

# Hall and Braithwaite ventilation and fire works (project X254)



CITYWEST HOMES

## Questions and Answers

The questions in this Q&A document were raised by residents who attended the introductory meeting held at the City of Westminster College in October 2018.

### Which blocks does the project cover?

The project covers Hall and Braithwaite Towers.

### Major works related queries

#### Who will carry out the works?

At the start of 2018, we entered into a ten-year partnering contract with Axis Europe and they will be delivering the works to Hall and Braithwaite Towers.

#### What work is planned to each block?

Ductwork cleaning:

- Specialist cleaning of the existing ductwork system which provides the air flow and heating in your home

Extractor fans:

- Replacement of the extract fans situated at roof level (plant room) on each block
- Installation and connection of the silencers, local ductwork, dampers and fittings involved in replacing the fans.

Electrical lighting:

- Upgrade the emergency lighting to bring the blocks in line with current safety regulations
- New lighting in ventilation plantrooms
- Any trunking or conduit required to contain and protect cables.

Fire safety:

- Upgrade to fire rated doors, where required
- Fire stopping of penetrations through fire compartments. Fire stopping and penetration sealing is the process of closing any holes in walls, floors and ceilings where cables, pipework or other building service equipment pass through them.

Fire stopping work is required:

- to any service penetration through a compartment wall, ceiling or floor
- to any movement joint
- to any junction gap between building elements (i.e. at the junction of a floor slab and external cladding or at the junction of an internal block work wall and a floor slab)
- where a pipe or section of trunking passes through a compartment wall.



#### Asbestos:

- Refurbishment and demolition survey in each area prior to any works taking place.

#### Builder's works:

- This refers to any builder's work required as a direct result of these works, such as making good any disturbance of the existing decoration.

#### In-flat work and access will be required to every flat for:

- pre-start and asbestos surveys
- the cleaning of the local ductwork
- the installation of, or replacement of, ventilation grilles and fire dampers (specialist devices which seal the duct in the event of a fire to prevent smoke travelling through the building), within all properties, including volume control dampers (VCDs), which ensures air is extracted evenly through the system
- associated builder works including decorative works
- installation of new front entrance doors to tenanted properties.

#### **How long will the pre-start survey take?**

Before any of the work begins, we need access to your home so that we can carry out a pre-start survey. To minimise disruption, we would carry out the required survey(s) to your property on the same day, wherever possible. We will provide more information about this as the project progresses.

#### **How long will the works take to my property?**

Works should take no longer than 2 to 3 hours but we will provide more accurate timescales at the time of the pre-start survey.

#### **What type of front entrance door is being installed to tenanted properties?**

We are installing door sets manufactured by GERDA, to FD30 standard, which means they will contain fire and smoke for at least 30 minutes. The door and frame will be replaced as a fully tested set, including handles, locks etc.

#### **Can leaseholders opt-in to buy the new front entrance door?**

Leaseholders' will be offered the opportunity to buy in to this element of work. The cost will be added as a direct charge to your major works bill. We will advise you of the approach and price once these are agreed.

#### **Are you replacing all the doors in the communal areas?**

All of the communal corridors and electrical intake cupboards will be either replaced or upgraded.

#### **Will the door between the concierge and the back room be replaced?**

The door will be replaced.

#### **There are a number of pram sheds/residents store cupboards. Are these doors being upgraded?**

We will investigate and assess based on risks and regulations.

#### **Will Axis Europe's operatives use in-flat or communal electricity for drilling works?**

The contractors will use cordless drills.



**Will there be need for full scaffold?**

Current access for maintenance and repair is via the existing plant room doors and access hatches.

In order to minimise disruption to you, Axis Europe may look at using a hoist tower and electric hoist to deliver materials and access roof level. This will avoid the need to transport materials through the communal areas.

**Where would the site cabins and contractor's welfare office be located?**

These will be established in an agreed location on the estate. We will consult with you as the project progresses.

**How will you manage disruption to the nearby buildings?**

We will look at the impact the works may have on nearby buildings and people, and we will send you regular updates of progress of works.

**Key milestone related queries****What are the key milestones under the major works project?**

There are a number of key stages that take place to develop and deliver each major works project. We will update you at each stage, hold meetings and publish the relevant documents on our website for your information and comment.

1: **Client brief:** We have carried out initial inspections and surveys to confirm the expected scope of works required. We have also prepared the budget for the work based on experience of costs from similar projects. The first introductory meeting with residents was carried out to discuss this.

We are carrying out a final review of the works, following the residents meeting, to ensure that we are addressing all issues raised.

The client brief will be handed over to Axis Europe when it has been through this final review. A copy of the approved client brief will be published on our website.

2: **Project Execution Plan (PEP):** Axis Europe will write a detailed plan of how they will deliver the works based on the client brief and this is called the Project Execution Plan.

Axis Europe will provide their cost estimates at this stage. We will invite you to the second residents' meeting before we approve and sign off the PEP. The date of this meeting is not yet confirmed.

3: **Pre-commencement order:** once the PEP has been approved and signed off, we will issue a pre-commencement order to Axis Europe. This gives them permission to move forward with the final design details of the project and this is called the service provider proposal.

4: **Service Provider Proposal (SPP):** We will invite you to a third meeting to review the proposal document prior to final instruction.

We will send leaseholders a **Section 20 Notice of Estimate** which will set out the description and reason for each aspect of the works planned.



It will detail the project costs, set out block costs and estimated individual leaseholder liabilities. Leaseholders have 37 days to share their feedback.

Once the statutory notice period expires and subject to formal observations, Axis Europe will receive a **commencement order** which allows them to start the works.

Before works start, Axis Europe will write to you to introduce their onsite team and invite you to a **'meet the contractor'** event.

In this meeting we will update you with information on how the works may affect you and the estimated date for the works to start and finish.

## **Leaseholders' billing related queries**

### **When will I receive my Section 20 Notice of Estimate?**

The Section 20 Notice of Estimate will be served after the Service Provider Proposal (SPP) document has been checked and agreed by us.

### **How will the individual liabilities be calculated?**

In our September 2016 lessee newsletter, we announced that we were reviewing the way we bill you for major works.

We are now billing leaseholders for major works delivered under the new 10 year term contract in the same way we currently bill for day to day service charges.

This means we will send you a half yearly estimated bill for your major works in advance in April and October with your day to day service charges account, followed by an annual reconciliation statement the following October.

For more information on leaseholders' billing, please visit:

<https://www.cwh.org.uk/major-works/billing-information-leaseholders>.

### **Where can I get more information?**

Our website is updated regularly with the latest information on major works, including copies of all communication with residents. The web page address is:

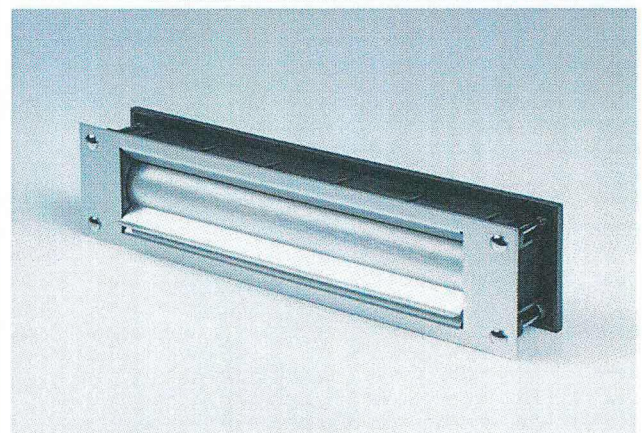
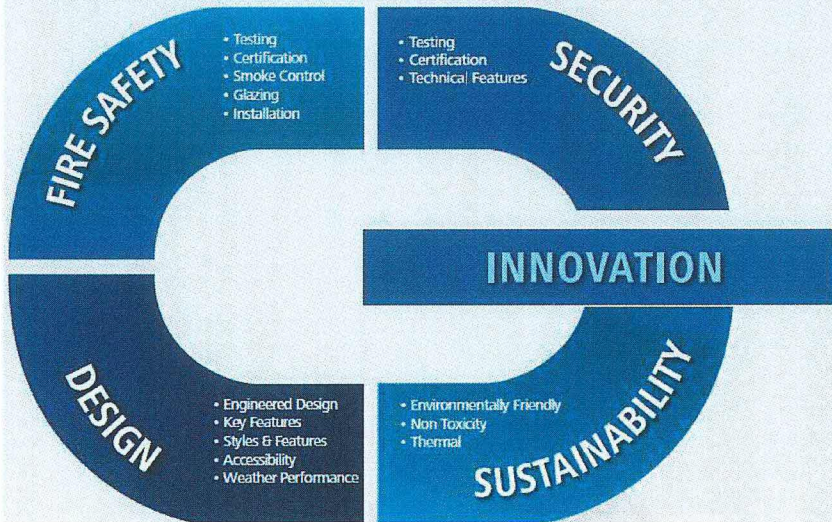
[www.cwh.org.uk/hall-and-braithwaite-X254](http://www.cwh.org.uk/hall-and-braithwaite-X254)

If you have any other questions or concerns you can contact **Amoy Ing**, in the Property Services Communications Team on 0800 358 3783. Please quote major works project **X254** or email me directly via: [aing@cwh.org.uk](mailto:aing@cwh.org.uk).



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The Contemporary thirty minute fire rated doorset range offers excellent performance and durability. Designed, manufactured and successfully tested for Fire, Smoke, Acoustics, Thermal Insulation, CE marked to EN14351-1, the doorset also carries third party certification for Security and Fire and is SBD approved to latest standard.



Comprising of natural materials of mineral wool and FSC timber with a steel surround and timber/steel frame with satin chrome hardware. Supplied as tested – a complete doorset. For delivery purposes some items will not be fitted however there is an accompanying kit box and each door/kitbox has a unique code.



