred will be calculated at this stage and invoiced with the balance payment.

SERVICES:

Our Designers will issue you with M&E drawings indicating the service required for your kitchen and the appliances therein. We would ask that you always use these in consultation with your contractor and take their recommendations. If these are in conflict with our guidelines please let us know as soon as possible as they may impact upon the agreed design of the kitchen.

You will need to coordinate the services of your plumber/electrician in relation to the installation of your kitchen.

All service preparations and electrical/plumbing connections, building works (including the provision of a hole for the extractor duct) and any decoration must be carried out by your contractors. Our recommended ducting diameter is noted on the drawings and must be adhered to or will compromise your extractor performance. If your ducting is not as recommended we cannot be responsible for the extractor nor its performance once installed.

Please note sockets into splash backs do not form part of our schedule of works and therefore are not included as standard into our M&E drawings.

All socket boxes as required must be in place prior to the splash back template. We recommend discussing with your M&E contractor your requirements early on in your project.

PRE INSTALLATION SURVEY

We will visit the site at an agreed date, no later than one week prior to installation to double check that services are in place and dimensions are correct as agreed on the design drawing;

We are unable to install the kitchen if this is not the case.

STORAGE

You will be notified of the week your Kitchen is arriving into the Country please ensure that your site will be ready for this date as you will be given a booking date in line with this. Should you not be ready you will be given the next available slot as our diaries are booked months in advance.

If your Varenna kitchen is delivered prior to you being ready for installation, it must be stored in a dry, safe place, away from general building works where it could get damaged.

We cannot take responsibility for any damages that occur to our product between delivery and installation.

We will check the condition of our product as standard when it leaves the warehouse.

If you require the goods to be stored in our warehouse, we have a weekly charge per cubic meter per week, which we are happy to arrange. The first week of storage is free of charge.

INSTALLATION

As experienced Kitchen installers we cannot stress highly enough the importance of us installing on a finished site. A Varenna Kitchen should be considered as a piece of furniture and installed only when other trades have finished on site. For you to install prior to this leaves you in danger of your kitchen being damaged or compromised during the final stages of your project. Our most successful installations are ones where the finished floor is down, the final fix of decoration completed with only touching up required after Kitchen assembly. Our installations Coordinator can assist you in scheduling in these works to suit your program.

The following recommendations should be followed:

DECORATION:

- The walls must be plastered and have at least one coat of undercoat.

TOLERANCES:

- Varenna Kitchens are installed to industry standards.

WALLS:

- We recommend that you check that your walls are level, as we work to a standard 2-3mm tolerance between the cupboard and the wall. If your walls are not level you may find that the gap between the wall and cupboard unit is larger than this tolerance. We can scribe a panel into the wall should this be required; this involves ordering a larger panel to be cut down to size, please discuss this with your designer.

WALL UNITS:

- Walls will require strengthening to be able to support the wall units that are (in most cases) flush mounted to the walls with a metal bracket system.
Where there are fluorescent lights behind the units, they are in an aluminium channel, which is flush mounted onto a wall before the wall units.
PUK recommend using ply or solid timber behind any plasterboard, to be installed **prior to PUK fitting the kitchens.**

FLOORING:

- We recommend that all floors be laid throughout the kitchen prior to installation. Our installation charges are based on the floor being laid, allowing us to complete the installation including the fitting of plinths and side panels. If the flooring is not in place it is imperative that a sample of the floor must be on site at the time of installation to allow the fitter to correctly fit the cabinets.
- Please note that should the floor not be laid, we may charge for additional visits to site in order to fit plinths and side panels.
- Our furniture does have adjustable legs and the side panels have small feet to allow for levelling purposes. The tolerance on the side panels is **6mm** – if your floor runs out beyond this tolerance there will be significant gaps under any plinth/side panels you have. Uneven floor will be noted at your pre-installation survey but is to be addressed prior to installation by your contractor.

WORKTOPS:

Most worktops are supplied by UK fabricators and are always templated to ensure the best possible fit to site conditions. We aim to have the Surveyor on site as soon as possible after the installation of your kitchen. The nature of the worktop selected will determine the manufacturing time; from 7-10 days in the case of Granite & Composite to 3 weeks for Corian and a possible 8 weeks for Stainless Steel. We are sub-contracting on your behalf so please remember that we are sometimes subject to delays that are beyond our control.

Please note that once the worktop has been fitted you will need to have your plumber and electrician return to site to connect hobs, sinks and taps.

Installation of the hob after worktop installation is the responsibility of the client, we will advise if this is to be a flush fitting and whether it will require sealing.

SUBCONTRACT COMPANIES

Poliform UK work with some of the best suppliers in the country and we specify with you the products that you require. Our procurement of these products is done when we order your kitchen and the scheduling in line with your installation. Please note however, that we are not responsible for delays caused by these companies should they arise. We will advise you of issues but can only work within their guidelines and advise.

Please note that Gaggenau and Westye products have an independent survey that is required to check access and delivery of their appliances. Based on the report some items may require an additional charge for delivery due to weight, location and/or other.

DRY FIT

Poliform UK undertakes dry-fit only installations. Any electrical connections to lighting or appliances provided by Poliform UK should be carried out and tested by a certified electrician appointed by the main contractor. No electrical, plumbing or other non-dry-fit works are included in this quote.

We do not connect nor test the appliances that we purchase on your behalf. Manuals are given to you on handover for each appliance you have purchased. For after sales and warranties of each item you contact the manufacturer directly or go through our website where you will be directed according to your requirements

SNAGGING & COMPLETION:

It is our policy to snag a kitchen installation once the worktop has been installed. A member of our Installations team will run through the entire installation with you or your representative. A list of works required will be drawn up and agreed upon by both parties at this meeting.

Once the agreed snagging list has been compiled and completed we will sign off the kitchen to you; to include all appliance warranties and our own guarantee, which covers the kitchen and workmanship for two years.

Our policy is to obtain a sign off from yourselves or your representative within 7 days of completion, including any outstanding snagging works which can be achieved, with the exception of any damages, replacements, or any major snagging works.

DAMAGE:

Once installed your kitchen is wrapped in flame retardant Corex by our Fitters to protect the cabinet doors, and photos taken for our records.

We strongly suggest that this protection is left in place and the cabinets are not used for storage or the sink for cleaning purposes.

We cannot take responsibility for damage that has occurred when the Fitters have left site.

Subsequent damage to the kitchen is the responsibility of the client.