

# **Resident Preparation Guide**

At TF Energy, we work hard to make the installation process smooth and stressfree as possible for you before we turn up.

To help us deliver upgrades efficiently, here is a simple guide for residents on how to prepare before works begin.

## **Preparing Your Home for Installation**

## Why preparation matters

- Ensures installers can work quickly and safely.
- Reduces disruption to your household.
- Protects your belongings from dust or damage.
- Helps avoid delays during the project.

## What to expect on survey days

- A qualified TF Energy surveyor will visit your home.
- They may need access to every room, loft spaces, and outdoor areas.
- Surveys normally take 1–2 hours depending on the property size.
- You will have a chance to ask questions about the planned works.

#### Clear access routes

Clear access routes to your front and back doors. Move furniture, ornaments, or valuables away from work areas.

#### Prepare work areas

Clear kitchen counters and remove items from windowsills. Keep driveways and walkways clear on installation days.

#### Arrange for pets and parking

If you have pets, arrange for them to be kept in a safe space away from works. Try to free up space near your property for deliveries and equipment.

#### Inform neighbours

Inform neighbours if scaffolding or external works may affect shared access.

## On the day of works

- Our team will arrive promptly at the agreed time.
- They will explain the day's activities and answer questions.
- Dust sheets and protective coverings will be used, but please remove fragile items in advance.
- Work zones will be set up to store tools and materials.

## **Communication during works**

- You will have a named site supervisor as your main point of contact.
- If you have concerns, please speak to them directly.
- Any changes to the schedule will be communicated promptly.

#### Helpful tips

- Keep important items (keys, medicines, documents) in a safe and accessible place.
- Make arrangements for young children and pets if works involve noise or temporary loss of heating/electricity.
- Ask questions at any stage we are here to help.

**TF Energy** is committed to delivering upgrades with minimum disruption while ensuring your comfort and safety. Thank you for preparing in advance – it helps us complete the works efficiently and to the highest standard.