




<p><b>CLIENT BRIEF</b></p> <p>for</p> <p><b><i>T168b- Russell House Internal &amp; External Repairs + Window Replacement</i></b></p> <p>Revision 0 – April 2022</p>			
<b>Project Details</b>			
<b>Block(s) Included in scope</b>	Russell House		
<b>Area / Ward Location</b>	South	Churchill	
<b>Recommended Service Provider</b>	United Living		
<b>Works Value</b>	£ 3,067,084		
<b>Delivery Year</b>	2023/24		
<b>Project Lead</b>	Richard Ndudi – Client Surveyor		
<b>Brief description of project:</b>	Window replacement, roof renewal, external repairs, internal & external communal decoration works. Installing new dry riser mains (DRM) and lightning protection system (LPS).		
<b>Lessee Implications</b>	H= £69,094	L= £34,547	A= £48,864
<b>Key Issues / Project risks</b>	<ul style="list-style-type: none"> <li>– Delay in contract starting on site.</li> <li>– High lessee bills.</li> <li>– Access into individual flats for surveys, measurements &amp; installation of new windows.</li> <li>– Fluctuating costs of building materials.</li> <li>– Extended lead in time for delivery of materials.</li> <li>– Planning permission.</li> <li>– Location of site compound</li> </ul>		
<b>Programme Board Date</b>	1st Submission –		
<b>Executive Summary</b>			
<p>Russell House was originally part of the major works programme, T168 Churchill Gardens Estate Phase 6. However, following the outcome of United Living’s detailed window surveys it was recommended that window replacement works should be added to the works at Russell House. Furthermore, the residents at Russell House requested the scheme be put as a stand-alone project. WCC decided that Russell House should be completed as a stand-alone project due to the size of the project. The proposed works will be completed under T168b which includes roof works, window replacement works, external repairs, internal/external decoration works, installation of lightning protection system and dry riser mains.</p>			



## City of Westminster

<b>Component to be Cleared</b>	<b>Title of Officer (Delegate)</b>	<b>Sign Off Method / Date</b>
<b>Asset Strategy</b>	Gavin Ridgewell (James Long)	By e-mail dated: 22/04/2022
<b>Property Maintenance</b>	John Hayden (Sheila Allen)	By e-mail dated: 22/04/2022
<b>Finance</b>	Kate Swanton	By e-mail dated: 04/05/2022
<b>Lessee Services</b>	Andrew Pye (Jayne Stretton)	By e-mail dated: 04/05/2022
<b>Cap Programme Team</b>	Kevin Regan (Daniel Witt)	By e-mail dated: 11/05/2022
<b>M&amp;E Engineering</b>	Jason Killeen (Georgina Wingham)	By e-mail dated: 11/05/2022
<b>Communications</b>	Ian Merriman (Amoy Ing)	By e-mail dated: 28/04/2022
<b>Health &amp; Safety</b>	Matthew Curran	By e-mail dated: 02/05/2022
<b>Asbestos</b>	Matthew Curran	By e-mail dated: 02/05/2022
<b>Fire Safety</b>	David Edney	By e-mail dated: 11/05/2022
<b>Sustainability</b>	Anthony Jones	By e-mail dated: 09/05/2022



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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
- **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 T168b.

## 1.0 INTRODUCTION

T168b is a programme of planned maintenance works to Russell House. Russell House was originally part of the major works programme T168 - Churchill Gardens Estate. Following requests from the Russell House residents to be put on a separate project and the outcome from United Living’s window survey, it was recommended that window replacement works should be added to the works at Russell House. WCC then decided that due to the additional works to Russell House and the size of the project, the block should be completed as a stand-alone project. The proposed works under T168b are full window replacement, roof renewal, pram shed & bin store roof renewal, asphalt repairs/renewals to the communal & private balconies. Brick & concrete repair works, internal & external decoration works, electrical works and fire safety works. The intention of these works is to maintain the internal and external fabric of the buildings to ensure the block is in a good state of repair, safe and free of building related defects. Also included in the works is retrofitting new dry riser mains (DRM) by the stairwells and possible installation of a new lightning protection system (LPS). The LPS installation will depend on the outcome of a strike analysis/ feasibility survey carried out by the service provider. A provisional sum has been allocated within the budget for the installation of the LPS.

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	Russell House
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Comments: Russell House is situated in the Churchill Gardens Estate Conservation Area
Legislative constraints	Planning permission, Building Control approval & Regulatory Reform (Fire Safety) Order 2005



Existing planning consents	No
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes

### 3.0 ASSET SUMMARY / CONSTRUCTION TYPE

Russell House is a 9-storey traditional red brick and block construction built in the 1950's with an L shaped footprint. There are recessed balconies and walkways in some sections of the building. Russell house is located slightly off the main estate. It is constructed with solid brickwork walls in Flemish bond with concrete floor slab and has two definitive wings separated by a rectangular central section. The roof is flat asphalt covered decking and exposed walkways in the central section, with water tank housing and lift motor room.

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.

Block Name	No of Units	No of Leaseholders
Russell House, SW1V 4EQ	74	47
<b>TOTAL</b>	<b>74</b>	<b>47</b>

### 4.0 PROJECT JUSTIFICATION

The justification for the works is highlighted in the condition reports within Appendix 2. The defects identified within the reports indicates that some elements have come to the end of their usable life spans. The main roof, pram shed, and bin store roofs are showing signs of cracks, slumping and splits which will enable water ingress. The Bauder roof condition report and moisture mapping survey show further justification for the main roof replacement as the main roof structure has been compromised.



The original window condition surveys from 2018 recommended a repairs programme. However, as part of United Living’s pre-works surveys under T168, they highlighted to WCC that numerous windows were beyond economical repair and that a window replacement programme was required to Russell House. A newly commissioned window condition survey in 2021 verified that many windows were beyond repair and a Net Present Value (NPV) Calculation demonstrated that there was a significant cost saving to replacement over repair across a 36-year decoration cycle. Furthermore, a number of windows in the block have had repair work done at some point in the past but those repairs have now failed. Most of the windows in the block are showing signs of timber decay, cracked panes, deteriorating putty, snapped sash chords and general wear and tear. It is also cost effective to renew the roof and replace the windows alongside other refurbishment works as scaffolding will be required to complete other repair work under this project.

The current fire risk assessment identified that the block is over eighteen metres high and does not have a dry rising main (DRM) for fire-fighting operations. A feasibility survey was carried out by an independent consultant and the survey recommended retrofitting DRMs which put the block in line with current standards.

United Living is named as the recommended service provider to carry out the works for this project under the Major Works Term Partnering Contract.

## 5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required.

### Works

Element	Work Required
Condition Survey	<p>Pre-existing information regarding the condition of the building has been provided in Appendix 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</p>



	<p>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>Work at height will be required to complete the window renewal works and external brickwork/pointing repairs. Hoist access will also be required for the roof replacement. The Service Provider's proposal is to provide detail on full-proposed method of access, waste disposal and to also ensure that all work at height activities is risk assessed and that the proposed method of access to facilitate the works is detailed in the CPP and fully costed in the PEP.</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 Replacement	<p>Strip back to deck and renew roof covering in line with and in accordance with the Roof Report Survey in Appendix 2 and the performance specification located within Appendix 8. An insurance backed guarantee for at least 25-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 Westminster City Council if any future works are proposed to be carried out to the roof.</p> <p>Renewal works are 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 secondary roofs 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>All cables and services are to be maintained throughout the project. Cables are to be fixed in cable runs and reinstated on completion of works.</p>
Other Roof Works	<ul style="list-style-type: none"><li>• Expansion joints: Rake out defective vertical joints on brick work and renew expansion joint.</li><li>• Brick Pointing/Repairs: Rake out defective mortar &amp; re-point.</li></ul>





	<ul style="list-style-type: none"><li>• Satellite Dishes &amp; TV Aerials: Remove redundant dishes, TV aerials &amp; cables + tidy up loose cables into trays.</li><li>• Parapet Walls: Repair open joints between coping stones.</li><li>• Redecorate glazed timber enclosure to roof access.</li></ul>
Tank Room & Lift Room	<ul style="list-style-type: none"><li>• Renew roof to tank &amp; lift rooms.</li><li>• Tank Room Doors - Adapt doors or replace were necessary.</li><li>• Brick Pointing/Repairs (Inc chimney stack): Rake out defective mortar &amp; re-point.</li></ul> <p>The service provider should ensure the roof replacement work is completed in line with and in accordance with the report Survey in Appendix 2 and the performance specification located within Appendix 8.</p>
Lightning Protection	<p>The building currently appears not have a lightning protection system (LPS). The service provider should carry out a feasibility survey/ strike analysis to identify if a LPS is required.</p> <p>If the findings from the surveys recommends a LPS system is required, the service provider should liaise with the WCC representative before proceeding with any additional works. The LPS installation works must comply with BS EN 62305-2.</p> <p>A provisional sum has been included within the budget summary for the works.</p>
Communal Walkways	<ul style="list-style-type: none"><li>• Flush through gullies and rainwater goods to all balconies and walkways.</li><li>• Repair asphalts were necessary.</li><li>• Concrete repairs to stairs</li><li>• General repair work around stairwells &amp; communal balconies.</li><li>• Prepare and re-decorate all previously decorated surfaces: cast-iron pipes, stairwell areas and glazed canopies on the 9<sup>th</sup> floor walkway.</li></ul>
Private Balcony Works	<p>Tenanted Properties Only:</p> <ul style="list-style-type: none"><li>• Repair/renew asphalt on private balconies.</li><li>• Flush through gullies and rainwater goods to all balconies.</li><li>• Prepare and re-decorate cast-iron pipes.</li></ul>





Rainwater Goods/SVP	<ul style="list-style-type: none"><li>• Flush through all rainwater goods from the roof through to the balconies, walkways and ground floor level.</li><li>• Repair leaking SVP/RWP &amp; Re-line were necessary.</li></ul>
Below Ground Drainage	CCTV survey of the drains & pipes: an agreement will be made between contractor and WCC establishing the extent of associated works required. The Contractor is to provide proposals that would allow access to all main drain runs on the site to ascertain locations and condition.
External Repairs (Main Building)	<ul style="list-style-type: none"><li>• Clean brick work.</li><li>• Brick Pointing/Repairs/Replace were necessary.</li><li>• Hammer Testing to concrete.</li><li>• Concrete repairs to all elevations Inc walkways.</li><li>• External grounds - east elevation - allow to reform 2nr concrete sills to service vents located on retaining wall including dubbing out and treating exposed rebar.</li><li>• External grounds - hack of spalling/cracking render finishes to retaining wall located to perimeter of grounds and supply and install EML and render (Wire mesh panels will require removal to enable the works to be carried out in that area).</li></ul>
Glazing & Windows	<p>Renew all individual property windows in timber frame. The proposal is to renew in double glazing. The service provider must comply with the requirements set by planning. If for any reason the agreed design needs any amendments, the service provider must consult with WCC before putting forward any new design plans and requires planning to sign off the amendments.</p> <p>Also, replace the windows in the communal stairwells, walkways &amp; roof access.</p> <p>Where outward opening windows are installed adjacent to pedestrian access e.g., balcony walkways, Service Provider to adhere to Part K of building regulations and ensure all windows have restricted opening to 100mm. Where windows are not required for escape purposes and can be accessed for cleaning from ground floor or walkway, permanent 100mm restriction is required.</p>



	<p>Extent of work to be agreed pre-commencement.</p>
External Decorations	<p>Prepare and re-decorate all previously decorated rendered/timber/metal surfaces and cast-iron pipes.</p> <p>The SP should ensure that all corroded metal surfaces should be treated before applying new paint to the surface.</p>
Electrical Lighting	<p>Renew communal bulkhead lights &amp; emergency lighting: install new systems to comply with current regulatory requirements. The emergency lights should be installed with microwave sensors.</p> <p>The Lighting installation is to include emergency lighting provisions in accordance with BS 5266 Emergency Lighting requirements.</p> <p>Provide Electrical Installation Certificate (EIC) and all appropriate certification associated with The Works undertaken.</p>
BT Cables	<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>
Bin Shed	<ul style="list-style-type: none"><li>• Renew bin shed roofs.</li><li>• Carry out timber repairs to doors &amp; frames.</li><li>• Re-decorate doors &amp; frames.</li><li>• Rake out defective mortar &amp; re-point.</li></ul> <p>The service provider should ensure the roof replacement work is completed in line with and in accordance with the report Survey in Appendix 2 and the performance specification located within Appendix 8.</p>
Pram Shed	<ul style="list-style-type: none"><li>• Renew pram shed roofs.</li><li>• Carry out timber repairs to doors &amp; frames.</li><li>• Replace damaged doors.</li><li>• Rake out defective mortar &amp; re-point.</li></ul>



	<p>The service provider should ensure the roof replacement work is completed in line with and in accordance with the report Survey in Appendix 2 and the performance specification located within Appendix 8.</p>
PDHU Boiler Room	<ul style="list-style-type: none"><li>• Renew boiler room roof.</li><li>• Re-decorate existing timber door.</li></ul>
Builders Work in Connection with the M&E Installations	<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.</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> <p>Replace/ make good/ repair existing water tank bunds if required</p>
Maintaining the Existing Building Services	<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> <p>Service provider is to maintain the system fully (PPMs checks and remedials) under this scheme budget during the Defects Liability Period (DLP) and not via the term contracts PPM inclusive regime. It is essential that all newly installed or worked on services under this scheme are maintained through the scheme and the DLP.</p>
Dry Riser Main (DRM)	<p>The service provider should supply &amp; install DRMs on both stair cores of the building as identified in the survey report within Appendix 2.</p> <p>The installation should be installed in line with the current BS9990-2015 standards.</p>
Fire Safety Works	<p>Carry out all relevant works identified and set out in the Schedule of Work within Appendix 2.</p> <ul style="list-style-type: none"><li>• Fire stop service penetrations within electrical intake cupboards</li></ul>



	<p>The service provider should review the fire risk assessment (FRA) report for the property in relation to all areas affected by the works. The FRA reports can be found on the live Westminster City Council portal, Shine.</p> <p>The service provider should ensure all fire safety requirements associated with the works and deemed necessary are completed.</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>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. 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>
Environmental Works	<p>Tenanted Properties Only:</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</p>



	<p>and the bathroom and a Nuair Flatmaster2000 PIV in the hallway in accordance with the specification noted below.</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> <p>Also, with the resident's consent, Install a Flatmaster 2000 PIV in hallway. The benefits should be explained to the residents.</p>
Sustainability	<p>The service provider to consider other possible measures to reduce carbon emissions under T160b.</p> <ul style="list-style-type: none"><li>• Floor &amp; wall insulation where possible.</li><li>• Additional draught proofing measures should be considered.</li></ul> <p>Consultation with the residents is necessary as residents will need to be informed of the benefits of any environmental works within this project.</p>
Asbestos Management	<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&amp;D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&amp;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>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</p>



	<p>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"> <li>• Lead Paint</li> <li>• HAC</li> <li>• Horse hair plaster</li> <li>• Clay pot floors</li> <li>• Calcium silicate brickwork</li> <li>• RAAC planks</li> <li>• Tesserae</li> <li>• Vermiculite</li> </ul> <p>Other hazards that may be present:</p> <ul style="list-style-type: none"> <li>• Fragile roof materials</li> <li>• Unprotected roof lights</li> <li>• Unprotected flat roofs</li> <li>• Unprotected fall risks (shafts/ sumps)</li> <li>• Confined spaces</li> <li>• Insufficient safe access provision to plant and equipment</li> <li>• Noise protection zones</li> <li>• Open water</li> </ul>														
<p>Planned Preventative Maintenance (PPM) of M&amp;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&amp;E PPM items and associated prices listed below. Please Note: Examples below are not an exhaustive list and are for example purposes only. Service Provider to notify WCC of any additional systems not allowed for below.</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="486 1729 1364 2018"> <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>£ 150.00</td> </tr> <tr> <td>Emergency Lighting</td> <td>£ 500.00</td> </tr> <tr> <td>Fire Alarms</td> <td>£ 800.00</td> </tr> <tr> <td>Fire Extinguishers</td> <td>£ 25.00</td> </tr> <tr> <td>AOVs</td> <td>£ 125.00</td> </tr> </tbody> </table>	Element	Price/Annum	Door entry	£ 600.00	CCTV	£ 150.00	Emergency Lighting	£ 500.00	Fire Alarms	£ 800.00	Fire Extinguishers	£ 25.00	AOVs	£ 125.00
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AOVs	£ 125.00														



H&S File & O&M Manual	<p>This building does not currently have a H&amp;S file –</p> <p>Create/provide a new Health and Safety File and Operating &amp; 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 can include but is not limited to;</p> <ul style="list-style-type: none"><li>• A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works;</li><li>• As-built drawings, specifications, schematics, schedules etc.</li><li>• Manufacturers details, guarantees and warranties (as applicable)</li><li>• Details of risks and hazardous materials not eliminated through design</li><li>• Site Investigation Reports</li><li>• Statutory authority consents and approvals</li></ul>
Asset Tagging	<p>The service provider will appoint an asset tagging company (Mitags 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 &amp; 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.</p>





## **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 Service Provider 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 Service Providers performance of its roles throughout the duration of the Service Providers contract and expects the Service Provider to provide relevant information as and when requested and co-operate in this process.

The Service Provider 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 Service Providers 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 Service Provider 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.

### 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.

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.

## 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.

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.

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, site set up and working practices**

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

- **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)

In 2021, approval was given for Westminster City Council to retrofit its existing housing stock to an average of an EPC B and to a net zero standard. Moving forward, WCC want to ensure that all service providers and their respective supply chains have appropriate environmental and retrofit standards in place including PAS 2035.



In order to meet the WCC carbon reduction target. Where possible, the service provider will be expected to consider various elements such as:

- Floor and wall insulation
- Draught proofing measures

A feasibility survey to install PV panels on the roof was carried out in 2021 by Bauder and due to the wind uplift, roof sizes, wind load zones, building height and parapets etc. it wasn't feasible.

WCC will expect the service provider to consider all these measures as the project progresses and for these measures to be considered within the PEP and SPP. Meetings will take place with the Commissioning and Sustainability Teams to consider these options.

## 8.0 MAJOR WORKS HISTORY & LESSONS LEARNT

### Recent Major Works to note

Year	Project Number	Works Carried Out
2010	P800	Lift upgrade works
2013	R137	Upgrade the existing light fittings to LED including emergency lighting

Please refer to Appendix 9 for full Major Works History.

### Lessons Learnt From Previous Projects

#### Building Works - General

- Early engagement with the residents of the block to ensure they are aware of the works and any works that may affect them.
- Quality of works will be monitored through quality management processes for all elements of work to ensure that works are carried out in accordance with the relevant guidelines and workmanship standards. This is to be backed up with periodic and stage inspections from the roof system manufacturer and WCC.
- Detailed pre and post condition surveys (with accompanying photographic evidence) to all properties to ensure that there is no damage caused by the



works. Where potential damage may have occurred, the contractor is to review with WCC and make good where applicable.

### **Z117 Anson House – Roof Replacement Works Lessons Learnt**

- Pre-start condition surveys to top floor properties.
- Any restrictions to access in and around the building to be communicated well in advance.
- Clear process on who residents call if there is an issue with leaks while the work is in progress – both within working hours and out of hours.

### **W104 – Hallfield Estate Phase 2 - Marlow, Newbury and Taunton Houses**

- Detailed pre and post condition surveys (with accompanying photographic evidence) to all properties to ensure that there is no damage caused by the works. Where potential damage may have occurred, the contractor is to review with WCC and make good where applicable.
- Newly installed windows to Marlow House under W104 have experienced issues with water ingress (primarily at apertures within the tiled façades). An investigation was carried out by Hutton+Rostron Environmental Investigations Ltd and Martin Arnold which included an on-site observation of the removal and installation process during the ongoing window refurbishment works.
- It has been concluded that the new windows' waterproofing, drip detailing design and installation methods are inadequate, combined with deterioration to mortar and substrate of the tiled façades. This has enabled rainwater to penetrate through to the structure and the building's interior at some locations.
- This will require rectification works to a number of the recently refurbished windows and replacement of all external tiling with cost and time implications for the scheme.

## **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.

<b>Table A – Material Design Requirements – General Works</b>				
<b>Element</b>	<b>Design Requirements</b>	<b>Desired Manufacturers</b>	<b>Guarantee / Warranty Requirement</b>	<b>Pricing Methodology</b>
<b>Decoration</b>	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"> <li>• Dulux</li> <li>• Crown</li> </ul>	Manufacturer's warranty	Schedule of Rates
<b>Decoration (Class 0)</b>	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"> <li>• Integra</li> <li>• Tor-Coatings</li> <li>• Crown (Timonox)</li> <li>• Dulux (Pyroshield)</li> </ul>	Class '0' certification	Schedule of Rates





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<b>Windows (Timber)</b>	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor.	<ul style="list-style-type: none"><li>TBC</li></ul>	Frame – 25 Years Glazing (DG) – 10 Years Ironmongery – 5 years	As per business case to be provided
<b>Flat Roofing (Felt)</b>	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"><li>Bauder</li><li>Langley</li><li>IKO</li></ul>	25 Years	As per business case to be provided
<b>Rainwater goods (where replaced)</b>	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"><li>Marley / Alutec</li><li>Alumasc</li></ul>	Manufacturer's warranty	As per business case to be provided
<b>Asphalt Works Generally</b>	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"><li>n/a</li></ul>	N/A	Schedule of rates
<b>Concrete Repairs</b>	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"><li>Mapei</li><li>Sika</li><li>FOSROC</li></ul>	10 Years	Schedule of rates
<b>Timber Repairs (resin)</b>	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"><li>Repair Care</li></ul>	10 Years	Schedule of rates
<b>Extract Fans</b>	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"><li>Nuaire</li><li>As per standard/agreed schedules &amp; Specifications</li></ul>	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



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<b>Light Installation</b>	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"> <li>• Fittings = Thorlux / Luc Bright Trent</li> <li>• As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	5-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Electrical Fittings Generally</b>	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"> <li>• Fittings = Thorlux / Luc Bright Trent</li> <li>• Consumer Boards – Wylex Ltd</li> <li>• As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Wiring Containment</b>	Powder coated, steel and complete with security screws <ul style="list-style-type: none"> <li>• Conduit</li> <li>• Trunking</li> <li>• Tray</li> <li>• Basket</li> </ul>	<ul style="list-style-type: none"> <li>• Flytec systems Ltd</li> <li>• Legrand</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Builders work in connection (BWIC) including decorative works and fabric repairs</b>	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
<b>FRA works</b>	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"> <li>• As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



## **10.0 MILESTONE PROGRAMME**

**This programme is being developed and will be available shortly.**

## **11.0 RESIDENT CONSULTATION**

Westminster City Council 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:**

During initial resident consultations under T168 Churchill Gardens Estate, residents raised concerns about the scope of works for the project.

## **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.

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

## **KEY ESTATE CONSIDERATIONS**

Service Provider will need to identify proposals for office & welfare arrangements within the PEP. Due to the limited spaces around and within the block, the Service Provider should consider building a scaffold platform above the bin area at the front of the building



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and siting the site office/welfare on the platform. The storage containers can be placed in the space on the right-hand side of the building. The Service Provider should engage with WCC Area Housing Team before anywhere around the block is used for site set-up.

**Other project(s) of note:**

T168 Churchill Gardens Phase 6 is due to commence on site under United Living in Summer 2022. This is subject to change.