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The Art of Good Housekeeping

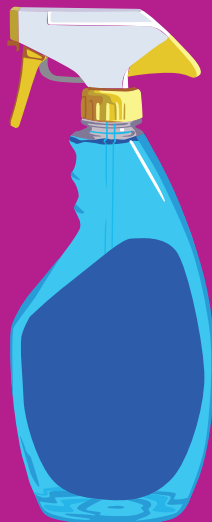
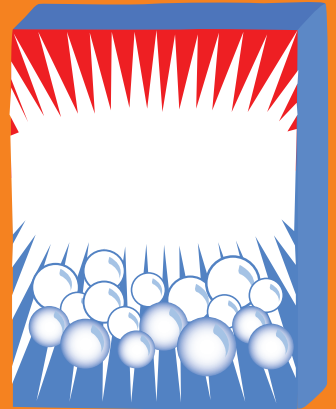
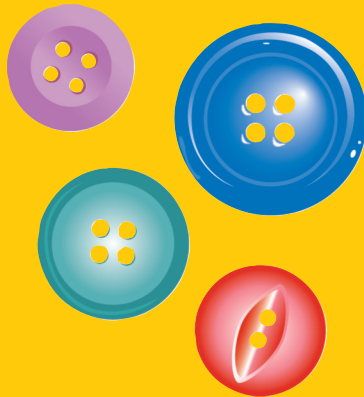
Written by the Good Housekeeping Institute

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**THE ART OF
GOOD
HOUSEKEEPING**



THE ART OF GOOD HOUSEKEEPING

Edited by Helen Harrison

**Consultant Editor, Trisha Schofield
Head of Testing, Good Housekeeping Institute**



COLLINS & BROWN

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The Good Housekeeping website is
www.allboutyou.com/goodhousekeeping

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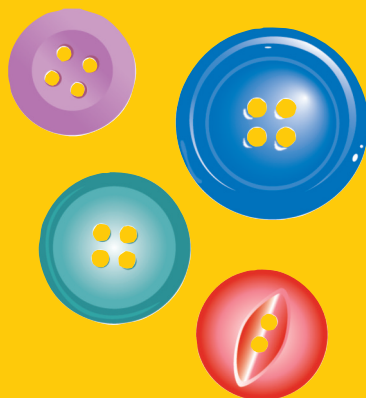
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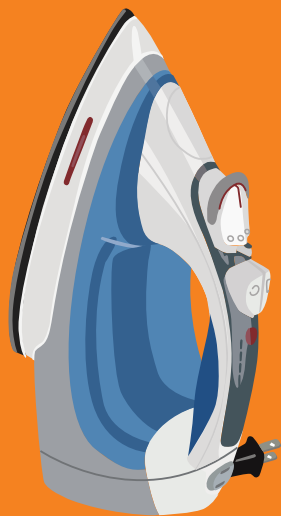
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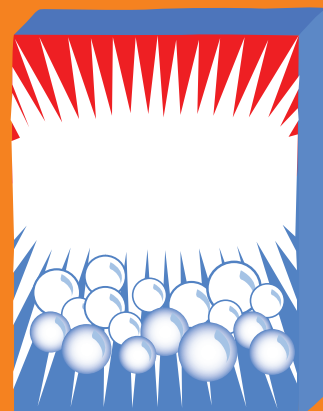
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Introduction

Within two years of its successful launch in 1922, *Good Housekeeping Magazine* set up the Good Housekeeping Institute to test products and recipes, provide household information and champion the rights of consumers. In an era when housewives were finding the transition to a servantless society quite a struggle, the pressure to keep up standards without outside help was enormous. In addition, the 1920s were proving to be an exhilarating time for women, full of opportunities in the form of careers, cinema, cars and clothes, quite apart from finally being granted the right to vote! For women to take full advantage of all these new changes, ideas and innovations, it was vital they had access to independent advice they could trust. This was exactly what the Good Housekeeping Institute set out to achieve and, more than 80 years later, it is still helping women (and men too!) make informed choices about the mind-boggling variety of products and services available on today's market. Our lifestyles may have changed beyond all imagination – we now have access to a variety of labour-saving devices and technology that our predecessors would have given their eye-teeth for, and these help make running a smooth home no longer quite the chore it once was. If anything though, the access to such variety can make making the right choices even more difficult and overwhelming. Our experience is that today's modern working women need and appreciate our services just as much as ever. As well as producing tried-and-tested reports and many other practical features for the magazine, our team of professional researchers continue to respond to many thousands of your consumer enquiries for assistance and advice each year.

Our latest book, *The Art of Good Housekeeping*, aims to give the solutions to hundreds of these queries in one easy-to-use guide, and help make managing your life easier and more straightforward. With most households these days having both partners working outside the home, time truly is of the essence – the less hours you have to spend running your home, the more time you will have for the activities you really enjoy. This is exactly what this book will help you to do. Within it, you will find a condensed version of all the Good Housekeeping Institute's practical expertise, built up over many years.

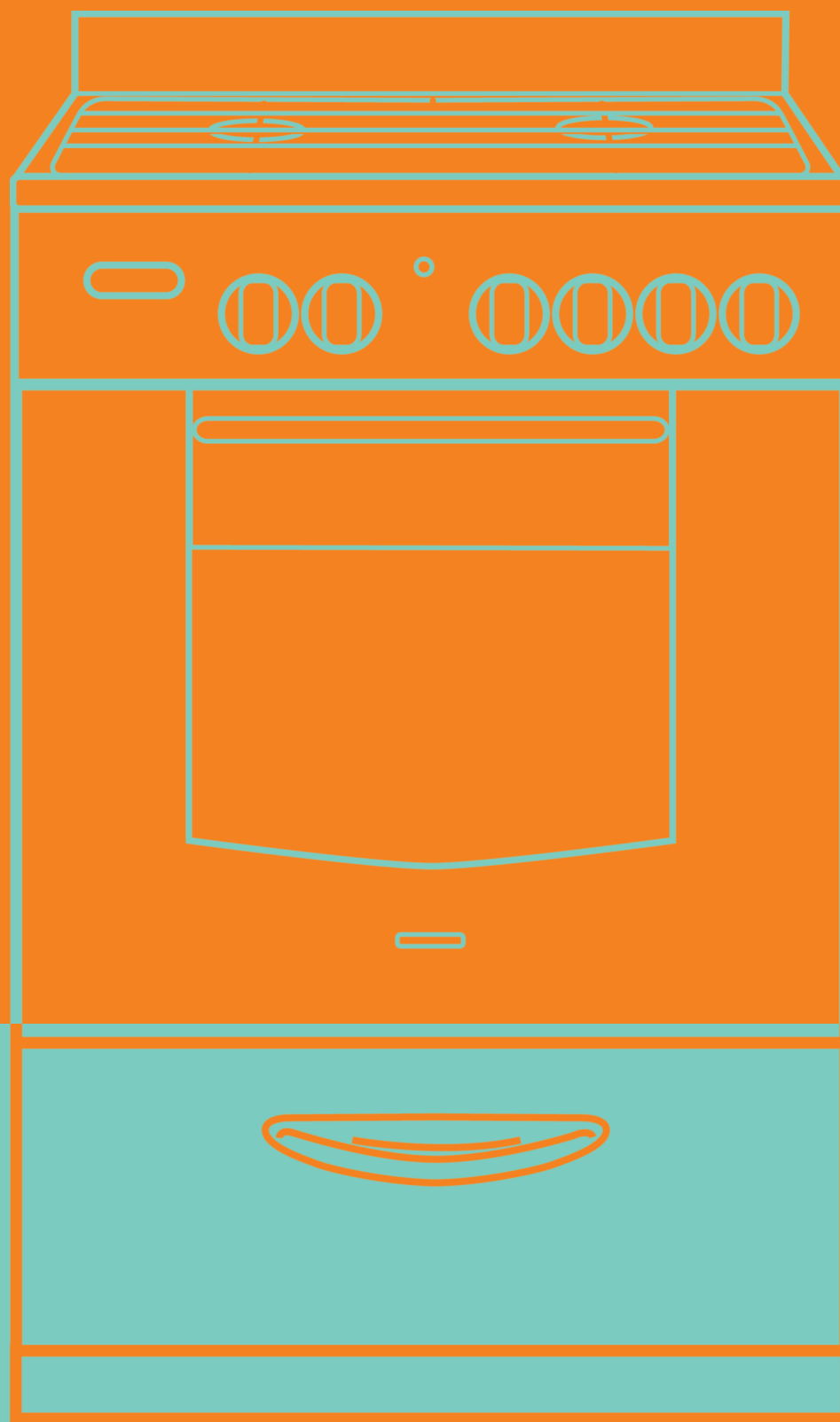
We have distilled this experience into reliable advice that you can use when you buy and equip a new home – most of us are more discerning

than ever about spending money and want to make sure we're getting good value, whether it's buying furnishings, a whole new bathroom or even just a replacement small appliance, such as a kettle or toaster. Our buying guides will help you ensure you get the best deal, whether you shop online or in-store. Hiring reliable tradespeople and service providers is important too, so there's information on how to go about finding them and making sure they do a good job. Protecting, maintaining and cleaning your home and its contents is also covered – for example, dealing with inevitable problems such as unblocking a sink or removing stains from clothing. You'll find out how to keep your taps gleaming, look after appliances, get answers to common laundry problems and which cleaning materials are best for the job at hand – in fact, everything you need to know to keep your home gleaming and fresh at all times. There's also step-by-step instructions for a variety of DIY projects, decorating techniques for special paint effects, such as stippling and marbling, how to fix things and creative ideas for making curtains and other soft furnishings. When emergencies like fires, burglaries or accidental injuries occur, our sensible advice will help you be able to deal with them quickly, safely and effectively. And as it's also vital to understand your rights in relation to your home and the law, we've even provided answers to some of the more frequently asked legal questions, such as what to do about noisy neighbours or whether you need planning permission for building projects.

Every chapter is packed with tried and tested advice you can trust, and a wealth of facts, tips and cross references to lead you to all the information you need as quickly as possible. We've even provided a section giving details of the Good Housekeeping Institute's own invaluable contacts book, listing all the products, suppliers and useful organisations mentioned in the book. We hope that you'll be able to dip in and out of this book whenever you're faced with a new household challenge and be able to find the correct answers to all your domestic dilemmas – just think of it like having the GHI's team of professional consumer experts right there alongside you in your home at all times!

We've made every effort to ensure that all the information in this book is as comprehensive, accurate and up-to-date as possible, but if you have any comments, queries or tips for the the next edition, please e-mail them to us at: artofgoodhousekeeping@anovabooks.com

1



Equipping Your Home

Many of the enquiries received by GHI each year concern products – which ones to buy and where to find them. In this section, you will find a wealth of practical information on how to equip your home with the best – what to buy, features worth paying extra for, how to choose a tradesperson, shopping strategies to get the best price and advice on consumer rights.

Your New Home

Setting up a new home is an exciting time: it represents a fresh start, it gives you the opportunity to create your own individual space and it gives you the chance to think about how you can add value. Equipping your home is the first step, and before you start it is useful to think about your needs, room by room.

PLANNING YOUR SPACE

Whether moving into a new home or even refurbishing an existing one, good planning will make the most of your space.

Indoors STORAGE

Think carefully about your storage needs and incorporate them in your plan from the start. Make a list of everything you own and decide where in your home you want to store it. Although this is a good time to clear clutter, you should make allowances for a few new possessions too.

KITCHENS

Traditional free-standing kitchens furnished with individual pieces of furniture, such as dressers and tables, can be very attractive, but they require a large room to work effectively. The average kitchen is around 8m²/86ft², which doesn't give you much space for storing food, pots and pans, tools, china and appliances. A fitted kitchen is often the best option; careful planning will make the most of restricted space. Many stores offer free advice and planning tools to help with the first stages.

DINING ROOM

Do you need a separate room or would you benefit from combining it with the kitchen? A light, spacious kitchen-diner with patio doors onto a terrace is likely to add value to your home and provide an ideal everyday family space.

LIVING AREAS

Consider the activities you will use the space for. Do you want an informal family room, or an adult haven where you can close the door? Plan your space and storage accordingly, including space for children's toys if there is no play space in their bedrooms.

BEDROOMS

If you don't have enough bedrooms consider a loft conversion, which is usually less expensive than moving house. Depending on the available space, you could either add two children's bedrooms or a master bedroom suite. If similar houses in your street already have conversions, ask your neighbours if you can view them. If you like the

Traffic flow through rooms

Public spaces in your home – living areas, family rooms, kitchens and dining rooms – should flow into other rooms to encourage all the space to be used. Open-plan living optimises this, but if you prefer separate living rooms you still need to make them easy to move around.

- Make sure that furniture doesn't block a route through your home. As an example, if you have to navigate around the kitchen table to the back door, the garden will be used less.
- In a small room, place furniture against walls, with the largest piece on the longest wall, so that there is circulation space in the middle.
- In larger rooms group furniture away from walls to create distinct areas and aid traffic flow.
- Too many doors in a small room can turn it into a corridor, so look at ways to reconfigure the space to avoid this.
- Bedrooms should be separate from the public spaces and are best sited near bathrooms.

results and they are happy, then ask them for their contractor's details.

To make the most of existing space look at solutions such as bunk beds for shared children's rooms, mezzanine beds in high-ceilinged rooms and storage that makes use of spaces over doors or windows. If clothes storage is a problem in a master bedroom but you have a large bathroom, consider converting part of the bathroom space into a dressing area.

BATHROOMS

If you have a family, you may want to consider whether there is space to add an en-suite to the master bedroom. Or can you make adjustments to an existing bathroom by adding a separate shower, for example.

UTILITY

A space for laundry appliances and cleaning materials frees up space in a small kitchen and can be used as a feeding and sleeping area for pets.

HOME OFFICE

If you have a rarely used guest bedroom you could install a wallbed or sofabed and free up space to use as a home office. If you don't want to use an existing bedroom there are several options: under the stairs or in a hallway, or as part of an attic or basement conversion.

FLOORING

For kitchens and bathrooms, install any new flooring after old fittings have been taken out, and the plumbing and electrical work done, but before units and fittings are installed. Tiling a complete area may cost a little more in tiles but more than makes up for this in the labour time saved cutting around units. It also means that when you change an appliance and your new one is slightly smaller you won't have to renew your flooring.

Outdoors TERRACE OR PATIO

An area of paving or decking next to the house is practical and easy to maintain. If you have a very small town garden you might want to pave or deck the whole area; your garden will look larger and you won't need to find somewhere to store the mower. In a medium or large garden you will probably have space for a lawn.

BOUNDARIES

Upgrading a tired fence will transform the look of your garden, and if you choose a closely boarded style you can increase your privacy. Fences are available in a range of styles, from period rustic to sleek contemporary.

FRONT OF HOUSE

Make sure that your property looks inviting from the street – it will be more pleasant to return home to, and will help attract buyers when you come to sell your house. If you don't have a garage but you do have a reasonably sized front garden, you may want to consider setting aside some of the area to create a paved parking space. Bear in mind, however, that these are usually subject to local authority permission.

TIP

To get the most out of your conversion it is usually better to consult an architect or specialist attic conversion company, rather than a general builder.

Decorative features

Finishing touches like pictures and candles add atmosphere and personality to your home. You don't have to start from scratch to improve a room. Carefully chosen details can refresh a tired scheme.

- **MIRRORS** Can be used to brighten every room in the house.
- **PICTURES** Whether you choose a painting, print or photograph, pictures will inject personality and colour into your home. Choose a mixture of wall-hung, shelf displayed and tabletop pictures to add interest. Consider your choice of frame as well as image to reflect the style of your home.
- **HOUSEPLANTS** From a kitchen herb trough to a steam-loving fern in the bathroom, a careful plant choice can enhance your home. Most plants will thrive in moderate light, but not in direct sunlight or too far from a natural light source.
- **FLOWERS** You don't have to take flower-arranging classes to decorate your home with flowers – a simple bunch of roses or tulips in a vibrant colour will lift any room on a dull day. Use a proprietary flower food and change the water regularly to prolong the life of your flowers.

Shopping for the Home

Whether you are buying goods, paying for a service or shopping on the Internet, these guidelines will help you shop safely and well.

SHOPPING FROM HOME

If you shop from home – whether by phone, mail order or the Internet – there are regulations that give you extra rights on top of those set out above. You are entitled to:

- Clear information before placing an order (such as the trader's contact details and policy on returning/exchanging goods).
- Written confirmation (by letter, fax or e-mail) of purchases.
- A 'cooling-off' period during which you can cancel the order and get a refund.
- A full refund if the goods do not arrive on time (within 30 days or on an agreed date).
- Protection if anyone uses your credit or debit card fraudulently.

Internet shopping

Before buying goods via the Internet, make sure you are dealing with a reputable company. The following details should be included on the seller's website:

- The full name and postal address of the company – not just the e-mail address – and the phone number, so you know who you are dealing with and how to get in touch if things go wrong.
- How long it will take for the items to be delivered.
- The company's refund policy.
- A reminder of your cancellation rights. You can change your mind and send items back within seven days of receiving them, although some goods such as food may not be covered.
- What data the company is collecting, how it will be used and for how long it will be stored.

Internet security

Make sure your credit card details do not fall into the wrong hands when you shop online. In a credit charge transaction, you are sharing valuable information. Only do it if you trust the company you are buying from. Never type in your details on a site that does not promise security or encryption services. Look for the closed padlock or unbroken key symbol in the corner of the web page. The beginning of the online retailer's Internet address will change from 'http' to 'https' when a connection is secure. In some new browsers, the address bar may also turn green to indicate that a site has an additional level of security. For more information on Internet security, go to www.cardwatch.org.uk, the UK banking industry initiative that aims to raise awareness of card fraud prevention.

Purchasing tips

- **WHEN YOU BUY GOODS**
Goods must be of satisfactory quality (durable, safe and free from minor defects), fit for their purpose and exactly as described.
- **WHEN YOU PAY FOR A SERVICE** Any service, for example, from a builder or tradesman, should be carried out with reasonable skill and care, within a reasonable time and at a reasonable charge, if no price has been fixed in advance.
- **WHEN YOU BUY BY CREDIT CARD** Using your credit card gives you extra protection for items over £100 in value. If you have a problem and complaining to the retailer has got you nowhere (or if the retailer goes out of business), you should be able to claim against the card issuer.

TIP

For free advice and information on shopping from home, visit the Office of Fair Trading website at www.oftr.gov.uk.

IF YOU ARE UNHAPPY WITH GOODS OR SERVICES: YOUR RIGHTS

- You are within your rights to cancel goods and services if they have not been delivered, or work has not been completed by an agreed date.
- The responsibility for faulty goods lies with the retailer, not the manufacturer.
- You have the same rights when you buy in a sale as at any other time – goods should be free from defects, apart from those specifically pointed out to you when you buy.
- There is no set time limit on returning faulty goods – you do not automatically lose your rights after a certain period, but it is wise to return them or inform the retailer as soon as you notice the problem.
- Firms cannot disclaim responsibility for loss or damage to your property just by putting up a sign saying that they do.
- If you are unable to come to a satisfactory solution with the retailer or manufacturer, contact the Government's Consumer Direct service (see Useful Organisations) for advice. Here, you can speak to regionally-based consumer advisors who are specially trained to give assistance and advice on all kinds of consumer issues.

TEN ESSENTIAL SHOPPING TIPS

- 1 Start with the name and full model number of the item you want, so you can easily check the price in your favourite shop over the phone or on its website.
- 2 To save money, be ready to switch to an all-but-identical model, or one lacking a feature you don't really need.
- 3 Look for special offers on discontinued or superseded models that retailers want to clear.
- 4 Shop around at a few outlets, including at least one with a price-matching promise.
- 5 If you are happy to buy online, start by trawling for the best bargains using a price comparison website such as www.pricerunner.co.uk, which checks the prices of both high street and Internet retailers.
- 6 Don't assume nationwide chains will always offer better prices than a local independent outlet. With a local independent retailer, it may also be easier to negotiate a discount.
- 7 Check whether delivery and fitting are included in the price. If not, don't forget to ask how much they will cost and take this into consideration when comparing prices.
- 8 Ask if any add-ons are included for free, such as an extra year's warranty or service agreement.
- 9 Try haggling – you may be able to negotiate a discount for buying two or more items, or have delivery or fitting thrown in for no charge.
- 10 If you're not bothered about buying a slightly used item, look on auction sites such as www.ebay.co.uk or search for companies that specialise in offering ex-display models – you can often buy goods at huge discounts through these sources, but bear in mind they will usually come without the guarantees or warranties offered with brand new products.

Finding the best deal

When it comes to shopping for the home, the best savings are usually to be found on the Internet, and it can pay to shop around. Remember though that delivery costs could wipe out part or all of the apparent saving, and that prices do not remain static – Internet retailers in particular may alter prices on a daily basis, so grab good deals when you can. Look out for price-matching pledges – under these types of schemes, if you find the identical product in a competitor's outlet for a lower price after you have bought it, the store will refund the difference or even beat the lower price.

USING TRADESMEN

If you need someone reliable and trustworthy to provide services in your home, here are some helpful guidelines.

Obtaining recommendations

If no one you know can recommend someone, there are several ways to arrive at a shortlist of firms to ask for a quote:

- Through one of the find-a-tradesmen schemes or trade associations (see the box opposite).
- Via a local consumer group's list – your local council should be able to tell you how to contact these organisations; some councils even run their own 'reputable trader' lists.
- From your household insurer.
- By asking neighbours and looking in local newspapers.

Don't even consider having a job done by someone 'doing work in your area' unless you can talk to at least one householder prepared to recommend their workmanship, reliability and punctuality. Be wary of tradesmen you can only contact by phone, especially a mobile – if things go wrong, they can be hard to find.

Signing the contract

Once you have decided upon the right person for the job, it's important to insist upon a written contract. Think carefully about what you want done before you sign it because changing your mind halfway through, or asking for extras gives the firm a golden opportunity to inflate the bill – of course sometimes, unexpected extra work will be required, but make sure you agree any additional costs in writing before it starts.

Make sure the work specifies a start date, completion date, costs and cancellation rights. Check if subcontractors will be used and who is responsible for the quality and timing of their work. If the job is large, it is reasonable to agree to stage payments, but be suspicious of any company that asks for a sizeable deposit or money for materials. Always obtain a written receipt whenever money changes hands – if possible, pay by credit card if the bill is for £100 or more as this will give you extra protection if things go wrong. Check the company has public liability insurance, and that it covers any damage to your house, and make sure you receive a written guarantee for parts and a properly backed guarantee for the work done. Finally, do not pay the bill in full until after the work is completed to your satisfaction.



Green tip

Try looking for the items you require on Freecycle (www.uk.freecycle.org), a grass roots organisation that matches people who have things to get rid of with people who can use them. Freecycle aims to reduce unnecessary waste by keeping unwanted, but perfectly usable items, out of landfill sites – a highly commendable goal and better still, it's all completely free!

Shop for quality

- Ask at least three firms for a quote and make it clear that you want to inspect at least one similar job before you give the go-ahead. Write down exactly what you want done before the tradesmen visit, so you can be sure you are comparing like for like. When the quotes arrive, here are some things to look out for:
- Is it written on company letterhead? Tatty bits of paper are not a good sign.
- Does it include a detailed breakdown of costs and VAT?
- Does it indicate how long the job will take?
- Do quantities of raw materials vary between quotes? (Skimping on coats of paint may indicate that standards are not high enough, for example.)
- Is it clear which, if any, materials are included in the price?
- Is it clear when deposits and stage payments are expected?
- Is the tradesman easy to get hold of, and happy to answer any questions in detail?

TRADE ASSOCIATIONS AND 'REPUTABLE TRADER' SCHEMES

TRADE ASSOCIATIONS

ELECTRICAL CONTRACTORS' ASSOCIATION This association has a register of members who must follow a code of fair trading. All electrical work is covered by an insurance-backed warranty and bond scheme.

 www.eca.co.uk
 020 7313 4800

FEDERATION OF MASTER BUILDERS The federation has a code of practice, an arbitration scheme and an optional insurance-backed warranty scheme.

 www.fmb.org.uk
 020 7242 7583

HEATING AND VENTILATING CONTRACTORS' ASSOCIATION This association has a consumer Code of Fair Trading that provides a complaints procedure including a conciliation service and referral to binding arbitration. It also has a Guaranteed Installer scheme.

 www.hvca.org.uk
 020 7313 4900

CHARTERED INSTITUTE OF PLUMBING AND HEATING ENGINEERING Will help you find qualified plumbers in your area.

 www.ciphe.org.uk
 01708 472791

NATIONAL FEDERATION OF ROOFING CONTRACTORS Has a code of practice and optional one-year guarantee scheme.

 www.nfrc.co.uk
 020 7638 7663

GAS SAFE REGISTER™ By law, anyone working on gas installations and appliances in your home must be on the Gas Safe Register™. Every engineer carries a Gas Safe Register ID card with their own unique licence number, showing the type of gas work they are qualified to do. Before any gas work is carried out, always make sure you ask to see their Gas Safe Register ID card.

 www.gassaferegister.co.uk
 0800 408 5500

NEED TO KNOW

As of 1 April 2009, Gas Safe Register™ replaced the longstanding CORGI gas registration scheme as Great Britain's gas safety authority. CORGI registration is no longer valid, so don't accept CORGI membership as proof of competency when choosing a gas installer.

REPUTABLE TRADER SCHEMES

LOCAL AUTHORITY ASSURED TRADER SCHEME NETWORK

All the Local Authority Assured Trader Scheme Network (LAATSN) member schemes have to meet minimum standards and aim to give consumers a reliable way of finding businesses they can trust. Your local council can tell you if they are a member of this scheme or visit the Office of Fair Trading's website (www.oft.gov.uk) for a list of members.

TRUSTMARK Trustmark is a scheme endorsed by the Department of Business, Innovation, and Skill, supported by trade bodies and consumer groups, to help people find reliable and reputable tradesmen. Firms can be awarded the logo by a Trustmark approved scheme operator, but must comply with Government-endorsed standards covering technical competence and good customer service.

 www.trustmark.org.uk
 01344 630 804

PROBLEM SOLVED Respected consumer journalist Alison Cork established Problem Solved to help people find the best (and worst!) tradesmen in their area. It now has a database of over 60,000 local traders recommended and vetted by their own customers.

 www.problemsolved.co.uk
 020 7290 6060

Equipping a Kitchen

The kitchen is one of the most hardworking areas in the house, and therefore its planning needs careful attention.

KITCHEN PLANNING

When planning a new kitchen, even if you are using a professional, it is wise to do a plan yourself. Although a professional kitchen planner is very experienced, only you know how you will use your kitchen. If you are not involved, minor details may be overlooked which will be irritating and make your kitchen less easy to work in.

However, if you decide not to do your own plan you will still need to spend time thinking about your new kitchen because a professional plan will only be as good as your briefing.

Areas to consider

- ⦿ How much can you afford?
- ⦿ What activities do you use your kitchen for? For example, cooking only, eating in, socialising, laundry, or supervising children while cooking?
- ⦿ Will the kitchen be used for any specialised cooking such as stir-frying in a wok, or large-scale preserving?
- ⦿ How many people will use the kitchen? One person, two adults, or a large family with young children?
- ⦿ Do you want to eat in the kitchen? Will you include a breakfast bar or table (fold-away if space is tight) and do you want to obscure the food preparation area from the dining area?
- ⦿ What is the maximum number of seats required, and what is the minimum (in a small area) that will be satisfactory?
- ⦿ Which appliances do you want to include and will you be keeping any existing appliances?
- ⦿ How much storage space do you need? For example: food that is chilled, frozen, dry, bought in bulk; cleaning products in lockable cupboards away from children; china and glass; rubbish disposal.

Drawing a scale plan

The first step is to draw an accurate scale plan of your existing kitchen. Use graph paper and a scale of 1:20, so that 30mm/1.2in represents 600mm/2ft, which is the depth of many kitchen units.

Include all permanent features such as windows and sills, doors (mark the swing areas), chimney breast (external and recess dimensions), mains water supplies and stopcocks, waste outlets and soil pipes, boiler and controls, pipework, radiators and valves, and power points. Note which walls are internal and which are external. Include the ceiling height.

Starting points

- Be prepared to take some time to get the kitchen right.
- Think about how you use your current kitchen.
- Make a list of its good and bad features.
- Ask friends for their experiences and any grievances.

MAKING STRUCTURAL CHANGES

- ⦿ If you are short of space you may decide to change the shape of the kitchen. You will need to weigh up the inconvenience of leaving the kitchen as it is with the cost of carrying out the alterations. Relatively easy jobs include raising a window sill or knocking out a larder.
- ⦿ Moving walls is more costly, but could make all the difference. You may have to apply for approval for alterations under the Building Regulations, depending on the type of alteration (minor or major). Contact your local authority for advice. If a professional is carrying out structural work for you, ask if they have obtained the correct permission, because ultimately you will be responsible.
- ⦿ Plumbing, wiring and drainage should conform to regulations. If worried about these, contact The Royal Institute of Chartered Surveyors (see Useful Organisations), who will put you in touch with a building surveyor in your area. They will survey the kitchen and highlight any problems. Surveyors usually charge an hourly fee and a kitchen survey usually takes about two hours.

MEASURING THE KITCHEN

It is important to measure your kitchen accurately, as even the smallest inaccuracies at this stage will be vital when it comes to installation. You will need two people to do a proper job and it may take a few hours, depending on the size of the room. It is very important to measure everything in metric, as kitchen units and components are always sold in metric sizes. Do not try to convert inches into metric later.

DESIGNING THE LAYOUT

Once you have the basic shape of your kitchen on paper you can work on the layout. Templates of the standard kitchen units and components on a scale of 1:20 are printed on page 21. Photocopy, and use them to help plan the layout. Alternatively, use card shapes (drawn to scale) of the appliances and furniture you want to include. By moving the shapes around the plan it is possible to assess the pros and cons of different layouts. Aim to create maximum storage space and to position the largest area of work surface between the cooker and sink. Allow for swing areas of doors and windows and the door openings of storage units.

The virtual kitchen

You can find excellent, computerised virtual kitchen planning tools on the Internet these days that will help you mark out your space, try out ideas and see how your kitchen might look. To find one, try looking on the websites of kitchen suppliers such as Ikea (www.ikea.com) and Magnet (www.magnet.co.uk).

Measuring tips

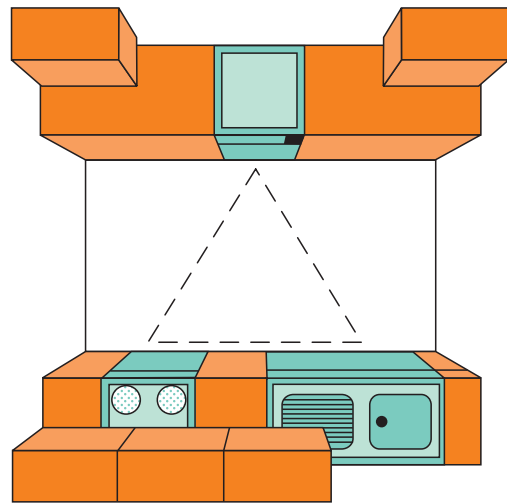
- Use a metal tape measure.
- Measure walls at floor and ceiling level, and at worktop height.
- Watch out for uneven flooring and corners.
- Double check all measurements.
- Take overall wall dimensions, then step dimensions, then compare to plus or minus 10mm/.

WORK TRIANGLE

The three main activity areas in a kitchen are food storage (fridge and food cupboards), preparation (sink and worktops) and cooking (oven or hob, depending on what you use most frequently).

Start your plan by positioning the fridge, sink and oven and draw a line in the shape of a triangle between them. The total sum of the three sides of the triangle should be between 3.6m/12ft and 6.6m/22ft. If too long you will find yourself doing tiresome legwork, but if too short it will be cramped. The cooking and sink points should be connected by an unbroken worktop, even if this turns a corner.

In a modern kitchen there is often more than one triangle in operation: for example, if you use a microwave as well as your cooker, or two people use the kitchen at the same time.



LEFT Basic work triangle

Basic kitchen shapes

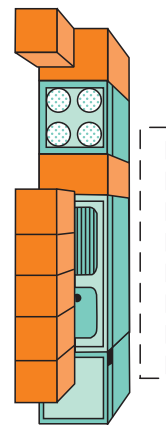
Kitchens are available in many shapes and sizes but there are only five practical layouts that will provide maximum working efficiency. You should be able to match one of these layouts to your own kitchen.

SINGLE GALLEY LAYOUT

In a single galley kitchen, the units and appliances are lined up against one wall. Most suitable for one or two people, it can be fitted into a very narrow space, but it will need a 3m/10ft run of interrupted wall space. The room should be at least 1.8m/6ft wide to allow space for two people to pass each other.

The sink should be placed in the middle with the fridge and cooker at either end with, ideally, the doors of each opening away from the sink for easy access. Allocate as much worktop space as possible. Choose built-under appliances so you do not lose any of the limited worktop space.

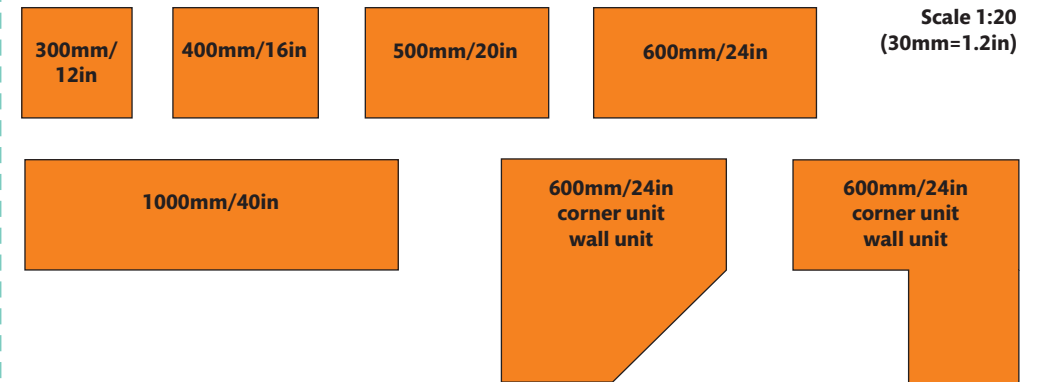
Eating usually has to take place elsewhere, unless a pull-out or flap-down dining table can be included on the wall facing the main run of kitchen units.



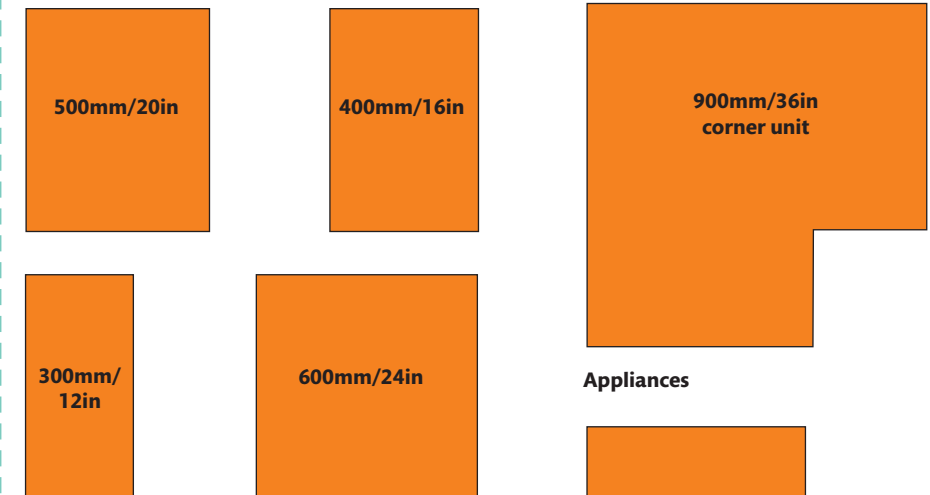
ABOVE Single galley layout

TEMPLATES FOR KITCHEN UNITS

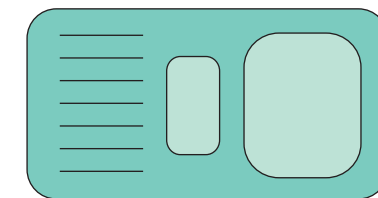
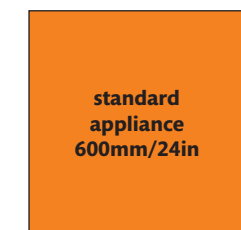
Wall units



Base units



Appliances



Sink unit