



The CARE AWARE® summary card.

To be agreed and completed with the client or the clients representative.

One copy to the client/representative and one copy retain by the tradesperson

Name of CARE AWARE® tradesperson		
CARE AWARE® Registration Number		
Expiry date		
Photo ID card checked by client or representative	YES / NO	If no ID card or expired date do not proceed with works
Summary of works agreed		
Special instructions: such as lack of water/gas/heating/electricity at certain times		
Anticipated safety issues such as trip hazards, wet paint, ladders etc		
Agreed date of works		
Agreed time of work to start		
Name of person who will pay for works:	Note if this is a housing association/Landlord or under a contract write the name of organisation who will pay tradesperson	
Estimated time work will finish		
Others issues/requirements		

Signature CARE AWARE® tradesperson.....

Signature of person agreeing works.....

Date:

Note: this is **not an invoice or an estimate** of works/price. This is a summary sheet to help the client understand the works to be undertaken, the likely disruption to the home, when and what time it starts, who is doing the work whether they are currently on CARE AWARE® register. Please use a separate sheet if needed.