




<p>CLIENT BRIEF</p> <p>for</p> <p>T154 Martlett Court</p> <p>Revision 3 – February 2021</p>			
Project Details			
Block(s) Included in scope	Sheridan Buildings, Beaumont Buildings & Fletcher Buildings		
Area / Ward Location	South	St. James's	
Recommended Service Provider	United Living		
Works Value	£3,089,760		
Delivery Year	2022/23		
Project Lead	Ben Deloughry – Assistant Client Surveyor		
Brief description of project:	Refurbishment and decorations to external and communal areas, window replacement, Fire Risk Assessment (FRA) works and various Mechanical & Electrical (M&E) works.		
Lessee Implications	H= £53,348	L= £13,331	A= £28,340
Key Issues / Project risks	<ul style="list-style-type: none"> - Significant delays in contract starting on site due to design issues and planning. Emergency repairs recently undertaken. - Access to work and delivery due to geographical location - Asbestos identified within Refurbishment & Demolition Survey (R&D) survey - Fire compartmentation and structural surveys required - Existing unauthorised window alterations to be assessed - Large scale requirement for pointing and brickwork repairs - High lessee bills due to necessary scope of works 		
Programme Board Date	1st Submission – TBC		
Executive Summary			
<p>T154 is a programme of planned works to Sheridan Buildings, Beaumont Buildings and Fletcher Buildings which make up Martlett Court. The project will predominantly focus on internal and external refurbishment works including the replacement of windows. The project is a legacy scheme and the original intention was to tender through Westminster City Council traditional market procurement. However, due to historic planning restraints and a review of the water services, there was a requirement to revisit the scope of works to the blocks.</p>			



Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Gavin Ridgewell (James Long)	By e-mail dated: 07/09/2020
Property Maintenance	John Hayden (Sheila Allen)	By e-mail dated: 29/09/2020
Finance	Kate Swanton	By e-mail dated: 09/09/2020
Lessee Services	Andrew Pye (Jayne Stretton)	By e-mail dated: 07/09/2020
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 29/09/2020
M&E Engineering	Jason Killeen	By e-mail dated: 29/09/2020
Communications	Daren Townsend (Comms Co-ordinator identified in Section 11 of Client Brief)	By e-mail dated: 10/09/2020
Health & Safety	Jim Paterson	By e-mail dated: 24/09/2020
Asbestos	Matthew Curran	By e-mail dated: 21/09/2020
Fire Safety	David Edney	By e-mail dated: 07/09/2020



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Westminster City Council will make all endeavours to provide the information noted below, where it is available and relevant to the project

- **Appendix 1 – Initial Pre-construction Information (IPCI)**
 - Client site specific requirements
 - Site set up
 - Asbestos surveys
 - Fire risk assessment
 - Existing H&S file(s)
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary**
- **Appendix 4 – Risk Register**
- **Appendix 5 – Property List**
- **Appendix 6 – Stakeholder Consultation**
- **Appendix 7 – Lessee Liabilities**
- **Appendix 8 – Specification / Drawings / Product & Planning Information**



- **Appendix 9 – Major Works History**
- **Appendix 10 – Total Project Cost (inc WCC costs)**

Note: The appendices are not published with this document as they are too large. If you would like details of the appendices please contact housing.enquiries@westminster.gov.uk and quote reference T154.

1.0 INTRODUCTION

Westminster City Council (WCC) commissioned condition surveys from Keegan consultancy with the intention of carrying out major works in 2016. Unfortunately, due to issues with the design, the project was put on hold and it was decided T154 would be delivered under the new partnering contractor process. The condition surveys have highlighted the basic refurbishment works needed on the estate and following further review and recent inspection, the client surveying team have added additional works to the scope.

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 Westminster City Council (WCC) prior to issue of a Pre-Commencement Order (PCO).

2.0 KEY PROJECT DETAILS

Project Name	Martlett Court
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Note: Martlett Court is immediately adjacent to the Covent Garden Conservation Area.
Legislative constraints	<ul style="list-style-type: none"> - Scaffold license will be required for sections of Sheridan Buildings (44 Drury lane) and Fletcher Buildings (4 & 6 Broad Court) - Planning permission - Building Regulations - Health and Safety at Work Act - Regulatory reform (Fire Safety) Order 2005 - The Party Wall Act 1996 (for consideration only)
Existing planning consents	Planning permission for the replacement of windows was granted in January 2017 – however this has now expired as permission was granted subject to a condition that the works would be commenced within 3 years of the decision date.



Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes

3.0 ASSET SUMMARY / CONSTRUCTION TYPE

Around the end of the 19th Century, London County Council developed the three red brick blocks that comprise Fletcher Buildings, Beaumont Buildings and Sheridan Buildings. The three buildings run laterally next to each other and comprise of 124 flats contained within an enclosed gated estate. The blocks are located in the heart of Covent Garden and there is only one route of access for vehicles for all three blocks.

The blocks are red facing brickwork with prominent features at ground and upper levels, including dormer windows, ornate cornices and window surrounds, decorative chimney stacks and half-moon pediments. To the internal courtyards there are steel exo-frame structures that support exposed communal balconies. The communal gardens are well kept and there is a large raised courtyard garden to the rear of the buildings that is well maintained by the residents.

It is important that the Service Provider makes arrangements with WCC to visit the site as early as possible following receipt of this Client Brief to acquaint themselves with the site. 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.

3.1 BLOCKS IN SCHEME

Block Name	No of Units	No of Leaseholders
Beaumont Buildings, WC2B 5SF	35	25
Fletcher Buildings, WC2B 5EU	50	36
Sheridan Buildings, WC2B 5SD	40	33
TOTAL	125	94

3.2 INDIVIDUAL BLOCK DESCRIPTIONS

Beaumont Buildings and Sheridan Buildings are made up of solid red brick construction and are situated over five stories with a pitched slate tiled roof. There are



steel framed balconies that were installed in roughly 1952 with minor additions since. There is one stairwell which is open to the elements and linked directly onto the balconies.

Fletcher Buildings are of the same construction; however, there are two stairwells both open to the elements and linked directly on to the balconies.

4.0 PROJECT JUSTIFICATION

The justification for the works is highlighted in the condition reports and FRAs located in Appendix 1 & 2 of this brief.

The inspection report submitted by the client surveying team indicates a number of additional works not previously identified. These works are essential and cannot wait another decoration cycle. The main window replacements had not previously included for the pipework protruding through the casements of the windows and how a resolution could be found. The Client Surveying Team has recommended these sections to be filled using an infill panel and the new window casements be measured accordingly to accommodate this panel. The gas pipe can then be fire stopped appropriately and the panel made up from a non-combustible material.

Planning permission has been given for the window replacements – all documents are stored on the Westminster Planning portal under the reference 16/05314/COFUL. Please note that this has now expired as permission was granted subject to a condition that the works would be commenced within 3 years of the decision date.

For larger parts of the scope of works:

Roof Repairs - Poor pointing and brickwork to chimney stacks and parapet walls are evident. Sections of the soffit and fascia are missing and in poor condition, repairs are required to extend the life of the element.

Render/concrete/brick and pointing repairs – cracking and spalling visible to the building fabric.

Structural repairs - Structural I beams to balcony walkways and exo-structure showing signs of oxidation expansion and corrosion in multiple locations. In addition, examples of corroded steel I beams embedded in concrete floor slabs were noted over suspended ceiling voids in flats. A specialist structural survey will be required to assess the integrity of structural steel within all three blocks and provide recommendations for remedial works.

Window Replacement - The windows across all three blocks are defective and reaching the end of their economic life and require replacement. Material choice justification is given within appendix 2 pre-application advice.

To comply with current building/fire regulations - Prepare all surfaces and decorate all internal communal escape areas, including corridors and staircase areas to achieve a class '0' paint compliant finish. Ad hoc inspections by the client surveying team have



identified potential compartmentation breaches between flats within suspended ceiling voids. SP will be required to instruct Type 4 inspections and provide recommendations.

Door Replacements to modern fire door standards – Required to comply with currently building/fire regulations and create a safe route of exit for residents in an emergency.

M&E – further to original in-house M&E survey, additional site visits and research have concluded the lateral mains, including distribution boards and landlord lighting supply are at the end of their current lifecycle and will need to be replaced as part of these works. Some of the boiler flues pass through window panels and will be removed to allow for new window fitting and then reinstated, other boiler flues are incorrectly installed too close to opening windows and these will be extended to maintain compliance.

Water services – a survey of the blocks including discussions with residents indicated numerous issues which vary according to the time of day, notably fluctuating flow rates and pressure on the rising main. The review of the general services installation indicated that most of the pipework and water tanks have exceeded normal life expectancy. Water distribution pipework that could be accessed within flats indicated that routing of pipes from one flat to another was complex and convoluted, and both rising main and down services are generally under sized, further contributing to issues with flow and pressure during peak times. The proposed works include installation of water accumulators in the roof voids, served by a boosted water supply, which would convert all services to an unvented potable supply.

The Quality and Sustainability manager at WCC has visited numerous properties over the last few years and has noted multiple failings within residents’ flats, including severe condensation, mould growth in various locations and insufficient ventilation within residents’ flats. Furthermore, installation of new double-glazed windows tends to exacerbate this problem. As part of Westminster commitment to reduce properties affected by condensation and mould, environmental works have been included within the scope.

5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required. It should be noted that details within appendix 8 supersede the scope as detailed in the specification.

Works

Element	Work Required
Condition Survey	<p>Blocks: All</p> <p>Pre-existing information regarding the condition of the building and associated ancillary areas has been provided in Appendix 1 & 2.</p>



	<p>The PD where appointed (or PC where no PD duty holder is in place) is to inform the Client, where additional survey or inspections are required to develop the PCI and inform the design process.</p> <p>The PC 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 PC 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 WCC/WCCs Client Representative and upon conclusion of the works the PC is to ensure the condition of any areas affected by the works are handed over to WCC/WCC in no worse a condition than at pre-commencement stage.</p>
Access Required	<p>Blocks: All</p> <p>Work at height will be required to complete window renewal works and external brickwork/pointing and metalwork repairs. The PC 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 CPP and fully costed in the PEP. WCC proposes that access should be designed to be as minimal as possible at any point in time during the works to avoid resident disruption, i.e. scaffold to singular elevations at one time.</p> <p>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> <p>Access will also be required into the residents' properties to undertake a number of the works elements described.</p>
Roof Works	<p>Blocks: All</p> <p>Soffit and Fascia Replacement – some sections in extremely poor condition and other sections missing altogether. Internally check exposed section of roof truss on Drury Lane side of Sheridan buildings for defects and report back and agree with WCC on extent of repairs required.</p> <p>Chimney Stack repairs and isolated repointing around masonry on roof, including flaunching repairs.</p> <p>Increased insulation up to 300mm and new ventilation within roof space to bring in line with current building regulations.</p> <p>Renewal of roof access hatches and provision of easier access for future maintenance. Consideration must be given to:</p>



	<ul style="list-style-type: none"> • Capable of being operated safely using one hand while maintaining three points of contact on the ladder at all times. • The opening size of the Roof Hatch should be considered and should not exceed 1000 x 1000mm. • The fixed vertical ladder (if this is the solution) should be positioned opposite the hinge of the Roof Access Hatch so that the open cover is behind the operator standing on the ladder. • Ladders should be constructed and installed in accordance with BS4211:2005 + A1 2008
Chimney stacks & Chimneypieces	<p>Blocks: All</p> <p>Chimney pots should generally be retained in position and replaced where missing. Chimney stacks must be checked for displacement or structural movement.</p>
Superproofing/Pest control	<p>Blocks: All</p> <p>Superproofing and pest control expert to be employed to carry out works to soffits and roof space to permanently remove Pidgeon infestation.</p>
Exposed Walkway Canopy	<p>Blocks: All</p> <p>Lightweight, robust powder coated fabricated Aluminium lean-to frame incorporating non-fragile polycarbonate opaque panels tested to HSE ACR 001:2011 (recommended drop test for roof assemblies) and engineered to ensure compliance with stress/deflections and snow loads in accordance with EN12150 and BS 5516-2 to be installed to top floor exposed balcony walkways. Designer to consider falls on roof and to lap under existing tiling, also to consider canopy angle to ensure effective rainwater runoff. Existing guttering to be removed and replaced with new, fixed to the edge of the new canopy, and downpipe to be designed in a way that does not affect existing runs.</p>
Communal Flooring Repairs	<p>Blocks: All</p> <p>Existing internal floor tiling is in excellent condition; however stairwell nosing is not identifiable and should have contrasting nosing installed to comply with current regulations.</p> <p>Minor grouting repairs and provide a preliminary sum to replace cracked floor tiles only where required. Allow sum to deep clean all other internal flooring.</p> <p>Allow sum to jet wash and deep clean internal courtyard area flooring and replace cracked/missing brick paving.</p>
Communal Walkways	<p>Blocks: All</p>



	<p>Repair and localised replacement of mastic asphalt to communal balcony flooring where required. Allow for corrosion treatment and making good where required.</p>
Rainwater Goods	<p>Blocks: All</p> <p>Test for leakages all rainwater goods and repair/replace sections of guttering and downpipes where required.</p> <p>Flush downpipes, clear gutters and install leaf guards in all hopper heads, box gutter outlets etc.</p> <p>Rake out and re-seal gutter joints at high levels only.</p>
Below Ground Drainage	<p>Blocks: All</p> <p>Release all manhole covers with a hydraulic lifter, clean, lubricate and re-seat the lids (this will make it easier for the next time the lids have to be lifted).</p> <p>Camera inspect all the in ground sewage pipes. Sewer Jet all the 100mm and 150mm lines and chambers, clear of debris.</p> <p>Reinsert the drain inspection cameras and produce survey report.</p> <p>All faults and remedial work advisories should be categorised and labelled on video/visual survey report.</p> <p>Confirm extent of repairs required to underground drainage with WCC before proceeding.</p> <p>Note: Below ground drainage and brick pavements replacement works carried out under project Q152 in 2015. This included a full replacement of the courtyard surface and works to the combined drainage system.</p>
Metalwork	<p>Blocks: All</p> <p>Structural I beams for balcony walkways and exo-structure showing signs of oxidisation expansion and corrosion in multiple locations. Integrity of metalwork to be assessed as part of the work and repairs, adequate surface preparation (abrasive blast cleaning etc.) and corrosion protection to be implemented where necessary before repainting occurs.</p> <p>Bin stores and entrance canopies are in similar condition and require the same treatment as above.</p>



	<p>Examples of corroded steel I beams embedded in concrete floor slabs were noted within suspended ceiling voids over flats. SP is to instruct a specialist structural survey to assess the integrity of structural steel within all three blocks and provide recommendations for remedial works.</p> <p>Georgian wired glazing panels and steel framework within exposed sections of stairwell to be rubbed down and repaired where required, before introducing a Dulux Weathershield or similar topcoat - new GWG panels to be fitted and sealed appropriately for external use.</p>
Glazing & Windows	<p>Blocks: All</p> <p>Windows are currently a mixture of top hung timber sash windows, side hung crittall windows and smaller side hung timber windows.</p> <p>Some windows have been replaced through unauthorised works and are not in keeping with the rest of the estate. The following alterations were noted on site by the Client Surveying team, and have been confirmed by Leasehold Operations as follows:</p> <ul style="list-style-type: none">• Flat 8 Fletcher Buildings: uPVC replacement sash and rear windows (not approved)• Flat 15 Beaumont Buildings: Refurbished front sash, uPVC replacement windows to rear (not approved)• Flat 3 Sheridan Buildings: uPVC replacement windows to front and rear, fake sash installed at front• Flat 21 Sheridan Buildings: replaced with new timber double glazed sash units (approved)• Flat 22 Sheridan Buildings: window replacement (approved)• Flat 25 Sheridan Buildings: Drury lane side elevation – crittall window replaced with uPVC unit (not approved) <p>SP to confirm with WCC the full extent of window replacements and their locations to all three blocks. SP to carry out condition surveys on all window replacements to establish whether they meet current Building Regulations and if they are in a good condition before replacement. WCC to liaise extensively with Leaseholders on retrospective approval if unauthorised replacement windows are deemed satisfactory.</p> <p>All windows across the estate to be replaced where identified:</p> <ul style="list-style-type: none">• Existing top hung timber framed single-glazed sliding sash windows to be replaced with timber framed slimline double-glazed windows with counterweight opening system. Design to match existing units as closely as possible with deep bottom rail and painted in white.• Existing side hung casement windows (crittall windows and timber casements) to be replaced with white painted timber framed side hung casement slimline double-glazed windows to match existing units as closely as possible. All casement windows to be butt-hinged.



No external weather bars or drip bars are to be installed. Any spacers within the double-glazed units are to be in white.

New sliding sash windows to the exposed balcony walkway should be EI30 fire rated as most residents will need to pass in the event of an emergency and the gap underneath the window reveal to the balcony surface is less than 1100mm.

SP will appoint installers who are registered with a recognised Competent Persons Scheme (CPS), for example FENSA. Building regulations Document L requires new windows are double glazed to achieve the required U value, incorporating a low 'E' glass with an Argon filled void. Several changes will need to be made to the window construction to incorporate the additional void.

Where there are gas pipes / flues are running through windows, new window designs at these locations should include infill panels recessed to the same depth as the windows within the reveals and painted in white to match the windows to allow the gas pipe to run through. It has been highlighted by a resident that some gas pipes / flues may be redundant and may be removed prior to installation of the new windows. The SP should ensure that any redundant pipework is identified prior to design of the windows.

On the smaller side hung casement windows, the top glazed pane should be replaced with a pre-cut non-combustible panel to allow extractor fans to be reintroduced and new extractors to be fitted where there were none previously. These extractors should be connected and left in working order for tenanted properties only.

There are also a number of obscured glazed panels for resident bathrooms, these should be replaced like for like.

Georgian wired glazing within exposed sections of stairwell to be renewed with new panels and sealed appropriately for external use.

A number of the boiler flues are within 300mm of the opening window leaf. These boiler flues will need to be either provided with extension kits or moved at Residents' expense.

Where residents have blanked off the inside face of the window to either fit their boiler or install a shower, SP to attempt to install window from the external scaffold.

Where there are boiler flues through windows – SP to maintain the same situation in the new windows. This has been noted by the planners and is accepted.

Beaumont

Flues in Window – 4

Fans in Window – 32



	<p>Flue extension required – 4</p> <p>Sheridan Flues in Window – 2 Fans in Window – 56 Flue extension required – 4</p> <p>Fletcher Flues in Window – 6 Fans in Window – 66 Flue extension required – 3</p>
External Decoration	<p>Blocks: All</p> <p>External decorations to all previously decorated masonry and metallic based surfaces, including treatment and removal of all defective areas and by products.</p> <p>All service pipework (gas main, wastewater pipes etc.) to be stripped, corrosion treatment given and repainted.</p> <p>Clean existing composite stonework, repair and fill using an appropriate mortar where necessary and repaint to match existing.</p> <p>Special attention for cleaning and preparation for decoration should be given to the Drury Lane side of Sheridan buildings – there is a build-up of carbon, dust and efflorescence due to passing traffic and water leaks.</p> <p>Minor repairs required to rendered section at ground level elevations before painting.</p> <p>Steel exo-structure requires full strip, corrosion treatment and repainting to match existing colouring. SP to take sample of existing colour to manufacturers to match.</p> <p>All perimeter railings and gates to be rubbed down and repainted in two coats of black hammerite or similar.</p> <p>Masonry cleaning is to be undertaken prior to external redecoration and re-rendering works but following external fabric repair and preparation work to avoid damaging completed works. Cleaning is to be undertaken in accordance with BS 8221.</p> <p>Clean down all surfaces including windows, doors and frames etc., including glass and frames on completion.</p>
External Repairs	Blocks: All



	<p>Brick/Concrete repairs to be undertaken where necessary – Record keeping of location and extent of repairs undertaken to be supplied as part of QM process, including cutting out and renewing sections of brick where required.</p> <p>Cracked concrete lintels to have structural assessment carried out and where required - appropriate temporary support provided, to be cut out removed and replaced where stitching is not possible</p> <p>Brickwork and Composite Beams - Concrete repairs to include exposed walkway areas, Composite beams and where structural I beams connect to the load bearing walls. Structural assessment of load paths for existing connections – there is evidence that current live/dead load on connection exceeds allowance. Replacement of pre-cast reinforced padstones and sections of existing masonry may be required.</p> <p>Render repairs to ground floor area where required – hack off and cut in new sections if repair cannot be completed.</p> <p>Remove existing brick cills and replace with a solution to double the length of the overhang to protect pointing beneath – existing brick cills are allowing water to run directly from the windows and penetrate pointing below the cill, requiring regular maintenance to these areas.</p> <p>Blocks: Fletcher Building</p> <p>Lintel and localised cracking repairs.</p>
Pointing	<p>Blocks: All</p> <p>Carry out mortar analysis to brickwork to ascertain mortar required to complete brickwork repairs in a mortar mix to match existing in locations agreed by the CA.</p> <p>Provide a plan for potential phasing of pointing and external repairs work and align against scaffold access requirements and proposal.</p> <p>SP to take down sections of down pipes and concentrate on re-pointing areas behind downpipes as these areas appear to have been eroded by leaking rainwater.</p>
Cladding (side elevation)	<p>Existing cladding to be removed from side elevation.</p> <p>New insulation to be provided to side elevation to bring in line with current Part L regulations. Boarding and Render to be applied to section and painted to match ground floor rendered section.</p> <p>Please note – Service Provider to provide use a non-combustible material only.</p>



Internal Decoration	<p>Blocks: All</p> <p>Redecoration of all previously decorated internal surfaces. Class 0 performance required to walls, ceilings, strings and soffits including necessary preparations, in accordance with Approved Document B requirements.</p>
Internal Repairs	<p>Blocks: All</p> <p>Repairs to internal fabric finishes ensuring they are sound, consistent and ready to receive redecoration.</p>
Electrical Lighting	<p>Blocks: All</p> <p>Survey / review existing lighting systems and, where necessary, replace existing/ install new systems to comply with current regulatory requirements and CIBSE recommended levels (minimum illumination of 200lux in all plant room spaces required).</p> <p>The Lighting installation is to include emergency lighting provisions in accordance with BS 5266 Emergency Lighting requirements.</p> <p>Provide Electrical Installation Condition Report (EICR) and all appropriate certification associated with The Works undertaken.</p> <p>New security lighting to be installed within the rear garden area – designed to be angled away from flat windows, but bright enough to illuminate darker areas of the garden. To include new conduit cabling run, only route would be to neighbouring property party wall.</p> <p>Any new installation works undertaken to be issued with Electrical Installation Certification (EIC) as per BS7671 on completion.</p>
Electrical Power	<p>Survey/ review existing electrical power supply installations associated with The Works and where necessary replace existing/ install new systems in compliance with current regulatory requirements.</p> <p>Small Power (240V) provision (minimum 1no double switched socket outlet) is to be provided in reasonably 'close proximity', and ideally 'within', all plant room spaces for future maintenance and essential repair operations.</p>



	<p>Provide a complete system of earthing and supplementary bonding installation to all items associated with The Works to meet the current edition of the IEE wiring regulations.</p> <p>Provide Electrical Installation Condition Report (EIC) and all appropriate certification associated with The Works undertaken.</p> <p>Replace existing containment systems for both power and lighting wiring.</p> <p>Provide supplementary earth bonding to external metallic containment.</p>
Lateral Mains	<p>Blocks: All</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 and/or later amendments and shall be suitably earthed.</p> <p>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> <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 WCC.</p>
Door Entry System	<p>Blocks: All</p> <p>Door entry system to be upgraded to new KMS system in line with WCC standard specification. Please see results of condition survey within appendix 2.</p> <p>Provide new door entry system as per WCC standard Specification as located within Appendix 8. The components shall be replaced in strict compliance with BS 7671 17th 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 later amendments and shall be suitably earthed.</p> <p>Cables into the property are not to be routed through the door/window frame unless agreed with WCC.</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>Note - Historic issue with the Door Entry System – previous TMO installed their own system. This will need to be reviewed.</p>
BT Cables	<p>Blocks: All</p> <p>Engage with BT to tidy and 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.</p> <p>Confirm if other providers' cables have been installed (e.g. Community Fibre, Hyperoptic etc.)</p>
Boiler Flues	<p>Blocks: All</p> <p>Survey/review and identify existing boiler flues, which need to be extended to protect the building fabric. Extend the flues where required where required.</p> <p>All flues to match existing manufacturer and model.</p>
Builders Work in Connection with the Works	<p>Blocks: All</p> <p>Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by WCC. Note: Residents have expressed dissatisfaction over recent external works at Sheridan House where anchor holes in brickwork have been left by the contractor following removal of scaffolding.</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 WCC – a Provisional Sum in relation to any such works should be included at PEP stage.</p>



Estate Security Works	<p>Estate wide</p> <p>Carry out full planter condition survey before repair / replacement paving where cracked or misplaced / raised. Once main scope of works is complete, SP to ensure any damaged items including flooring to be replaced.</p> <p>Planting to be watered appropriately during works on site.</p> <p>Cleaning of planter walls, paving, new planting/greening following completion of works. SP to engage with residents directly and offer additional cleaning/greening works once work is complete.</p> <p>Any freestanding planters / plant pots etc to be photographed and recorded on inventory if needed to be moved.</p> <p>Replace / overhaul gate closers where required.</p> <p>New permanent security measure to be designed for access to the rear garden – KMS fob and modified gate so that only residents are able to gain access to this area.</p>
Maintaining the Existing Building Services	<p>Blocks: All</p> <p>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</p>
Fire Safety Works	<p>Carry out all relevant works identified and set out in the Schedule of Work within Appendix 1.</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.</p> <p>Report findings with respect to recommendations to WCC for any additional work that may be deemed appropriate with regard to fire protection matters for consideration and further direction/instruction.</p> <p>Ensure the works are fully compliant with all current regulatory requirements.</p> <p>Ad hoc inspections carried out by the Client Surveying Team identified potential compartmentation breaches within suspended ceiling voids between flats. SP is expected to carry out Type 4 inspections to a 10% sample of properties to identify any compartmentation issues and provide recommendations.</p>



	<p>Following recommendations from site survey and compartmentation report carry out all passive fire protection contained within the schedule of works (SOW). 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>Note – All fire safety works are to be undertaken by an accredited third party of an appropriate 'industry recognised' body. 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.</p>
Fire Door Works	<p>Blocks: All</p> <p>The service provider is to carry out fire doorset works to all communal and flat entrance doors as set out in the fire door schedule of works located within Appendix 8. This includes all service intake cupboard doors, service riser doors and cross corridor doors.</p> <p>The service provider has carried out a further fire door inspection to every private flat entrance door that opens onto the communal area and escape route 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 IFCC Certification Ltd (IFCC). The inspection and 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 has been detailed for replacement to FD30S standard as specified and included in Appendix 8.</p>



	<p>All fire doorset replacement 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. Leaseholders will be given the option to replace their front entrance door at an additional cost.</p> <p>It is expected that doors and doorsets will comply fully with the WCC Fire Door Performance Specification contained in Appendix 8.</p> <p>All fire doorsets and doors shall have FSC chain of custody or PERF COC certification.</p>
Environmental Works	<p>Blocks: All</p> <p>Isolated damp repairs to the communal areas pre decorations – hack off and re-plaster where required.</p> <p>Each tenanted scheduled property (to be agreed with WCC) is to have a Nuair humidistat Cyfan fan installed in to both the kitchen and the bathroom (usually located in glazing).</p> <p>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. 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>
Water Services	<p>Blocks: All</p> <p>Please refer to Water Services Condition Survey Report in Appendix 2. Service Provider to confirm agreement with preferred option with the Client.</p> <p>Major alterations and upgrades are required to improve the water services to the individual flats.</p> <p>Recommended (Option 6): New booster set to be installed at ground level, in the service cupboard of each building to be connected into a new riser serving a bank of accumulators within the roof space of each building. It is recommended that all new pipework and risers to be installed within the building to supply the proposed accumulators. New drops will be installed to supply individual flats with water under pressure from the accumulators.</p>



	<p>All regulatory standards to be adhered to with any testing to be carried out before and after installation. All relevant certification to be provided within the O&M files.</p> <p>The Service Provider is to ensure that there will be minimum down time and that residents will have cold water down service at all times. The Project Execution Plan needs to provide a detailed strategy for ensuring this requirement is adhered to.</p> <p>Note: WCC lessee services have confirmed that leaseholders are responsible for alteration of pipework within their properties. WCC is responsible for communal pipework within the building up to the leaseholder properties' stop cocks, and pipework within tenanted properties.</p>
Thermal Insulation	<p>Blocks: All</p> <p>Install new thermal insulation to all new pipework, valves and fittings. Ensure all pipework is labelled with direction flow arrows.</p>
Asbestos Management	<p>Blocks: All</p> <p>A copy of the existing management survey and any R&D surveys have been supplied in the IPCI in Appendix 1.</p> <p>Live asbestos information can be found on the Westminster City Council asbestos portal, Shine. The PD/PC is required to inform the client regarding the need to instruct any further R&D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&D survey will be instructed by the client through the asbestos management system and provided to the PD/PC as part of the PCI, to allow the CPP to be developed. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for completing removal or encapsulation of ACMs to enable The Works. The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the client's requirements outlined in the WCC process and procedure documents and are deemed competent to undertake the required works.</p>
Other Potentially Hazardous Circumstances	<p>Blocks: All</p> <p>Where held the Client has provided relevant information regarding the existing structure(s) and materials in the IPCI.</p> <p>The PD/PC is to inform the client if during the design stage, it becomes evident that there is the potential for other deleterious materials or hazards to be present and further inspection or testing is required.</p>



	<p>Other materials that may be present or that need considering include but are not limited to:</p> <ul style="list-style-type: none"> • Lead Paint • Hazardous Area Classification (HAC) • Horse hair plaster • Clay pot floors • Calcium silicate brickwork • Reinforced Autoclaved Aerated Concrete (RAAC) planks • Tesserae • Vermiculite 										
<p>H&S File & O&M Manual</p>	<p>Blocks: All</p> <p>These buildings do not currently have a H&S file.</p> <p>Create/provide a new Health and Safety File and Operating & Maintenance 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 										
<p>Planned Preventative Maintenance (PPM) of M&E systems</p>	<p>The Service Provider is to be responsible for the maintenance of all mechanical and electrical systems for the duration of the contract. The Service Provider is to make a budget allowance based on the annual M&E PPM items and associated prices listed below. Please Note: Elements below are for example purposes only.</p> <p>Any agreed PPM to be undertaken by the Service Provider must be removed from the Estate's incumbent maintenance contractor's PPM schedule until the element is commissioned / the contract is completed.</p> <table border="1" data-bbox="501 1809 1038 2009"> <thead> <tr> <th>Element</th> <th>Price/Annum</th> </tr> </thead> <tbody> <tr> <td>Door entry</td> <td>£ 600.00</td> </tr> <tr> <td>CCTV</td> <td>£ 125.00</td> </tr> <tr> <td>Emergency Lighting</td> <td>£ 350.00</td> </tr> <tr> <td>Fire Alarms</td> <td>£ 800.00</td> </tr> </tbody> </table>	Element	Price/Annum	Door entry	£ 600.00	CCTV	£ 125.00	Emergency Lighting	£ 350.00	Fire Alarms	£ 800.00
Element	Price/Annum										
Door entry	£ 600.00										
CCTV	£ 125.00										
Emergency Lighting	£ 350.00										
Fire Alarms	£ 800.00										



	Fire Extinguishers £ 25.00 AOVs £ 125.00
Asset Tagging	Blocks: All 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. 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 WCC.



6.0 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDMR)

6.1 CLIENT REQUIREMENTS

These requirements are in addition to the requirements imposed by any statute or statutory instrument. They form part of the client's arrangements for meeting Regulation 4 of the CDM Regulations 2015 (CDMR).

Westminster City Council will act as "The client" under CDMR.

Westminster City Council' Client Representative (CR) will lead on CDM matters and will liaise with other Duty Holders to ensure that the Clients duties are being met.

The Client requires that the SP as Principal Contractor; Designer and where the role is required Principal Designer, demonstrates that they have the skills knowledge and organisational capacity to undertake works safely and in accordance with all relevant legislation.

The client will conduct ongoing enquiries, inspect and audit the SPs performance in performance of its roles throughout the duration of the SPs contract and expects the SP to provide relevant information as and when requested and co-operate in this process.

The SP will issue the F10 notification to the HSE, following receipt of the Clients Project Brief (Inception) and will update the F10 notification as required and provide updated copies to the CWPM.

Where an accident or incident, involving a Westminster City Council or Westminster City Council employee: resident or member of the public occurs, in connection with the SPs operations the Client reserves the right to undertake its own independent investigation.

6.2 PROVISION OF PRECONSTRUCTION INFORMATION (PCI)

The client will compile initial PCI (IPCI) at project inception stage, relevant to the existing site or structures. This information will be passed to the SP acting as Principal Contractor, or Principal Designer where the role is required under CDMR.

The PC/PD is responsible for updating and developing the IPCI issued by the Client as the design process progresses and must inform the CR, at the earliest opportunity, regarding what if any additional information they feel is required to allow them to undertake the design and / or construction works safely.

The CR will inform the PD/PC regarding any specific requirements or restrictions regarding works in occupied premises and the PD/PC must ensure that these requirements are adopted and reflected in the construction phase plan (CPP).



6.3 DESIGNERS DUTIES

Those fulfilling the role of Designer under CDMR are required to consider in their design the safety of construction, maintenance, high level cleaning activities, demolition and use of a workplace of any structure for which they have prepared a design. The production of “Design Risk Assessment” is not deemed by the Client as an acceptable method of demonstrating that adequate consideration has been given to design safety issues.

The Design Safety Hazard Register (SFD 041B) issued by the client at inception stage, which forms part of the initial PCI, should be developed by the PD (where appointed) and Designer(s) to capture how hazards associated with the project have been addressed through the design process, or highlight where additional controls will be required to address any residual risks.

6.4 PRINCIPAL DESIGNERS DUTIES

Where the SP is contracted to act as PC, Designer and PD, they must be able to demonstrate to the Client, that the team or individual acting as PD has sufficient independence and separation from those acting as PC and Designer(s) to fulfil the PD function and client requirements detailed below, on behalf of the Client.

The PD is required to monitor and report on the performance and effectiveness of the designer(s) and report on performance as requested by the Client.

When it becomes apparent that the SP does not have the skills, knowledge and experience or organisational capability to undertake the role of PD, WCC reserve the right to rescind the appointment and appoint an external consultant to act.

The PD is required by the client to:

- Attend design team meetings (DTMs) to ensure that hazards during construction; occupation and demolition are adequately controlled via the design process. Discussions and outcomes are to be recorded and retained for audit purposes.
- Maintain a “Project Hazard Register” (PHR) to record and track any safety issues raised during the design process. Design and construction invariably occur concurrently and therefore the PD must ensure that safety management is effectively managed throughout all stages of the project. The Client does not require numerical risk assessment of issues, although the PD must ensure that design options are suitably assessed for their respective risk and the outcomes clearly understood by the Design team and CR if appropriate.
- Complete “design safety reviews” (DSRs) this exercise may be completed at the end of DTMs during the design process, but should be continued throughout the project at key stages of design development. The PD is to determine the format and regularity of the DSRs, with due consideration to the Clients Requirements agreed within the Project CDM Plan. *
- Produce a “Project Access Safety Strategy” in accordance with BS8560 for inclusion in the H&S file, to demonstrate that the Designer(s) have given sufficient



- consideration to access for cleaning and maintenance of the completed structure or installed plant and equipment. A model document is available from the Client.
- Monitor and report the safety of the construction site, to assist the Client in fulfilling the duty to make reasonable efforts to establish appropriate H&S arrangements are in place. The purpose of this regime is to verify that the CPP is being implemented not to duplicate the PCs own safety managements arrangements. Any actions resulting from the PDs monitoring, will be actioned by the CR.

*Where the design may impact on future maintenance, i.e. high level plant, the PD should seek to consult with WCCs Head of M&E services as part of the DSR process.

6.5 THE CONSTRUCTION PHASE PLAN (CPP)

The PC (where no PD is in place) is required to submit an appropriately developed CPP to the CR at least **one month** before the intended start date.

Site preparation or site work is not to commence until the CPP has been accepted by the CR following completion of SFD 041D.

Where the SP is also acting as PD, the PD is to review the adequacy of the CPP prior to issue of the CPP to the CR providing a copy of their review and recommendation.

Where the PD confirms the CPP is adequately developed the CR will confirm acceptance in writing via signature and return of SFD 041D.

CPPs will not be deemed adequately developed unless they fulfil the requirements as outlined in SFD041D.

6.6 HEALTH AND SAFETY FILE (HSF)

The production of the H&S file must be initiated in the early stages of the design process by the PD, to ensure that relevant information is available to the Client at practical completion to allow the Client to fulfil its statutory duties, prior to occupation/ reoccupation.

WCCs CR will regularly review the development of the H&S file with the PD/PC to ensure it is being developed.

It is expected that the PD will identify and agree with the PC the scope and content requirements of the HSF, but the format and content is to meet the Client requirements as detailed in Appendix 16.

The PD where appointed is required to review the HSF, prior to handover to the client and ensure that it is complete. Where no PD is in place the responsibility for reviewing the file, rests with the Clients Client Representative.



7.0 CARBON NEUTRAL 2030 CHALLENGE

On 18 September 2020 Westminster City Council (WCC) voted to become Carbon Neutral by 2030 and the whole city to follow suit by 2040.

Service provider to focus on three key elements that can influence reducing carbon emissions;

- **The quoted works**

Building Regulations Part L requires that if elements such as roofs, windows, heating systems are replaced they must meet current building regulation performance values, eg U Values. This is by no means a prescriptive list.

You are required to make a 10% improvement over Building Regulation Part L.

Prior to any product being purchased that will influence the carbon emissions of a building, (whether it be homes, communal parts or boiler/tank rooms), the service provider is required to prove Building Regulation compliance, (eg the insulation used in reroofing a flat roof), furthermore you are required to prove that you have mitigated such issues as cold bridging, thermal breaks. This proof can be as simple as U-Value calculations before and after, ideally some sample EPCs can be produced.

On this project, the service provider will be required to produce EPCs for all tenanted properties where the energy performance has been improved by your works. The energy performance pre and post works scheduled highlighting savings on tonnes of carbon per property per year, this is for all tenures on the project, you are not required to complete EPCs for leasehold properties, the energy performance can be pro-rata similar tenanted properties on the project, it must be clearly stated if pro-rata.

- **Compound and site set up**

Whilst it is appreciated that in all likelihood the main source of energy will be electricity taken from a WCC communal supply and that the service provider will have no opportunity to purchase “Green” electricity. However, within the service providers control is how that energy is used, service provider is required;

- To demonstrate that intelligent controls for heating and hot water have been employed
- All pipework is to be lagged including cold water services
- All lighting is to be LED and intelligently controlled to limit waste use when areas are unoccupied
- Lights are to be switched off in rooms/buildings not in use.
- PCs and laptops set to power saving settings
- Windows and doors are not to be left open unnecessarily
- A+ rated or better white goods are to be used



- Monthly reporting of electricity use to WCC Project Manager is required, with any variation in usage explained

In addition you are required to obtain 20% of your energy requirements for the site compound by renewable energy generation onsite, for example solar PV and battery storage. The amount of renewable energy generated is to be reported monthly.

- **Vehicles and the vehicles of tradespersons and suppliers**
 - No vehicle is to idle on site, in particular delivery vehicles
 - It is required that staff and tradesman commute and travel between site by either foot, cycle or public transport, if this is not possible then lift sharing is preferred.
 - Electric or Hybrid vehicles are required to be used, (NB Term contractors as part of their tender have committed to using electric vehicles)

8.0 MAJOR WORKS HISTORY & LESSONS LEARNT

Recent Major Works to note

Year	Project Number	Works Carried Out
2014	Q152	Below ground drainage and brick pavements replacement. Included a full replacement of the courtyard surface and works to the combined drainage system.
2005	G113	Roof replacement, cyclical decoration and maintenance repairs to the external fabric of the buildings.

Please refer to Appendix 9 for full Major Works History.

Lessons Learnt From Previous Projects

S155 – Churchill Gardens Phase 5

- The Service Provider and WCC are to allow for the possible requirement of evening and weekend appointments for residents during the works.
- Where existing balcony / walkway coverings are to have works carried out, a case by case review should be undertaken to existing materials / substrates, existing falls,



travel of water to outlets and notes of ponding in order to provide a suitable system solution for the balcony / walkways.

- 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.
- 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. WCC 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.

Building works – Various

- Careful consideration on the design of window units
- Unique scaffolding and access design to windows and doors to blocks across the estate
- Advanced survey, ordering and appointment booking system required for window renewal works
- Careful management of internal access to properties for consequential works to residents’ properties (reinstatement of window blinds/curtains, cills and reveal repairs).
- Careful management of asbestos removal.
- Major works are contentious due to continual delays.

T284 – Parsons House Fire Door Replacement Works

- A good working relationship with the doorset manufacturer/supplier is essential
- All parties need to be involved during the initial survey and measuring for the new doorsets – this will ensure that any discrepancies/issues will be addressed before the doorsets are ordered and manufactured
- Fitting instructions/specifics to be provided with or before the initial delivery of doorsets to site – problems understanding specific requirements for installation can cause delays to the project
- Ensure all parties are aware of the WCC Fire Door Performance Specification – This will help to identify any erroneous details within suppliers proposed doorsets
- Ensure all details of the proposed doorsets/quotes match the WCC specification – Errors in meeting the specification will cause issues and potential cost overruns and project delays

S169 Swanleys Lighting



- Ensure lighting and emergency lighting calculations are in accordance with BS5839 and they are received and saved in the appropriate location such as the H&S file.
- That all works are in line with CIBSE recommendations

T118 Pimlico Lateral Mains Project

- Obtain all relevant cable calculations and schematics and ensure they are in line with CIBSE recommendations
- Save all calculations, drawings and relevant documentation in the appropriate location such as the H&S file.
- Ensure the containment material is as WCC standard and as agreed with WCC.
- Ensure there is spare capacity for future works and in line with the WCC requirements.
- Ensure fire stopping has been carried out to the WCC requirements.

9.0 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 WCC 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 WCC in this respect then permission must be sought from WCC 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				
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 	TBC	Schedule of Rates
Decoration (Class 0)	Cross cut paint samples to show paint adhesion must be carried out by specialist prior to 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"> • Integra • Tor-Coatings • Crown (Timonox) • Dulux (Pyroshield) 	TBC	Schedule of Rates
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 WCC 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.	<ul style="list-style-type: none"> • TBC 	20 Years (10 years for ironmongery)	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 itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> Mapei Sika 	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 = ASD As per WCC 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 Consumer Boards – Wylex Ltd As per WCC standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Lateral Mains Cabling	All SWA/LSF cabling will be Zero Halogen, Low smoke (OHLS) cable complete with Stranded copper conductors and a protective armour layer, Final circuit cabling is to be a minimum of 2.5mm ² copper	<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 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



	<p>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 numbered using Critchly cable markers, white with black numbers to identify the circuit.</p>	<p>and approved by LPCB and BASEC.</p> <ul style="list-style-type: none"> All final outgoing cables will be manufactured by Draka UK or approved equivalent. 		
Wiring Containment	<p>Powder coated, steel and complete with security screws</p> <ul style="list-style-type: none"> Conduit Trunking Tray Basket 	<ul style="list-style-type: none"> Flytec systems Ltd Legrand 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Walkways/ Access Routes	<p>Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), specifications and technical submittals to be provided and agreed at pre-commencement stage.</p>	<ul style="list-style-type: none"> Walkways = Quantum Aluminium (Min 600mm wide) or alternative specification (as deemed appropriate) As per WCC standard/agreed schedules & Specifications 	2-year 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 WCC standard/agreed schedules & Specifications 	Minimum 10 years manufactures warranty	Business Case to be provided where Schedule of Rates cannot be applied
Water pipework	Remove and replace existing water pipework system with appropriately sized system to	N/A	1 - 5 years	Business Case to be provided



	supply the proposed accumulators in roof space. New drops to be installed to supply individual flats with potable water under pressure from the accumulators.			where Schedule of Rates cannot be applied
Booster pumps	Appropriately size and install booster pumps in service cupboard to be connected into a new riser serving a bank of accumulators within the roof space of each building.	TBC	1 – 5 years	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 WCC standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Window replacement	Full site specific design has already been carried out by WCC – the contractor must implement these designs and develop on them at pre-contract stage.	No specific manufacturers identified, however they should as a minimum be a member of the below organisations: <ul style="list-style-type: none"> FENSA Wood window alliance 	Mimimum of 10 year manufacturers guarantee	Business Case to be provided where Schedule of Rates cannot be applied



10.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	1-Mar-21	1-Mar-21	1	AS
Project Launch	1-Mar-21	15-Mar-21	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	8-Mar-21	8-Mar-21	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	22-Mar-21	22-Mar-21	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	22-Mar-21	21-May-21	60	SP
PEP Review & Value Engineering (VE) period	21-May-21	4-Jun-21	14	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	5-Jun-21	5-Jun-21	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	7-Jun-21	7-Jun-21	1	CT
Prepare & Issue Pre-commencement Order to SP	7-Jun-21	14-Jun-21	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	14-Jun-21	21-Jun-21	7	SP
Outstanding PCI is attained by the client and passed to the SP	21-Jun-21	28-Jun-21	7	CT
SP prepares & issues proposals document to client	28-Jun-21	22-Oct-21	120	SP
Proposals Review & VE period	22-Oct-21	3-Dec-21	42	CT
Prepare & Issue Notice of Estimates (NOE's)	3-Dec-21	10-Dec-21	7	CT
NOE Consultation period	10-Dec-21	24-Jan-22	44	
Leaseholder Surgery	10-Dec-21	17-Jan-22	37	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Order	31-Jan-22	31-Jan-22	1	CT
Prepare & Issue Commencement Order to SP	31-Jan-22	7-Feb-22	5	CT
WCC Project Team Handover to SP	7-Feb-22	14-Feb-22	7	CT
Meet the Contractor Letter issued	15-Feb-22	15-Feb-22	1	SP
Contractor Mobilisation period	15-Feb-22	22-Mar-22	35	SP
Construction phase plan (CPP) is approved	22-Mar-22	22-Mar-22	1	CT
Start on Site	22-Mar-22	22-Mar-22	1	SP
Contract Period				
	28-Mar-22	21-Sep-23	548	SP



11.0 RESIDENT CONSULTATION

As the project has been in development for some time, there has been historic engagement on the project. However, this Client Brief marks the start of engagement for the project as now defined. Please refer to Appendix 6 for detailed breakdown of key resident points raised from the resident meeting on 27th January 2021.

WCC and United Living will work with the resident representatives throughout the duration of the project – including an opportunity to comment on key documents at the milestone stages in the programme in section 10 above.

There will also be wider engagement (written updates and meetings) at each of these stages for all tenants and leaseholders benefitting from the project.

There is an opportunity for the residents to work with WCC and United Living to agree an engagement approach which suits the project and their expectations

Key estate issues / concerns to note:

Significant delays in contract starting on site due to design issues and planning. Emergency repairs underway at present.

General - ASB issues can be an experienced on the estate, groups have been congregating in communal areas within the private garden.

Key resident issues / concerns to note from meetings:

Site compound – residents have requested the site compound to be off site if possible. SP to investigate all possible alternative solutions – cost of suspending bays is in excess of £30k for the contract length and not a viable option (see appendix 6)

Window self-cleaning – residents have asked if there is a way the windows can be designed so that tilt and turn windows can be incorporated for cleaning purposes. However, WCC pre-application advice has stated that tilt and turn would not be looked upon favourably by planning due to the difference in frame thickness and the chunkiness of the sash rails when compared to the original windows, which would not be in keeping with the existing windows and those of the surrounding Conservation Area.

Extractor fans – Some residents have installed their own extractor fans, SP to ensure these are returned to residents when windows are changed.

Courtyards / gardens – issues in previous projects. Full inventory and photographs to be taken of any items (e.g. pots) intended to be moved under the proposed works.

As mentioned previously, service provider to refer to Appendix 6 for detailed breakdown of key issues raised by residents and internal stakeholders.



12.0 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 WCC 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.

These are essential works. The repairs and decorations to these blocks are necessary to maintain the fabric of the building interiors and comply with current fire safety regulations. By maintaining the building fabric correctly we will be reducing maintenance cost in future years.

KEY ESTATE CONSIDERATIONS

Liaison with Cadent will be required in relation to where the current gas infrastructure routes are installed through the existing window frames which are being replaced and or modified.

Access will be very restricted for the project and significant planning will be required before work can start on site.

Planning permission granted in January 2017 for the window replacements has now expired and a new application will need to be submitted. In addition, further planning will need to be sought for other elements of the work.

Other project(s) of note:

N/A