

## **Aberdeen Care and Repair – Trusted Trader List 2018/2019 (November 2018)**

**NB. Every care has been taken in the compilation of the Trusted Traders list, and all traders have been issued with the Code of Conduct of the Scheme – please see Code below.**

**However, Care & Repair will not be held responsible for any loss, damage or inconvenience caused as a result of using these contractors.**

### **Builders/Building Works**

#### **Henderson & Aitken Ltd**

6 Balmoral Terrace  
Aberdeen AB10 6HH

Email: [hendersonandaitken@outlook.com](mailto:hendersonandaitken@outlook.com)  
Tel: 01224 211179 or 07889 867860

#### **Wojciech Serwis**

53 Allison Close  
Aberdeen AB12 3WG

Email: [serwis.wojciech@gmail.com](mailto:serwis.wojciech@gmail.com)  
Tel: 07933 288078

### **Gas Heating Engineers (Gas Safe Registered)**

#### **A&R Services**

47 Barclay Street  
Stonehaven, AB39 2AR

Email: [richard@ar-services.info](mailto:richard@ar-services.info)  
Website: [www.plumberinaberdeenshire.co.uk](http://www.plumberinaberdeenshire.co.uk)  
Tel: 01569 763661

#### **Camwater Ltd**

Major Lane  
Oldmeldrum  
Aberdeenshire, AB51 0FX

Email: [jmilne@camwater.com](mailto:jmilne@camwater.com)  
Tel: 01651 872929 or 07786 395795

#### **Les Wilson**

40 Creel Road  
Aberdeen, AB12 3BP

Email: [leswilson40@aol.com](mailto:leswilson40@aol.com)  
Tel: 07977 790864 or 01224 890201

#### **PK Plumbing and Heating**

17 Garthdee Drive  
Aberdeen AB10 7JB

Email: [paul.kane@talktalk.net](mailto:paul.kane@talktalk.net)  
Tel: 01224 314339 or 07832 341755

### **Oil Heating**

#### **Camwater Ltd**

Major Lane  
Oldmeldrum  
Aberdeenshire, AB51 0FX

Email: [jmilne@camwater.com](mailto:jmilne@camwater.com)  
Tel: 01651 872929 or 07786 395795

## Aberdeen Care and Repair – Trusted Trader List 2018/2019 (November 2018)

### Roofing/Slating

#### **A J Morrison/ Culter Slaters**

2 Hill of Milltimber  
Durris View  
Aberdeen, AB13 0ET

Email: [culterslater@aol.com](mailto:culterslater@aol.com)  
Tel: 01224 732502

#### **Henderson & Aitken Ltd**

6 Balmoral Terrace  
Aberdeen, AB10 6HH

Email: [hendersonandaitken@outlook.com](mailto:hendersonandaitken@outlook.com)  
Tel: 01224 211179 or 07889 867860

#### **John Durnin (Garry Geddes)**

12 Charleston Crescent  
Aberdeen, AB12 3DZ

Email: [garrygeddes43@talktalk.net](mailto:garrygeddes43@talktalk.net)  
Tel: 07831 601473

#### **Norris Roofing Ltd.**

9 Craig Park  
Peterhead  
Aberdeenshire, AB42 3FP

Email: [norrisroofingltd@yahoo.co.uk](mailto:norrisroofingltd@yahoo.co.uk)  
Tel: 01779 490068 or 07731 455364

#### **RD Mathieson Slating**

3 Redmire Avenue  
Portlethen  
Aberdeenshire, AB12 4AJ

Email: [rdmslating@outlook.com](mailto:rdmslating@outlook.com)  
Website: [www.rdmslating.co.uk](http://www.rdmslating.co.uk)  
Tel: 07950 892359 or 01224 943488

### Joinery

#### **Able Care (Bathroom Adaptations)**

115 Loch Street  
Aberdeen, AB25 1DH

Email: [aberdeen@ablecare.net](mailto:aberdeen@ablecare.net)  
Website: [www.ablecare.co.uk](http://www.ablecare.co.uk)  
Tel: 01224 636868

#### **Caldon Joinery**

397 Lee Crescent North  
Bridge of Don  
Aberdeen, AB22 8GF

Email: [charlesmilne01@hotmail.com](mailto:charlesmilne01@hotmail.com)  
Website: [www.caldonjoinery-aberdeen.co.uk](http://www.caldonjoinery-aberdeen.co.uk)  
Tel: 07834 055155

#### **Camwater Ltd**

Major Lane  
Oldmeldrum  
Aberdeenshire, AB51 0FX

Email: [jmilne@camwater.com](mailto:jmilne@camwater.com)  
Tel: 01651 872929 or 07786 395795

#### **FM Construction**

19 Burnett Road  
Kemnay  
Aberdeenshire, AB51 5NE

Email: [stuart@fmconstruction.org.uk](mailto:stuart@fmconstruction.org.uk)  
Tel: 07921 388941

#### **Wojciech Serwis**

53 Allison Close  
Aberdeen, AB12 3WG

Email: [serwis.wojciech@gmail.com](mailto:serwis.wojciech@gmail.com)  
Tel: 07933 288078

## **Aberdeen Care and Repair – Trusted Trader List 2018/2019 (November 2018)**

### **Windows and Doors**

#### **Caldon Joinery**

397 Lee Crescent North  
Bridge of Don  
Aberdeen, AB22 8GF

Email: [charlesmilne01@hotmail.com](mailto:charlesmilne01@hotmail.com)  
Website: [www.caldonjoinery-aberdeen.co.uk](http://www.caldonjoinery-aberdeen.co.uk)  
Tel: 07834 055155

#### **Crest Glazing**

Unit 1, 35 Fraser Place  
Aberdeen AB25 3TY

Email: [info@crestglazing.co.uk](mailto:info@crestglazing.co.uk)  
Website: [www.crestglazing.co.uk](http://www.crestglazing.co.uk)  
Tel: 01224 640930

#### **FM Construction**

19 Burnett Road  
Kemnay  
Aberdeenshire, AB51 5NE

Email: [stuart@fmconstruction.org.uk](mailto:stuart@fmconstruction.org.uk)  
Tel: 07921 388941

### **Locksmiths**

#### **Crest Glazing**

Unit 1, 35 Fraser Place  
Aberdeen AB25 3TY

Email: [info@crestglazing.co.uk](mailto:info@crestglazing.co.uk)  
Website: [www.crestglazing.co.uk](http://www.crestglazing.co.uk)  
Tel: 01224 640930

### **Painting and Decorating**

#### **Bain Décor**

2 Woodend Drive  
Aberdeen AB15 6YJ

Email: [bain-m@sky.com](mailto:bain-m@sky.com)  
Tel: 07792 820854

#### **Peter Cooper (Pete the Painter)**

28D Roslin Street  
Aberdeen AB24 5PD

Email: [p.cooper1@hotmail.co.uk](mailto:p.cooper1@hotmail.co.uk)  
Tel: 07712 468168

#### **George Cormack**

44 Slains Circle  
Aberdeen AB22 8TW

Email: [gcormack10@hotmail.co.uk](mailto:gcormack10@hotmail.co.uk)  
Tel: 01224 827081 or 07840650853

#### **Wojciech Serwis**

53 Allison Close  
Aberdeen AB12 3WG

Email: [serwis.wojciech@gmail.com](mailto:serwis.wojciech@gmail.com)  
Tel: 07933 288078

### **Plastering**

#### **George Cormack**

44 Slains Circle  
Aberdeen AB22 8TW

Email: [gcormack10@hotmail.co.uk](mailto:gcormack10@hotmail.co.uk)  
Tel: 01224 827081 or 07840650853

#### **Henderson & Aitken Ltd**

6 Balmoral Terrace  
Aberdeen AB10 6HH

Email: [hendersonandaitken@outlook.com](mailto:hendersonandaitken@outlook.com)  
Tel: 01224 211179 or 07889 867860

## **Aberdeen Care and Repair – Trusted Trader List 2018/2019 (November 2018)** **Plastering (continued)**

### **Wojciech Serwis**

53 Allison Close  
Aberdeen AB12 3WG

Email: [serwis.wojciech@gmail.com](mailto:serwis.wojciech@gmail.com)  
Tel: 07933 288078

### **Tiling**

### **Wojciech Serwis**

53 Allison Close  
Aberdeen AB12 3WG

Email: [serwis.wojciech@gmail.com](mailto:serwis.wojciech@gmail.com)  
Tel: 07933 288078

### **Electricians**

### **A&R Services**

47 Barclay Street  
Stonehaven, AB39 2AR

Email: [richard@ar-services.info](mailto:richard@ar-services.info)  
Website: [www.plumberinaberdeenshire.co.uk](http://www.plumberinaberdeenshire.co.uk)  
Tel: 01569 763661

### **CFF Property Management Ltd**

12 Balgownie Place  
Aberdeen, AB22 8FB

Email: [helpdesk@cffaberdeen.co.uk](mailto:helpdesk@cffaberdeen.co.uk)  
Tel: 01224 593222

### **D.W. Electrical**

7 Briar Bank  
Newmachar, AB21 ONH

Email: [derek31160@gmail.com](mailto:derek31160@gmail.com)  
Tel: 07739 469136

### **Electrical Heating Installers**

### **A&R Services**

47 Barclay Street  
Stonehaven, AB39 2AR

Email: [richard@ar-services.info](mailto:richard@ar-services.info)  
Website: [www.plumberinaberdeenshire.co.uk](http://www.plumberinaberdeenshire.co.uk)  
Tel: 01569 763661

### **D.W. Electrical**

7 Briar Bank  
Newmachar, AB21 ONH

Email: [derek31160@gmail.com](mailto:derek31160@gmail.com)  
Tel: 07739 469136

### **Plumbers**

### **A&R Services**

47 Barclay Street  
Stonehaven, AB39 2AR

Email: [richard@ar-services.info](mailto:richard@ar-services.info)  
Website: [www.plumberinaberdeenshire.co.uk](http://www.plumberinaberdeenshire.co.uk)  
Tel: 01569 763661

### **Able Care (Bathroom Adaptations)**

115 Loch Street  
Aberdeen, AB25 1DH

Email: [aberdeen@ablecare.net](mailto:aberdeen@ablecare.net)  
Website: [www.ablecare.co.uk](http://www.ablecare.co.uk)  
Tel: 01224 636868

## **Aberdeen Care and Repair – Trusted Trader List 2018/2019 (November 2018) Plumbers (continued)**

### **Camwater Ltd**

Major Lane  
Oldmeldrum  
Aberdeenshire, AB51 0FX

Email: [jmilne@camwater.com](mailto:jmilne@camwater.com)  
Tel: 01651 872929 or 07786 395795

### **Les Wilson**

40 Creel Road  
Aberdeen, AB12 3BP

Email: [leswilson40@aol.com](mailto:leswilson40@aol.com)  
Tel: 07977 790864 or 01224 890201

### **PK Plumbing and Heating**

17 Garthdee Drive  
Aberdeen AB10 7JB

Email: [paul.kane@talktalk.net](mailto:paul.kane@talktalk.net)  
Tel: 01224 314339 or 07832 341755

## **Gardening/Slabbing**

### **Aberdeen Care & Repair (Gardening service from 1<sup>st</sup> April – 30<sup>th</sup> September)**

11 Waverley Place  
Aberdeen, AB10 1XH

Email: [gencareandrepair@castlehillha.co.uk](mailto:gencareandrepair@castlehillha.co.uk)  
Tel: 01224 251133

### **Henderson & Aitken Ltd. (slabbing)**

6 Balmoral Terrace  
Aberdeen, AB10 6HH

Email: [hendersonandaitken@outlook.com](mailto:hendersonandaitken@outlook.com)  
Tel: 01224 211179 or 07889 867860

### **Wojciech Serwis**

53 Allison Close  
Aberdeen, AB12 3WG

Email: [serwis.wojciech@gmail.com](mailto:serwis.wojciech@gmail.com)  
Tel: 07933 288078

## **Stairlifts**

### **Atlas Lifts & Services Ltd**

1 Hanover Street  
Aberdeen, AB11 5GE

Website: [www.atlaslifts.co.uk](http://www.atlaslifts.co.uk)  
Email: [info@atlaslifts.co.uk](mailto:info@atlaslifts.co.uk)  
Tel: 01224 574696

### **Caltech Lifts Ltd.**

Stannergate Road  
Dundee, DD1 3NA

Email: [enquiries@caltechlifts.co.uk](mailto:enquiries@caltechlifts.co.uk)  
Tel: 01382 462810

## **Chimney Sweep & Stove Supplier/Installer**

### **Kevin Moroney**

Inkhorn Cottage  
Milton of Inkhorn  
Auchnagatt  
Ellon, AB41 8YL

Registered with HETAS & The Guild of Master Sweeps  
Email: [kevinmjmoroney@yahoo.co.uk](mailto:kevinmjmoroney@yahoo.co.uk)  
Tel: 07971 957993

## **Aberdeen Care and Repair – Trusted Trader List 2018/2019 (November 2018)**

### **ABERDEEN CARE & REPAIR TRUSTED TRADERS CODE OF CONDUCT**

This code is applicable to all contractors working on behalf of Care & Repair in clients' homes. Any breach of the code will be regarded very seriously and may adversely affect the contractor's opportunity for future work with Care & Repair.

#### ***PROFESSIONALISM***

**Care & Repair expects contractors to act professionally and courteously in all dealings with clients and show respect for their property at all times.**

**Attention is particularly drawn to Care & Repair's Health and Safety Policy and to the Equal Opportunities policy (both appended). Contractors are required to adhere to both policies.**

Contractors are also requested to note that Care & Repair specialises in assisting vulnerable people, including the elderly and particular consideration may require to be given to the needs of individuals with special needs in relation to working within their home.

If a contractor has any concerns or enquiries about his work in a particular client's home he should advise Care & Repair.

#### ***ACCESS ARRANGEMENTS***

The contractor should contact a client beforehand to make or confirm an appointment unless the work is being done as an emergency or Care & Repair has made a prior arrangement with the client.

Clients should be encouraged to be at home personally or have a member of their family or a friend present while the works are being carried out (unless decant arrangements have been made).

In the case of planned works, at least one weeks notice should be given to the client and the appointment time agreed with them.

Where access cannot be gained, or is refused, the contractor should leave a card or written note through the door and report back to the supervising officer at the earliest opportunity.

In order that clients and neighbours are not unduly disturbed, works should be carried out within normal working hours (8.00am to 5.00pm Mondays to Fridays), other than emergency works, or where alternative arrangements have been agreed.

#### ***IDENTIFICATION***

Contractors and employees must present identification to clients before entering their home. Care & Repair prefers that a proper identification card, with photograph is used for this purpose but if this is not possible a letter of authorisation confirming the employees name and status should be provided by the company. A copy of the order form from Care & Repair is not sufficient.

Even if the contractor has keys to a property he must still knock or ring before entering the property.

## **Aberdeen Care and Repair – Trusted Trader List 2018/2019 (November 2018)**

### ***USE OF KEYS***

Where the contractor is entrusted with keys for a property in the absence of the client, he must ensure that these keys are securely and safely kept and only used for the purposes of carrying out the works at the agreed times. All keys must be returned to Care & Repair's offices as soon as work is completed, unless other arrangements have been made with the client or Project Officer.

### ***CONFIDENTIALITY***

A client's name, telephone number and any personal details provided by the client or Care & Repair are strictly confidential. Under no circumstances must a contractor pass on such information.

### ***PREPARATION FOR WORK***

The contractor is requested to assist clients move heavy items, if required, and replace them at the end of the job.

If a contractor causes damage to a client's home or its contents through neglect or wilful damage, he will be required to make good the damage or otherwise provide adequate recompense.

All care should be taken when lifting carpets and floor coverings to minimise any potential damage once these are re-laid. If the contractor is concerned that permanent damage is likely to occur in the process he should advise the client and/or Care & Repair if applicable.

### ***USE OF CLIENT'S FACILITIES***

**The contractor is requested, where possible, not to use facilities or equipment within the client's home, (other than electricity for essential power tools).**

Where use of the client's telephone is essential, permission from the client should be obtained.

If the contractor is working in a property where the client has been decanted, any use of equipment should be reported to Care & Repair.

### ***CONDUCT OF WORKMEN***

While work is in progress the contractor should ensure that noise and inconvenience are kept to a minimum. **Smoking or the use of radio and cassette players in a client's home are not permitted.**

Care should be taken, as far as possible to keep the home warm and comfortable while the work is in progress.

### ***SAFETY AND SECURITY***

The contractor must ensure that all hazards are minimised when working, or leaving a working area, in a client's home. This also applies where the contractor has to leave the job temporarily to collect additional materials or tools.

## **Aberdeen Care and Repair – Trusted Trader List 2018/2019 (November 2018)**

In particular, care should be taken in the following respects -

- Tools and materials must not be left lying about or blocking an access.
- Particular care should be taken when working around children and pets. Sharp tools, power tools and toxic substances must be kept well out of reach and should never be left unattended.
- If work has to be left unfinished, perhaps overnight, make sure that clients are protected from and/or warned about any potential hazards.
- Check working areas before leaving the premises to ensure that no fire hazard exists.
- Leave the property wind and watertight, with basic services usable and surfaces safe and hygienic.
- Always check that an unoccupied property is well secured before leaving.

### ***ON COMPLETION OF WORKS***

All rubble, unused materials and tools should be removed and the work area left clean and tidy. Assistance should be given to the client to return furniture etc to its normal position if this is required.

All keys should be handed back to Care & Repair or the client, as appropriate, as quickly as possible.



## **Aberdeen Care and Repair – Trusted Trader List 2018/2019 (November 2018)**

### **TRUSTED TRADERS CODE OF CONDUCT - APPENDIX 1 SUMMARY OF EQUAL OPPORTUNITIES POLICY FOR CONTRACTORS**

Care & Repair is committed to providing an environment of equal opportunity and service to everyone affected by Care & Repair's governance, management, housing and employment services.

To this end Care & Repair is opposed to discrimination in any form whether through direct or indirect effect, and will take all steps within its power to ensure that statutory and contractual obligations are met and appropriate voluntary codes of practice followed in relation to the avoidance and elimination of any discriminatory practice.

In reviewing its commitment to equality Care & Repair will specifically address the need to combat prejudice and discrimination based on the following grounds -

- 1 Race, colour, ethnic origin or nationality
- 2 Gender
- 3 Disability and illness, whether physical or mental
- 4 Religious, political or other beliefs
- 5 Marital status or family circumstances
- 6 Sexual orientation
- 7 Age

The Management Committee of Care & Repair, having formally adopted the equal opportunities policy, will accept responsibility for its implementation and for monitoring effectiveness. Day to day responsibility for implementation will lie with the Manager of Care & Repair. Besides the statutory duties not to discriminate, all staff will have a responsibility to ensure the positive application of the policy.

#### ***CONTRACTORS AND CONSULTANTS***

Care & Repair expects contractors and consultants to:-

- 1 Meet all statutory requirements in relation to employment and equal opportunities legislation and to adhere to any codes of practice or standards approved or required by Scottish Homes.
- 2 Operate within the context of the principles laid down in Care & Repair's equal opportunities policy to ensure that all those who receive Association services have access to equal rights, provision and quality of service.
- 3 Ensure that their employees are made aware of any information provided by Care & Repair regarding the particular requirements of special needs or minority groups and to ensure that employees always work with sensitivity towards any clients with special needs.
- 4 Co-operate with Care & Repair in any monitoring exercises that Care & Repair may wish to pursue in relation to equal opportunities issues.

## **Aberdeen Care and Repair – Trusted Trader List 2018/2019 (November 2018)**

### **TRUSTED TRADERS CODE OF CONDUCT - APPENDIX 2 HEALTH & SAFETY POLICY (SUMMARY FOR CONTRACTORS)**

#### ***GENERAL POLICY STATEMENT***

Care & Repair is committed to providing and maintaining a safe and healthy working environment for its employees and to ensuring, as far as practicable, that clients and members of the public are not exposed to risks to their health and safety in situations or premises within Care & Repair's control. To this end, Care & Repair recognises and accepts its responsibilities as an employer under the Health & Safety at Work Act 1974 (as amended) and requires all its employees, including temporary and part-time workers, consultants and contractors to co-operate with the Technical Officer, supervisors and managers in this respect and to otherwise comply with the conditions laid down in the Health & Safety Policy of Care & Repair.

This policy document will be displayed at Care & Repair's office at 11 Waverley Place.

In addition, all employees will receive a copy specific to their post and will be requested to sign and return the appropriate section when they have read and understood the contents.

The document will be revised as and when necessary on change of policies and statutory requirements and all staff will be advised of the relevant revisions.

#### ***HEALTH AND SAFETY POLICY REQUIREMENT FOR CONTRACTORS***

Care & Repair will only use contractors who have a good proven record on health and safety and which can be demonstrated by the following:

1. Health and Safety Policy
2. Good record of reported incidents
3. Good working practices through our direct experiences
4. By any other method Care & Repair feels appropriate
5. Contractors must be capable of discharging their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings.

This policy will be administered by means of an approved list of Trusted Traders. This list will be constantly reviewed and sanctions will be applied as a result of poor health and safety performance, including removal from the Trusted Trader list where appropriate.