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| <p>CLIENT BRIEF</p> <p>for</p> <p>T153(S) – Distributed Street Properties</p> <p>Revision 2 – February 2019</p> | | | |
| Project Details | | | |
| Blocks Included | Claverton Street, Regency Street, Westmoreland Terrace | | |
| Area / Ward Location | South | Churchill & Vincent Square | |
| Recommended Service Provider | United Living | | |
| Works Value | £ 665,439 | | |
| Delivery Year | 2019/2020 | | |
| Project Lead | James Long – Client Surveyor | | |
| Works Included | External & internal repairs, refurbishment, redecorations, roof works & window overhaul / replacement. Fire safety and compliance works. | | |
| Lessee Implications | H= £28,546 | L= £9,258 | A= £16,304 |
| Key Issues / Risks | <ul style="list-style-type: none"> – Delay in contract starting on site. – Gaining access to individual properties. – Management and coordination of works spread across different locations. – Ensuring programme of works operates in communication with Z104 Automatic Fire Protection project to mitigate overlap of works. – Obtaining planning consents and complying with conservation area restrictions. – Party Wall etc. Act 1996 will apply with some works and the Service Provider is to carry out responsibilities on behalf of the building owner under the act. | | |
| Programme Board Date | 1st Submission – TBC | | |



Executive Summary

T153(S) is a programme of planned refurbishment works to distributed street properties located within the South area of Westminster with the properties split across multiple streets. The intention of these works is to maintain the internal and external fabric and infrastructure of the buildings. The project will predominantly focus on external / internal repairs and decorations, roof works, window repairs and replacement, health and safety, fire safety and compliance works.

Z104 is a fire safety project where a large number of street property blocks across the borough are having automatic fire detection systems and emergency lighting installed to the communal areas. There is an overlap of properties between T153(S) and Z104 with some properties included in both projects. As Z104 is a priority project and works are currently underway and may finish before T153(S) works start on site, fire detection and emergency lighting for these overlapping properties will be carried out under Z104 and other internal / external refurbishment will be carried out in T153(S). Good communication between CityWest Homes (CWH) departments and Service Providers will be required to mitigate project clashes and duplication of works.

| Component to be Cleared | Title of Officer | Delegate Officer | Name and Signature |
|--------------------------------|--------------------------|-------------------------|--------------------------------|
| Asset Strategy | Jonathan Cooper | Gavin Ridgewell | By e-mail dated: 19/02/2019 |
| Property Maintenance | John Hayden (Interim) | Sheila Allen | By e-mail dated: 08/02/2019 |
| Finance/Budget | Sharon Lane | TBC | By e-mail dated: 18/02/2019 |
| Lessee Services | James Portsmouth | Jayne Stretton | By e-mail dated: 19/02/2019 |
| Cap Programme Team | Kevin Regan | Daniel Witt | By e-mail dated: 27/02/2019 |
| M&E Engineering | James Beard | Jason Killeen | By e-mail dated: 19/02/2019 |
| Communications | Daren Townsend | Amoy Ing | By e-mail dated: 11/02/2019 |
| Health & Safety | Sarah Stevenson-Jones | Mark Jackson | By e-mail dated: 12/02/2019 |
| Fire Safety | David Lewis | Gordon Alexander | By e-mail dated: 19/02/2019 |



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Note: The appendices are not published with this document as they are too large. If you would like details of the appendices please contact customerservices@cwh.org.uk and quote reference T153(S).



1.0 INTRODUCTION

This project involves a programme of planned refurbishment, window overhaul / localised renewal and mechanical and electrical works to distributed street properties in the South area of Westminster. The properties are varied and spread across multiple streets resulting in a variety of works. The intention is to refurbish and maintain the internal and external fabric of the buildings to ensure all properties are in a good state of repair, safe and free of building and services related defects.

It is intended that the works will be undertaken by the Service Provider appointed under the Major Works Term Programme. The purpose of this Client Brief is to provide information and direction to facilitate the production of a Project Execution Plan (PEP) (as defined within the Term Contract) by the Service Provider for further review by CityWest Homes (CWH) prior to issue of a Pre-Commencement Order (PCO).

2.0 KEY PROJECT DETAILS

| Project Name | Distributed Street Properties |
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| Listed Building or Conservation Area | (Tick as appropriate) LB <input type="checkbox"/> CA <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Comments: Blocks in Pimlico & Vincent Square Conservation Areas |
| Access and other constraints | <ul style="list-style-type: none"> • Access for operational activities is typical of central London projects. • Access into residents' properties may be required for some items of work. • The Service Provider will need to identify proposals for Office & Welfare arrangements within the PEP as the properties are distributed across multiple streets. • Main access to the properties is directly from the street. Contractor will need to ensure sufficient street parking / delivery permission is sought pre-commencement. • TG20:13 (Good practice guidance for tube and fitting scaffolding) must be adhered to for compliant access to external elevations and roof works. |
| Legislative constraints | Submission of Planning Permission for replacement windows, fans, edge protection and door entry systems may be required. Properties are located within the Pimlico & Vincent Square Conservation Areas. Local conservation audit reports and unitary development plan should be cross referenced with the projects scope of work. Westminster Stucco guidance note should be adhered to in regard to render and stucco repairs. |



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| Existing planning consents | N/A |
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3.0 ASSET SUMMARY / CONSTRUCTION TYPE

All properties within this project are located within either the Pimlico or the Vincent Square conservation areas and are generally built in the Victorian Period. The terraces on Claverton Street and Westmoreland Terrace are within the Pimlico Conservation Area and are generally four to five storeys over basement blocks. These two streets are unified by the use of the classical idiom in architectural details, and by the use of painted stucco / render. 17 – 19 Regency Street is a three storey end terrace property of red brick construction with concrete rendered bands and detailing.

3.1 BLOCKS IN SCHEME

| Block Name | No of Units | No of Leaseholders |
|-----------------------------------|-------------|--------------------|
| 1 Claverton Street, SW1V 3AY | 5 | 4 |
| 7 Claverton Street, SW1V 3AY | 5 | 1 |
| 11 Claverton Street, SW1V 3AY | 5 | 2 |
| 13 Claverton Street, SW1V 3AY | 5 | 1 |
| 17 Claverton Street, SW1V 3AY | 5 | 4 |
| 19 Claverton Street, SW1V 3AY | 5 | 3 |
| 21 Claverton Street, SW1V 3AY | 5 | 4 |
| 58 Claverton Street, SW1V 3AY | 3 | 1 |
| 17 – 19 Regency Street, SW1P 4BY | 2 | 2 |
| 25 Westmoreland Terrace, SW1V 4AG | 2 | 1 |
| TOTAL | 42 | 23 |



3.2 INDIVIDUAL BLOCK DESCRIPTIONS

This project is broken down into multiple streets. The below descriptions provide a detail into the typical property construction for each street included in this project. It is important that the Service Provider makes arrangements with CWH to visit each site as early as possible following receipt of this Client Brief to acquaint themselves with the properties. This knowledge will be essential in order to produce a meaningful and sufficiently detailed Project Execution Plan. Please also refer to the documents in the Appendices, which will provide further information.

Claverton Street

Claverton Street consists of terrace properties which are generally five storey blocks with a mixture of multiple storey rear elements ranging from four to single storey. There are five flats within the demise of each of the buildings. The properties are within a conservation area but are not listed.

The main roofs of the blocks are generally traditional London roofs covered with concrete or slate tiles. There is a selection of blocks where the main roof area is a flat asphalt roof covering. The rear storey elements of the blocks consist of a mixture of asphalt, bituminous felt systems and mono pitched tiled roofs. The majority of visible windows are single glazed, timber sliding sash or casement windows but there are instances of double glazed uPVC units to basement areas. The front elevations are generally finished with painted render whilst the rear elevation are largely comprised of exposed fair faced brickwork, with only the ground floor area rendered / painted.

Regency Street

17 – 19 Regency Street is a three storey end terrace block and there are two flats within the demise of the building. The property is within a Conservation Area, but is not listed. The main roof of the property is a flat roof finished with an asphalt covering and the single-storey rear roof terrace is finished with a felt covering. The visible windows are a mix of single-glazed, timber casements / sliding sash and single-glazed crittal windows. The elevations of the property contain fair faced brickwork and undecorated render, with only a small section of render around the ground floor circular window being decorated. The ground floor of this building is in use as a commercial unit for a café.

Westmoreland Terrace

25 Westmoreland Terrace is a four storey, mid terraced property with four storey and two storey rear elements. There are two properties within the demise of the building. The property is located within a conservation area but is not listed.

The main roof of the property is a pitched roof and covered with slate tiles. The four storey rear roof is a flat asphalt covering. The two storey rear roof terrace also has an asphalt covering. The visible windows are single glazed, timber sliding sash and casement windows. The front and rear elevations are finished with painted render.



4.0 PROJECT JUSTIFICATION

The justification for the works is highlighted in the condition reports within Appendix 2. Appendix 2 includes independent condition reports for the properties alongside structural reports where necessary. The street properties included within this project are generally in poor condition and in need of external and internal refurbishment.

Automatic fire detection and emergency lighting installations are being carried out to the communal areas of street properties across the borough under project Z104. Some properties included within Z104 overlap with the property list for T153. For clarity, fire detection and emergency lighting for these properties will be carried out under Z104 and other internal / external refurbishment will be carried out in T153.

The Quality and Sustainability manager at CWH has visited numerous properties over the last few years across the borough and has noted multiple failings within residents' flats, including condensation, mould growth in various locations and insufficient ventilation within residents flats. As part of Westminster's commitment to reduce properties affected by condensation and mould, environmental works have been included within the scope and will be funded by a separate condensation budget.

United Living is named as the recommended service provider to carry out the works for this project under the Major Works Term Partnering Contract. This is due to the large amount of communication, resident liaison and the relevant programming required for management and delivery of the works.



5.0 DESCRIPTION OF KEY WORKS REQUIRED

This section covers the general works required for the properties that are included in the project. For ease of use, please see the “Anticipated Scope of Works Schedule” document within Appendix 2 which details the works required for each block which cross reference with this section. Also, please note details within Appendix 12 in regard to products and specifications supersede the scope as detailed in the specification.

Works

| Element | Work Required |
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| Condition Survey | <p>The Service Provider is to acquaint themselves with the various condition surveys carried out to date on behalf of CWH (contained within this Client Brief) and satisfy themselves that the contents provide all information necessary in order to inform and identify the full scope of works required. Should additional surveys be required the Service Provider is to identify these within their Project Execution Plan, together with estimated costs.</p> <p>The Service Provider is required to complete a pre-commencement condition survey within all areas likely to be affected by the works, which shall contain written and photographic evidence of the existing conditions.</p> <p>The Service Provider is to identify any areas of concern that may result in additional works being necessary, together with proposed remedial recommendations, within the scope of works. The condition survey is to be agreed with CWH and upon conclusion of the works the Service Provider is to ensure the condition of any areas affected by the works are handed over to CWH in no worse a condition than at pre-commencement stage. Please note the Service Provider is to also carry out all responsibilities under the Party Wall etc. Act 1996 that may be applicable to this project.</p> |
| Access Required | <p>Working at height will be required to complete aspects of the works. The Service Provider is to ensure that all work at height activities are risk assessed and that the proposed method of access to facilitate the works is detailed in the Construction Phase Plan (CPP) and fully costed in the PEP.</p> <p>The Service Provider will need to acquaint themselves with the access arrangements available and provide specific proposals to facilitate the works necessary.</p> <p>All access proposals are to be identified and fully costed by the Service Provider within their PEP. Should there be any reason that specific access arrangements cannot be fully evaluated and costed for then the Service Provider should identify these together with a defined Provisional allowance within their PEP for each specific item/ area.</p> |



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| <p>Access Hatches, Doors & Ladders</p> | <p>Carry out condition survey and review of all current roof doors, hatch provisions, and any ladder access requirements.</p> <p>Existing roof hatches are lead covered hatches accessed either through the communal areas or from the top floor flat. The Service Provider is supply proposals for the overhaul and or renewal and redecoration of all doors / access hatches including frames and supports if they are not suited for purpose.</p> <p>Optimised access solutions are to be proposed by the Service Provider giving due consideration to the size, positioning and specification of any new access doors/ hatches/ ladders required in order to facilitate future access requirements for roof access and maintenance in a safe and efficient manner.</p> <p>Recommendations and proposals, with estimated costs, are to be provided by the Service Provider after the hatches are inspected when works are on site to the individual properties to be attended by CWH who will agree to the scope of works required and instruct accordingly.</p> |
| <p>Pitched Roof Repairs & Cleaning</p> | <p>The blocks contain a mixture of London roofs covered with concrete tiles, pitched roofs with slate coverings and instances of mono pitched roofs to the rear of the property covered with slate tiles.</p> <p>The roof coverings are believed to be generally in a good condition but the service provider must identify required works through a condition survey when on site access is available; arranged by the service provider and attended by CWH, who will agree to scope of works. Anticipated that these works are likely to include:</p> <ul style="list-style-type: none">• Replacement of damaged and/or missing components including (but not limited to) roof tiles, ridge/ hip tiles, SVP's, SVP cowls/ guards.• Inspection and minor repairs / replacement of damaged roof timber components (structural and non-structural);• Repairs to box gutter coverings;• All roof gutters, including centralised valleys should be cleared to ensure the free flow of rainwater from the roof areas and ensure they remain free from obstruction;• Repairs / replacement to any damaged or missing flashings, soakers, leadwork and the like, including repointing of same where necessary;• Clean all roof coverings using proprietary techniques including removal of all algae, moss, vegetation and the like;• Repairs to brickwork, coping stones and flaunching with associated repointing works to parapets, chimneys, stacks and roof walls. |



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| <p>Flat Roof Surveys</p> | <p>The main roofs, rear storey roofs, balconies and canopies to a selection of the blocks are formed of asphalt / bituminous coverings.</p> <p>The Service Provider shall carry out inspections and provide survey reports based on the current condition of the existing roofs. This survey report is based on a visual inspection of the roofs together with exploratory core test samples, where necessary, to define the existing system and the general condition of the waterproofing. The survey is to be supported by recommendations and performance specifications for recommended works. Aerial upshot photographs of the properties have been included within Appendix 2 to assist the Service Provider with roof surveys where access is limited prior to erection of scaffolding.</p> <p>Following inspection the Service Provider and CWH are to agree on the works required and instruct accordingly. Allowances for works have been made within the client brief for the works anticipated however it is noted following the roof surveys scope may vary. Anticipated works included within the following sections named “Flat Roof Replacement”, “Flat Roof Repairs” and “Canopy Balcony Works”.</p> |
| <p>Flat Roof Replacement</p> | <p>Strip back to deck and renew roof covering with bituminous system in accordance with the roof report survey and the performance specifications provided as identified in the “Flat Roof Surveys” section. An insurance backed guarantee for at least 20-year duration is to be provided for the installation of the roof system. Provide a sign at roof level stating installation date, contractor name, length of guarantee, guarantee end date, and contact details for CityWest Homes if any future works are proposed to be carried out to the roof.</p> <p>Renewal works to include all associated works to roof falls, alteration and creation of compliant upstands, roofing details and junctions, termination bars, flashings, outlets, grilles, and associated decoration.</p> <p>Include all main and ancillary parapet walls and details. Using an approved contractor provide all associated works including all leadwork, new chases into brickwork, rendered and concrete upstands, counter-flashing, welted drip to external gutters, drip battens, promenade tile removal, parapet wall fixings, waterproofing works, new insulation, edge protection, temporary lifting and reinstatement of cables and services, etc.</p> <p>Allow for temporary re-routing/repositioning of cables, TV aerial, satellite dishes, lightning protection installations and all other service equipment in order to carry out the works and reinstate on completion. Cables are to be fixed in cable runs when reinstated. The Service Provider is to include for realigning all dishes, aerials, etc. when moved to ensure satisfactory reception is maintained at all times. Any redundant cables / satellite dishes are to be removed from the roof and areas made good.</p> |
| <p>Flat Roof Repairs</p> | <p><u>Asphalt Covering</u></p> |



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| | <p>Repair localised areas of roof coverings and make good all splits and defects to asphalt covering flat roofs. This is to include for all associated repairs / replacement to skirting's, leadwork, upstands, terminations and details around railings and existing features of the roof area and associated decoration / making good.</p> <p>Re-apply solar reflective paint to all mastic asphalt surfaces and renew pigeon spikes where missing/defective.</p> <p><u>Bituminous Covering</u></p> <p>Repair localised areas of roof coverings and make good all splits and defects to bituminous covering flat roofs. This is to include for all associated repairs / replacement to skirting's, leadwork, upstands, terminations and details around railings and existing features of the roof area and associated decoration / making good.</p> <p>If the bituminous roofs cannot be repaired and it is economically viable replacement should be evaluated by the Service Provider and CWH with an agreement being made. If replacement is chosen please refer to the requirements within the "Flat Roof Replacement" section of the Client Brief.</p> <p><u>All</u></p> <p>Roof coverings should be cleaned using proprietary techniques including removal of all algae, moss, vegetation and the like. All roof gutters, including valleys should be cleared to ensure the free flow of rainwater from the roof areas and ensure they remain free from obstruction.</p> <p>Carry out repairs to brickwork, coping stones and flaunching with associated repointing works to parapets, chimneys, stacks and roof walls.</p> <p>Allow for temporary re-routing/repositioning of cables, TV aerial, satellite dishes, lightning protection installations and all other service equipment in order to carry out the works and reinstate on completion. The Service Provider is to include for realigning all dishes, aerials, etc. when moved to ensure satisfactory reception is maintained at all times. Any redundant cables / satellite dishes are to be removed from the roof and areas made good.</p> |
| <p>Canopy Balcony Works</p> | <p>To a number of blocks there is a balcony area located above the front entrance portico which has an asphalt covering finish with instances of a solar reflective coating present. There is also a canopy balcony to the rear of some properties accessible from the communal area. Following</p> |



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| | <p>inspection, as identified above, the Service Provider is to allow for either asphalt repairs or replacement of the existing asphalt covering.</p> <p><u>Repairs</u> Repair localised areas of roof coverings and make good all splits and defects to asphalt covering flat roofs. This is to include for all associated repairs / replacement to skirting's, leadwork, upstands, terminations and details around railings and existing features of the roof area and associated decoration / making good. Re-apply solar reflective paint to all mastic asphalt surfaces.</p> <p><u>Replacement</u> Strip up existing asphalt to balcony area. Where existing boarding is in placed beneath asphalt and is defective, strip up and replace with new. Supply and install new asphalt surfacing to the walkway. This is to include for all associated repairs / replacement to skirting's, leadwork, upstands, terminations and details around railings and existing features of the area and associated decoration / making good.</p> <p>The Service Provider should make all provisions for temporary signage and prior letter notification to residents that the balcony works are occurring to prevent resident access during the works. This is to include for all measures to prevent resident access to the balcony area whilst asphalt works are carried out. The Service Provider will have to make allowance for the careful temporary movement of plants and residents items currently on the balcony area to facilitate the works.</p> |
| <p>Edge Protection</p> | <p>Blocks: 17 – 19 Regency Street. At this block, there are two areas on the single storey roof terrace where there are significant level changes without edge protection. Firstly, along the edge of the roof and, secondly, by the ventilation / ductwork.</p> <p>The existing does not adhere to Part K Building Regulations. The Service Provider is to install new mid height galvanised freestanding edge protection and safety guardrail system installed upon completion of the roof covering works.</p> <p>Blocks: 17, 19 & 21 Claverton Street To facilitate roof works the existing freestanding edge protection should be removed and stored safely before reinstatement of the freestanding system upon completion of the roof system installation.</p> |
| <p>Rainwater Goods</p> | <p>There is a combination of cast iron and uPVC used as the materials for rainwater goods across the blocks. Test and undertake repairs and full cleaning all rainwater goods and undertake repairs and replacements to elements which are beyond repair including but not limited to; gutters, downpipes, hoppers, brackets, gullies and connections. Replacement items are to be of a colour and material to match the existing. Full</p> |



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| | <p>cleaning of rainwater goods is to clear all debris, vegetation, moss, lichen and the like. Upon completion of cleaning and repairs flush through and test to ensure all rainwater goods systems are free of leaks and are discharging correctly.</p> |
| <p>Below Ground Drainage</p> | <p>CCTV drainage survey required with which an agreement will be made between Service Provider and CWH establishing the extent of associated works required. The Service Provider is to provide suggest proposals that would allow access to all main drain runs on the site to ascertain locations and condition. The Service Provider is to review the proposal to install / allow for roding eyes at the down service connections between the rain water pipes and the fall to the drain.</p> |
| <p>External Repairs</p> | <p>Repairs are to be carried out to all external areas including but not limited to all elevations, boundary walls, basement areas, external steps, paving, columns, soffits, plinths and decorative details etc.</p> <p>Brickwork repairs and repointing are to be undertaken where necessary including crack and patch repairs. Carry out brickwork repairs to defective brickwork and rake out and repoint where missing / defective. Replaced / repaired bricks are to match the style and colour of existing stock. Mortar testing is to be carried out by the Service Provider and an appropriate mortar mix is to be agreed with CWH to match the existing.</p> <p>Concrete, render, stonework and masonry repairs are to be undertaken where necessary including crack and patch repairs. Hack off loose or defective materials, prepare surface and reapply the appropriate application system in accordance with manufactures recommendations.</p> <p>Paving slabs to the rear, front entrance and basement area of the property that are not level and are a health and safety / trip hazard are to be lifted and relayed level. Slabs that are cracked and significantly damaged are to be replaced.</p> <p>Record keeping of location and extent of repairs undertaken is to be supplied as part of quality management process and location / extent is to be agreed in schedule format between the Service Provider and CWH before repairs are carried out.</p> |
| <p>External Decoration</p> | <p>The Service Provider is to carry out brickwork and surface cleaning to ensure localised soiled external surfaces defined above are free from efflorescence, staining and lichen. In order to preserve the brickwork and external surfaces cleaning systems are to be low pressure water / steam systems as to not cause damage to the existing surfaces. It is the Service Providers responsibility to determine an appropriate method for cleaning for the surfaces / materials present at each property.</p> |



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| | <p>The Service Provider is to prepare, fill surfaces and carry out external decorations to all previously painted external surfaces including but not limited to all elevations, boundary walls, basement areas, external steps, paving, columns, soffits, plinths, rainwater goods and decorative details etc.</p> <p>Colours are to match existing and paint systems are to be sympathetic and appropriate to the materials, architecture and style of the building and comply with any conservation area restrictions.</p> <p>Decorations to areas that are susceptible to water damage / damp issues, which will be identified in the report identified in the “Damp Works” section of the brief, will have to be appropriately chosen as to reflect recommendations of the report.</p> |
| <p>Structural Repairs</p> | <p>At 21 Claverton Street Structural concerns were raised to the step access leading to the lower ground floor is via a set of winding steps located to the left hand side of the main structure. The steps are relatively narrow and incorporate the original York stone treads and risers. There are 12 treads leading down to lower ground floor level light well and entrance.</p> <p>The Service provider is to carry out repairs to the step treads, supports, brickwork and associated areas of the stepwell / cupboard area located beneath the steps. The remedial repairs should ensure that the steps are watertight, level and non-slip. Repairs and repointing are required within the storage area under the stairs. The repairs include around 0.5m2 of replacement brickwork to the boundary wall and infilling around the gas pipe or to install a concrete lintel above the entry point.</p> |
| <p>Main Entrance Steps</p> | <p>The step areas, located underneath the portico to the main entrance door, are in poor condition. The Service Provider should supply proposals for slip resistant external coverings to the step areas. The agreed slip resistant external covering should be applied over the existing concrete steps including all associated upstands and system installation details required to ensure waterproofing and protect the substrate. Prior to installation any concrete repairs / tile removal should be carried out to prepare the substrate. To 25 Westmoreland Terrace, clean and carry out asphalt repairs to the existing covering.</p> |
| <p>Damp Works</p> | <p>The Service Provider is to commission a damp investigation and report to assess the extent / cause of damp in the basement stores, stairwell areas and other areas highlighted in condition surveys. This report is to highlight any remedial works required inclusive of recommendations for preventative methods. Where additional areas of water ingress / damp are noted on site to properties not identified within the “Anticipated Scope of Works Schedule” the Service Provider is to agree with CWH whether a damp investigation and report is required.</p> |



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| | <p>Based on the above report the Service Provider should allow for the carrying out of remedial repairs as per the report's recommendations. It is anticipated remedial works are to include localised physical damp proof barriers and the associated render and decoration works as covered within the external Repairs and decorations sections</p> |
| <p>Metalwork Repairs</p> | <p>The Service Provider is to carry out decoration of all previously painted metalwork including all railings, external boundary treatments and associated metalwork details. This is to include full preparation (strip back of existing costings where necessary) and repairs and replacement of missing or defective elements to ironmongery / metalwork. All balcony railings / metalwork and to be secure and safe after repairs and redecoration. To include tests for lead paint.</p> |
| <p>Timber Repairs</p> | <p>The Service Provider is to carry out joinery and resin repairs to all defective timber elements to include but not limited to items such as windows, panels, cills, frames, doors, handrails, dado rails, skirting boundary fences and the alike. This is to include decoration to all previously painted timber surfaces, including strip and preparation where required. Ease, adjust and overhaul timber tenanted - in flat and communal doors including main entrance doors.</p> |
| <p>Windows, Doors & Glazing</p> | <p>The Service Provider is to carry out an assessment of all communal and individual property windows, communal doors and main block entrance door to ascertain condition and works necessary with the extent of work to be agreed pre-commencement of works being carried out.</p> <p>The Service Provider is to undertake repairs and overhaul to all internal and external communal and individual property windows, main block entrance door, bin stores, communal doors, panels and glazing, including fire resistant upgrades where necessary. Overhaul repairs / replacement of items is to include but not limited to resin repairs, conservation joints, splices, cills, drips, replacement glazing, beads, putties, draught proofing, damaged / missing ironmongery, mechanical fittings and renewal of mastic joints.</p> <p>The Service Provider is to ease and adjust all internal and external communal and individual property windows, communal doors and main block entrance door to ensure they are left in full working condition. Ease and adjust is to include but not limited to removing and re-fixing mechanisms such as sash, beads etc, oiling system and adjust hinges and ironmongery as necessary. All internal and external communal and individual property windows, communal doors and main block entrance doors are to be prepared and decorated to match existing and ensure effective operation.</p> <p>Where the existing internal and external communal and individual property windows, communal doors and main block entrance doors are defective or past their serviceable life, they are to be replaced. Window</p> |



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| | <p>replacements and repairs are to match the style and finish of the existing timber single glazed windows at the property to comply with Conservation and Planning authorities and where possible upgraded to double glazing.</p> <p>The condition surveys for the blocks have recommended localised window replacements across the properties within this project. Please see “Anticipated Window Replacement Schedule” and condition surveys in Appendix 2 displaying which windows are identified for replacement. However, the Service Provider is to carry out an assessment of current window condition when on site highlighting any additional window replacements necessary.</p> |
| Groundwork & Gardens | <p>Clear and remove all moss, overgrown vegetation, debris from the blocks. Attention should be brought to any foliage and vegetation in the rear gardens. To any areas of paving affected by the vegetation removal, rake out joints in paving slabs and re-point to match existing. To newly cleared surfaces and areas pressure wash the lichen and dirt off of the surfaces ensuring that any remaining vegetation or debris is bagged, removed and not allowed to enter drainage systems.</p> |
| Block Signage | <p>The Service Provider is to renew all external block signage and internal block and floor level signage. This includes the decoration for property number / name to front columns of canopies where applicable.</p> |
| Internal Repairs | <p>The Service Provider is to carry out any repairs to internal fabric finishes ensuring they are sound, consistent and ready to receive redecoration. There is woodchip wallpaper to the communal area at 17 – 19 Regency Street which is to be stripped off and fully removed with the walls prepared for redecoration.</p> |
| Internal Decoration | <p>The Service Provider is to carry out redecoration to all previously decorated internal surfaces. A Class 0, with anti-graffiti finish, performance system is required to walls, ceilings, strings and soffits and associated previously painted communal areas including necessary preparations.</p> |
| Communal Flooring | <p>Carry out repairs to communal floor areas, to ensure flooring is secure and free from trip hazards. Repairs to the flooring are to include for any repairs such as re-securing carpets, cleaning vinyl, stair treads, riser details, skirting and associated joints. Any newly installed items are to best match the existing. The Service Provider is to allow for deep steam clean to carpet flooring in order to thoroughly clean off grease, dirt and staining to communal area flooring including staircase landings, treads and risers.</p> <p>Where existing coverings are defective or past their serviceable life, as identified within Appendix 2, they are to be replaced. Replacement of existing floor coverings is to include associated components to ensure</p> |



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| | <p>flooring is slip resistant, safe, cleanable and maintainable. Where existing covering is carpet replace with new carpet covering, where existing is a linoleum or vinyl covering replace with a new vinyl system.</p> <p>Install new access matwells internally to the block entrance doors. The Service Provider is to ensure that the matting and adjoining flooring are level to avoid trip hazards.</p> |
| <p>Fire Safety Works</p> | <p>Carry out all relevant works identified and set out in the fire risk assessment within Appendix 3 and compartmentation reports as carried out by the service provider.</p> <p>Review the fire risk assessment report to ensure familiarisation with fire safety strategies for the properties in relation to all areas affected by the works. Identify all works deemed necessary and associated with the works to ensure all fire safety requirements are met. Report findings with respect to recommendations to CWH for any additional work that may be deemed appropriate in regard to fire protection matters for consideration and further direction/instruction. Ensure the works are fully compliant with all current regulatory requirements.</p> <p>Following recommendations from compartmentation report carry out all passive fire protection contained within the report and associated with the works. All passive fire protection and door installation works must be undertaken by a Competent Person. The term competent person shall mean a person or business who has demonstrated to a Third Party that they have the expertise, skills and commitment in the identification and installation of passive fire protection and fire door installation. The term Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS).</p> <p>All fire safety materials, doorsets and doors shall be Third Party certificated fire stopping products where Third Party shall mean a Certification body accredited by the United Kingdom Accreditation Service (UKAS). All products used shall be delivered with the relevant certification for inspection.</p> <p>A full report should be provided on completion of the works, to include photos of pre and post condition as part of the 'Condition Survey' element of works. Upon completion of the works Regulation 38 shall be complied with and this is a requirement under the Building Regulations for England and Wales to provide fire safety information to the 'responsible person' at the completion of a project, or where the building or extension is first occupied.</p> <p>Supply and install all necessary fire safety signage in accordance with CWH Fire Safety Signage Guide where not already presently correctly installed.</p> |



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| | <p>Note – Emergency lighting and automatic fire detection works are being carried out in project Z104 and will not be required to be undertaken under this project.</p> |
| <p>Fire Door Works</p> | <p>The service provider is to carry out a fire door inspection to every private flat entrance door and secondary means of escape that opens onto the communal area and escape route. The inspections shall be carried out by a competent person suitably qualified to do so including, but not limited to, BM TRADA Q-Mark Installer Certificate, Fire Door Inspection Scheme (FDIS) Certificate and IFC Certification Ltd (IFCC). The inspection will be carried out and a detailed report provided on the condition of the fire door, its integrity, any certification it has, comments on the installation, condition and compliance of the door itself and of any ironmongery fitted to it.</p> <p>All fire doorsets installations are to be undertaken by an accredited third party installation company of an appropriate 'industry-recognised' body in accordance with the manufacturer's instruction, industry recognised best practice and BS 8214:2016. Gaps between the frame and aperture should be adequately filled with intumescent materials suitable for the task. A full report should be provided on completion of the works, to include photos of the installation process to each property.</p> <p>Note - All replacement doorsets to be replaced with purpose made, pre-assembled FD30s or, if specified, FD60s rated doorsets, independently tested and approved by third-party certification to BS FD30s and FD60s parts 22 and 31.1 and/or BS EN 1634-1 when tested to both sides. Doors shall also achieve Secure by Design accreditation, PAS 23 and 24.</p> <p>It is expected that doors and doorsets will comply fully with the CWH Fire Door Performance Specification contained in Appendix 12. All fire doorsets and doors shall have FSC chain of custody or PERF COC certification.</p> <p>Note: Globally assessed door assemblies are not acceptable.</p> |
| <p>Lateral Mains</p> | <p>Survey/review existing lateral mains installation across the block and to all dwellings and landlords supplies. The components shall be replaced in strict compliance with BS 7671 current edition and amendments and in accordance with IEE regulations and all relevant legislation.</p> <p>Provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 or any later amendments and shall be suitably earthed. All new main cabling installed will be connected back to the incoming utility company's earth bar.</p> <p>All labels and notices to be in conjunction with BS 7671 and BS EN 60073. Switchgear, sub main cables complete with BS 7671 current edition and amendments indication of danger notices.</p> |



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| | <p>All final outgoing cables to be a minimum of 2.5mm² copper stranded, table 6491B, LSF sheathed with the CPC with the same CSA as the phase conductor. The circuits are to have the cables in the distribution board numbered using Critchly cable markers, white with black numbers to identify the circuit.</p> <p>Cables into the property are not to be routed through the door/window frame unless agreed with CWH.</p> |
| <p>Door Entry System</p> | <p>Provide new door entry system as per CWH standard Specification as located within Appendix 12. The components shall be replaced in strict compliance with BS 7671 current edition and amendments and in accordance with IEE regulations and all relevant legislation.</p> <p>Where a new door entry system has already been installed or the existing system is satisfactory do not replace with new.</p> <p>Provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 or later amendments and shall be suitably earthed.</p> <p>Existing containment should be utilised if is metal and has suitable room for new cabling. Cables into the property are not to be routed through the door/window frame unless agreed with CWH.</p> <p>Note – containment to be sized as such that all existing cabling (not just door entry) can be relocated from old plastic conduit and mounted within new powder coated containment.</p> <p>It should be noted emergency lighting and automatic fire detection, with new containment, is being installed as part of Z104. It would be optimal to carry out works after Z104 to utilise any new containment and as not to affect decorations / works carried out in T153.</p> |
| <p>Cable Management & Containment</p> | <p>The Service Provider is to make the allowance for removing any redundant cablings, satellites etc. from external faces and roof of the building and organising / tying back working cables.</p> <p>This is to include removal of redundant cables and any additional containment requirements internally in order to necessitate installation of new systems such as the door entry system.</p> <p>Containment to match requirements identified in Door Entry System section and shall be metal powder coated. Installed in line with BS EN 50085-1:2005 or later amendments and shall be suitably earthed.</p> <p>It should be noted emergency lighting and automatic fire detection, with new containment, is being installed as part of Z104. It would be optimal to carry out works after Z104 to utilise new containment and as not to affect decorations / works carried out in T153.</p> |



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| Maintaining the Existing Building Services | Maintain the building services systems during the duration of the contract. Where services may not be functioning or operational for a period of time prior notice and resident notification shall take place. |
| Environmental Works | <p>Installation of extractor fans to kitchen and bathroom of tenanted properties (and those leasehold properties that have chosen to opt in), in line with all associated adaptations and making good.</p> <p>Each tenanted scheduled property (to be agreed with CWH) is to have a Nuaire humidistat Cyfan fan installed in to both the kitchen and the bathroom (usually located in glazing) and a Nuaire Flatmaster2000 PIV in the hallway (optional) in accordance with the specification noted below. In the event that a property has a suitable existing fan in either kitchen or bathroom or both then there is no need to replace the existing fan/fans.</p> <p>The contractor's approved ventilation installer is required to undertake a survey in each property ahead of installing ventilation equipment to confirm suitability of property and any existing extract fans.</p> |
| In Flat Electrical Works | In order to facilitate the installation of the above extract fans to tenanted properties there may be the requirement for additional electrical works. The Service Provider is to carry out any appropriate additional electrical alterations / adaptations to enable the safe installation of the extract fan. A provisional sum has been allowed for within Appendix 5 and any in flat electrical works required are to be agreed and instructed by CWH. All electrical work is to be installed to comply with the current IEE Regulations, Requirements for Electrical Installations BS7671:2018 (IET Wiring Regulations 18th Edition) and Part P Building Regulations. |
| Builders Work in Connection | <p>Carry out all builders work in connection with the works including subsequent making good of all disturbed finishes to a standard acceptable by CWH.</p> <p>Provide recommendations for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with the works areas), submit for review and further instruction by CWH – a Provisional Sum in relation to any such works should be included at PEP stage.</p> |
| Boiler Flues | As part of the external survey process to identify external repairs the Service Provider is to also identify any repairs surrounding boiler flue pipes and any boiler flue pipes that may need adjusting / repairing to comply with building regulations protect the building fabric. Works are to be only carried out to tenanted flue pipes and leaseholders notified if it is believed there flue pipe is non-compliant. |



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| Asset Tagging | <p>Appoint an asset tagging company (Stics AMS or approved equivalent) to supply, install and carry out the installation, programming and commissioning of asset tags to new items upon completion of works.</p> <p>All main plant & equipment components associated with the works are to be scheduled by the Service Provider within their PEP. The Service Provider is to provide a proposed Asset Tagging Register of all components for review and approval by CWH.</p> |
| Asbestos Management | <p>The contractor shall comply with all statutory and regulatory requirements with respect to Asbestos.</p> <p>A Refurbishment & Demolition (R&D) survey has been undertaken to the areas of work affected to blocks containing a communal area. Where a R&D survey is not present the property does not have a communal area and the works anticipated to the external elevations are not expected to encounter any forms of asbestos. As the design develops there maybe areas of work which were not anticipated at the time of the client brief production. If further R&D surveys are required, the contractor shall notify the client so further surveys can be undertaken.</p> <p>The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for assessing the information available and then for completing all necessary surveys/ works to identify and manage/ remove Asbestos hazards associated with The Works. The contractor shall ensure that an asbestos R&D survey is carried out prior to any works being undertaken.</p> |



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| <p>Other Potentially Hazardous Circumstances</p> | <p>In addition to Asbestos management (as noted above) there may be other potentially hazardous circumstances that the Service Provider will need to address. Other hazards that may be present or that need considering include but not are limited to:</p> <ul style="list-style-type: none">• Lead Paint• Dust• Ventilation of Solvents and Fumes• Noise• Other Hazardous Substances <p>The service provider is not expected to come into contact with lead paint or any other hazardous materials/circumstances during this works but should this be the case the service provider is to highlight the issue for CWH to investigate.</p> <p>Should an issue arise the service provider is to recommend additional measures that may be deemed necessary to prevent re-contamination.</p> <p>The service provider is to review the risk register in Appendix 6 for further information.</p> |
| <p>H&S File & O&M Manual</p> | <p>These buildings do not currently have a H&S file.</p> <p>Create/provide a new Health and Safety (H&S) File and Operating & Maintenance (O&M) manuals for the building and also for all systems associated with The Works. The file shall be in accordance with and as detailed within the Term Partnering Contract. This is to include but is not limited to;</p> <ul style="list-style-type: none">• A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with the works;• As-built drawings, specifications, schematics, schedules etc.• Manufacturers details, guarantees and warranties (as applicable)• Details of risks and hazardous materials not eliminated through design• Site investigation reports• Statutory authority consents and approvals |



6.0 MAJOR WORKS HISTORY & LESSONS LEARNT

Recent major works to note

| Year | Project Number | Works Carried Out |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2018 Onwards | Z104 & Z104B | Installation of automatic fire detection, emergency lighting and associated fire safety installations. |
| 2004 | F225 | <u>Claverton Street</u> Redecoration of all previously painted surfaces to communal external and internal areas, roof works, works to sash windows and associated repairs. |

Please refer to Appendix 13 for full Major Works History.

Lessons Learnt From Previous Projects

T105 – Queens Park Street Properties

- 1 Whilst the works were technically simple, the planning and organisation involved to ensure the works ran smoothly was extremely complex and required strict control and appropriate processes and procedures.
- 2 A detailed pricing document was essential in order to allow the contractor and sub-contractors understand the likely scope and quantum of works per property.
- 3 The contractor must produce a detailed 'before, during and after' photographic schedule for valuation purposes. This is required to provide evidence of all works carried out.
- 4 CWH must identify a likely expenditure cap on party wall matters prior to instructing the services of a party wall surveyor.

Y136 – 8 Westbourne Gardens (Street Property)

1. It should be noted in order to survey and carry out works to in flat windows; access will be required to resident's properties. The Service Provider Resident Liaison Officer should plan resident's communications in advance to arrange surveys and appoints to undertake works.
2. An automatic fire detection system was installed under project Z104 whilst Y136 contractor was on site. Good communication between CWH's Capital Programme and Mechanical & Electrical departments will be required in order to ensure that works are not duplicated / intervene with each other. Programmes should also be monitored to minimise disruption to residents that may arise from multiple contractors.
3. Access to the front and rear of street properties along with access roads may be restricted. Scaffold is to be compliant with TG20:13 or have approved



scaffold designs to carry out the works. The Service Provider is to allow thought for road access, deliveries and associated arrangements.

S155 – Churchill Gardens Phase 5

1. The Service Provider and CWH are to allow for the possible requirement of evening and weekend appointments for residents during the works.
2. Where existing balcony / walkway coverings are to have works carried out, a case by case review should be undertaken to existing materials / substrate, existing falls, travel of water to outlets and notes of ponding in order to provide a suitable system solution for the balcony / walkways.
3. The scope for overhauling windows should be identified in more detail, providing further information as to what is expected under the term “overhaul”. Client expectations for window overhaul works are to be produced within the Client Brief and are to be specific to the window style and materials for that project. The approach for overhauling windows is to be agreed with the Service Provider at Project Execution Plan Stage.
4. In general for concrete repairs, manufacturers of the repair systems identify grit blasting as a requirement for preparation of the existing surface prior to application of the repair system. This is not always suitable in a residential setting where grit blasting can cause damage to resident’s properties if the repair area is adjacent to a property. CWH and the Service Provider are to review methods of preparation alongside the manufacturer’s site specific recommendations to mitigate property damage and meet manufactures guarantee requirements.

7.0 RESTRICTIONS & LIMITATIONS

- All blocks are located in a conservation area. Submission of Planning Permission for the replacement of windows, door entry systems and extract fans may be required to be carried out by the Service Provider.
- There are commercial units located below 17 – 19 Regency Street. Consultation will be required to commercial units’ owners to discuss scaffolding and work elements to minimise disruption to businesses.
- Project execution logistics approaches are likely to differ from property to property. The Project Execution Plan is to provide a Logistics Strategy that addresses these varied requirements in an optimised manner.
- The Service Provider is required to make the necessary arrangements to visit each of the blocks in order to acquaint themselves with all potential logistical issues that need to be addressed.
- Space and areas available for Service Provider site compound / set up also varies from property to property. The Logistics Strategy is to address this issue in an optimised manner in order to maximise efficiencies and minimise disruption to all parties. Where possible the Service Provider is to assess the use of existing site welfare for other major works projects running concurrently.



8.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS

General Design Requirements

Design responsibility requirements are identified within the Term Brief. All works are to be undertaken in accordance with UK/ EU current standards and regulatory/ statutory requirements.

All design related information provided by CWH is issued for Information Purposes only and is in no way to form any part of the Service Providers Design. Should the Service Provider wish to engage with any third party previously employed by CWH in this respect then permission must be sought from CWH in the first instance.

Design information required will include, but is not limited to, the following:

1. Drawings and schematics in advance of commencement agreement;
2. Materials & Workmanship specifications in advance of commencement agreement;
3. Calculations and equipment selection rational (including relevant Technical Submittals) must be provided and agreed at pre-commencement stage.

General guarantee/ warranty and design expectations for all materials and equipment are as follows:

1. Product failure liability cover.
2. Consequential damage cover to building fabric and contents where a product has failed
3. Workmanship of the approved Service Provider/ Installer where relevant.
4. Design liability for the contents of the system supplier's specification, advice and any other detailed drawings supplied.

Values of cover and cost parameters of guarantees and warranties must be presented to the Client Representative with the Service Providers Business Case for elements of work.

Table A below outlines the key design expectations of the Client in relation materials/ equipment.

| Table A – Material Design Requirements – General Works | | | | |
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| Element | Design Requirements | Desired Manufacturers | Guarantee / Warranty Requirement | Pricing Methodology |
| Decoration | All substrates to be tested for damp and other contaminants such as lead, asbestos etc to ensure suitable for application of paint. Site specific specification to be provided | <ul style="list-style-type: none"> • Dulux • Crown | 10 Years | Schedule of Rates |
| Decoration (Class 0) | Cross cut paint samples to show paint adhesion must be carried out by specialist prior to | <ul style="list-style-type: none"> • Integra • Tor-Coatings | 10 Years | Schedule of Rates |



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| | specification. All substrates to be tested for damp and other contaminants to ensure suitable for application of paint. Site specific specification to be provided. | <ul style="list-style-type: none"> • Crown (Timonox) • Dulux (Pyroshield) | | |
| Windows (Timber) | Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor. FENSA or equally approved certification. | | 10 Years | As per business case to be provided |
| Fire Doors / Front Entrance doors (FEDs) | All Doorsets to be third party certified and where FED secure by design (SBD) and to meet requirements of CWH Fire Door Performance Specification. Door schedule to be provided and included within FRA plan. Contractor must note planning restrictions where installing doors in conservation areas or to listed buildings. | | 20 Years (10 years for ironmongery) | As per business case to be provided |
| Roofing Generally | Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific drawings and specification to be produced. | <ul style="list-style-type: none"> • Bauder • Langley • IKO | 25 Years | As per business case to be provided |
| Flat Roofing (Felt) | Core samples to be taken at various intervals across each roof. Sample to go down to substrate to be inspected to ensure sufficient for replacement proposed e.g. screed replacement required). Full site specific drawings and specification to be produced. | <ul style="list-style-type: none"> • Bauder • Langley • IKO | 25 Years | As per business case to be provided |
| Rainwater goods (where replaced) | To include design to current regulations. All internal pipework design and drawings to be produced where full of part of internally located drainage is proposed. | <ul style="list-style-type: none"> • Marley / Alutec • Alumasc | 20 Years | As per business case to be provided |
| Asphalt Works Generally | Existing asphalt to be completely stripped where areas to be replaced – no overlays required unless instructed by Client. All repairs to be logged individually (location, size and cost). | <ul style="list-style-type: none"> • n/a | 20 Years | Schedule of rates |
| Concrete Repairs | Each repair to be identified on elevation plan, backed up by | <ul style="list-style-type: none"> • Mapei | 10 Years | Schedule of rates |



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| | itemised spreadsheet – all repairs to be signed off by Client representative. | | | |
| Timber Repairs (resin) | Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative. | <ul style="list-style-type: none"> Repair Care | 10 Years | Schedule of rates |
| Extract Fans | Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage. | <ul style="list-style-type: none"> Nuaire As per standard/agreed schedules & Specifications | Minimum 2 Years manufacturer's warranty | Business Case to be provided where Schedule of Rates cannot be applied |
| Light Installation | Full site specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage. Minimum of IP65 rating. Key switch provided for testing. | <ul style="list-style-type: none"> Fittings = Fitzgerald or Whitecroft Lighting As per CWH standard/agreed schedules & Specifications | 5-year manufacturer's warranty | Business Case to be provided where Schedule of Rates cannot be applied |
| Electrical Fittings Generally | Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage. | <ul style="list-style-type: none"> Fittings = Crabtree and/ or MK As per CWH standard/agreed schedules & Specifications | Standard manufacturer's warranty | Business Case to be provided where Schedule of Rates cannot be applied |
| Lateral Main Cabling | <p>All sub main cabling will be Zero Halogen, Low smoke (OHLS) cable complete with Stranded copper conductors and a protective armour layer, SWA/LSF unless otherwise indicated.</p> <p>Final circuit cabling is to be a minimum of 2.5mm² copper stranded, table 6491B, LSF sheathed with the CPC with the same CSA as the phase conductor.</p> <p>The circuits are to have the cables in the distribution board</p> | <ul style="list-style-type: none"> All sub main cabling will be manufactured by Draka UK or approved equivalent. ALL sub main cabling will be tested and approved by LPCB and BASEC. All final outgoing cables will be manufactured by Draka UK or | Standard manufacturer's warranty | Business Case to be provided where Schedule of Rates cannot be applied |



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| | numbered using Critchly cable markers, white with black numbers to identify the circuit. | approved equivalent. | | |
| Lateral Main & Door Entry Containment | Steel Powder coated trunking complete security screws | <ul style="list-style-type: none"> Flytec systems Ltd | Standard manufacturer's warranty | Business Case to be provided where Schedule of Rates cannot be applied |
| Access Doors/ Hatches/ Ladders | <p>Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), Door/ Hatch schedules, Ironmongery schedules (including signage details), specifications and technical submittals to be provided and agreed at pre-commencement stage.</p> <p>Hatches and doors to be manufactured in aluminium with polyester powder coated finish. Hatches to comprise gas spring assisted opening lid supported by heavy-duty stainless steel hinges. Hatch to be fully insulated.</p> | <ul style="list-style-type: none"> Hatches = Surespan As per CWH standard/agreed schedules & Specifications | Minimum 10 years manufactures warranty | Business Case to be provided where Schedule of Rates cannot be applied |
| Builders work in connection (BWIC) including decorative works and fabric repairs | Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage. | N/A | N/A | Schedule of Rates |
| FRA works | Full site specific proposals to current standards and regulations. Fire Strategy Report & Drawings (if required), Layout Drawings and Details, Specifications and Technical Submittals to be provided and agreed at pre-commencement stage. | <ul style="list-style-type: none"> As per CWH standard/agreed schedules & Specifications | Standard manufacturer's warranty | Business Case to be provided where Schedule of Rates cannot be applied |

9.0 MILESTONE PROGRAMME

| Milestone | Start Date | End Date | Duration (calendar days) | Action |
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| Handover to Commissioning Team | | | | |
| Asset Strategy Handover to Commissioning Team | 28-Mar-19 | 28-Mar-19 | 1 | AS |
| Project Launch | 28-Mar-19 | 11-Apr-19 | 14 | CT |
| Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue | 4-Apr-19 | 4-Apr-19 | 1 | CT |
| | | | | |
| Client Brief Issue Stage | | | | |
| Issue Client Brief to SP | 18-Apr-19 | 18-Apr-19 | 1 | CT |
| | | | | |
| Project Execution Plan (PEP) Stage | | | | |
| PEP production by SP & Issue to Client | 18-Apr-19 | 16-May-19 | 28 | SP |
| PEP Review & Value Engineering (VE) period | 16-May-19 | 30-May-19 | 14 | CT |
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| Pre-commencement Order & Detailed Design Stage | | | | |
| Issue 2-wk notice to SP ahead of Pre-C Order issue | 30-May-19 | 30-May-19 | 1 | CT |
| Prepare & Issue Pre-commencement Order to SP | 6-Jun-19 | 13-Jun-19 | 7 | CT |
| SP prepares & Issues Proposals document to Client | 13-Jun-19 | 8-Aug-19 | 56 | SP |
| Proposals Review & VE period | 8-Aug-19 | 5-Sep-19 | 28 | CT |
| | | | | |
| Commencement Order & Mobilisation Stage | | | | |
| Issue 2-wk notice to SP ahead of Commencement Order | 5-Sep-19 | 5-Sep-19 | 1 | CT |
| Prepare & Issue Commencement Order to SP | 10-Sep-19 | 15-Sep-19 | 5 | CT |
| CWH Project Team Handover to SP | 15-Sep-19 | 22-Sep-19 | 7 | CT |
| Meet the Contractor Letter issued | 23-Sep-19 | 23-Sep-19 | 1 | SP |
| Contractor Mobilisation period | 22-Sep-19 | 18-Oct-19 | 28 | SP |
| Start on Site | 21-Oct-19 | 21-Oct-19 | 1 | SP |
| | | | | |
| Contract Period | 21-Oct-19 | 6-Mar-20 | 140 | SP |



10.0 PROPOSED SITE SET UP LOCATION

Initial / proposed site set up locations has been identified and a plan with options can be found in Appendix 11. The contractor shall develop this proposal and confirm their requirements at the PEP stage. Due to geographical locations of blocks the site welfare may be best suited to a central hub to support all blocks in place of separate compounds. The Service Provider shall also review the use of other site welfare areas being utilised for other major works projects at the same time this project is on site.

It should be noted, areas available for each property can be restricted with access to the property from the street. Site welfare and setup locations will need to be further investigated further at PEP stage.

RESIDENT CONSULTATION

Consultation with residents to date has taken the form of historic letters and communication with residents regarding project T153(S). CityWest Homes and United Living will write to residents to keep them updated throughout the development of the project. This will include the formal section 20 consultation for leaseholders. Before work starts onsite, United Living will hold a meet the contractor session to give residents to chance to meet the onsite team, find out how the works may affect them, the timescales for completing the work and who to contact while works are onsite.

Key resident issues / concerns to note:

Comments on minor cracking and deterioration to basement stairwell areas have been noted. Structural investigations to a small number of properties were carried out inspecting the external steps leading to the lower ground floors. Repairs as advised in the structural reports have been actioned within the scope of works of this Client Brief.

It was noted that residents have experienced poor water drainage to the external step areas and as such has affected low levels of render / decoration. These items of work have been included within the Client Brief.



11.0 SUMMARY

Following a full review of this brief and a visit to each block, the Service Provider will produce a Project Execution Plan (PEP).

Prior to issue of a Pre-commencement Order the Service Provider will need to identify a detailed cost estimate within the PEP for The Works in order that CWH can issue appropriate Notice of Estimates (NOE's) to any Leaseholders. Once the NOE's are issued a 37-day (calendar days) period is required before a Pre-commencement Order can be issued.

The PEP will need to identify a detailed plan of action throughout the Pre-commencement Stage to ensure that all required works will be appropriately assessed and fully costed prior to a Commencement Order being issued.

The works are varied and on a large scale across a number of distributed street properties, every element is required to be carried out and will be subject to adherence to a pre-agreed quality management process.

KEY ESTATE CONSIDERATIONS

None currently identified specifically.

Other project(s) of note:

Z104 – Fire Alarm System Installations Distributed Street Properties. A large number of street properties across the borough are being installed with automatic fire detection systems. The works carried out include the installation of fire detection systems and associated fire safety and emergency lighting works. Some properties included within Z104 overlap with the property list for T153. It should be noted fire detection and emergency lighting for these properties will be carried out under Z104 and other internal / external refurbishment will be carried out in T153. Good communication between CWH departments and Service Providers will be required to mitigate project clashes and duplication of works.