

Brunel ventilation works (X253) – Resident meeting

Tuesday 8 May, 6.30pm

Summary of works and next steps

Proposed scope of works:

The following works have been proposed by CityWest Homes Asset Strategy team. The works have been flagged as required due to age and condition. Condition surveys have been carried out to help shape the proposed scope:

- Replace communal extract fans, silencers, local ductwork, dampers and controls in the plantroom
- Cleaning of all ventilation ductwork (communal and in-flat)
- In-flat works to include replacement grille, control damper and fire dampers.
- Electrical works associated with the vents
- Emergency lighting upgrades within the plantroom
- Fire stopping works (communal area only)
- Review and possible replacements of flat entrance doors to some blocks where required.

What happens next?

CityWest Homes has recently appointed a major works contractor who will carry out all our major works projects in the north and west of the City over the next 10 years – Axis Europe.

1. Axis have been passed details of the proposed work at Brunel and asked to produce a **detailed plan** for these works. This plan will include Axis' own budget estimate for the works. Axis are working on this plan at the moment, and CityWest Homes hope to review and approve this plan in June. Once this plan is approved by CityWest Homes, we will publish the plan on our website and send all residents a summary of this.
2. Leaseholders will then be sent a **Section 20 Notice of Estimate**. The notice will set out the description and reasons for each aspect of the works. It will detail the project costs, and estimated individual leaseholder liabilities. Leaseholders have 37 days to make written observations. We will offer 1-2-1 surgeries for leaseholders to meet and discuss the payment options available. This consultation period is likely to take place during June or July.
3. Following review and consideration of all observations received, CityWest Homes will issue a **pre- commencement order** giving the contractor

permission to move forward with the final design details of the project. Further surveys may be carried out at this stage, and works carried out to a pilot flat. This is expected to be carried out in August and September.

4. Once the detailed design is agreed by CityWest Homes, the contractor will receive a **commencement order** which allows them to begin mobilisation. Before work starts onsite, the contractor will write to you to introduce their onsite team, their contact details, and invite you to a meet the contractor event. This event will be an opportunity to meet the team and ask any questions about the works being carried out on the estate.
5. Works start onsite. At the moment, we are aiming for works to start around October 2018.

Please note: the dates provided above are for guidance only and are subject to change. This is our first year working through this new process, so it is possible some of the approval stages may take a bit longer.

We will keep residents updated as things progress.

Q&A

During the meeting, a number of specific questions were asked. Answers are summarised below:

Q. Are fire doors required? Flat entrance doors were replaced when the windows were done under the previous major works?

A. Only four of the blocks in this project require an inspection for fire doors. These are Keyham, Mickleton, Riverford and Sunderland. The other blocks do not require inspections (or any works) as they have two possible means of escape.

Until the inspections are completed, we cannot confirm whether any changes to the existing doors are required. The inspections will look at both flat entrance doors, and other communal and storage cupboard doors in those blocks.

We will update the residents in these blocks once we have the outcome of the inspections.

Q. Is this work essential?

A. Yes. The condition surveys have highlighted that the systems are beyond their maximum life expectancy. The fans and extract grilles are generally in a poor condition and in need of replacement. The current condition has caused an airflow imbalance on the system with some dwellings suffering low or high air extract rates.

Effective ventilation is important to prevent condensation and damp build up in flats.

Q. Is ventilation work included in the Planned and Preventative Maintenance programme (PPM)?

A. Checks and general maintenance on the communal ventilation system are normally scheduled to be carried out by our maintenance contractor every 6 months. PPM checks also cover things like electrical testing, fire appliance and lightning conductor checks. Leaseholders pay a contribution towards these PPM checks as part of their annual service charge. Other repairs are carried out as and when identified or reported.

Q. When was the last maintenance work carried out on the ventilation fans?

A. The last PPM checks took place in the summer of 2017. Further checks should have taken place in the winter of 2017/18, however unfortunately these have not taken place. Leaseholders will only pay for the 2017 checks that did take place when the 17/18 service charge bills are actualised in October 2018. Our contractor, GEM, will attend to carry out the PPM checks within the next few weeks. Any essential repairs identified will be carried out, however anything non-urgent will be addressed through the major works.

Q. Leaseholders at some blocks queried that they had paid towards expensive ventilation repair works in their service charge last year. What was this for, and why therefore is this more expensive work needed?

A. We have checked the repairs history for ventilation works at all blocks following the meeting. Four of the blocks (Combe, Dainton, Derrycombe and Portishead) have had repairs costing between £1,000 and £2,000 to the ventilation in either 2016/17 or 2017/18. These costs were for repairs to the communal fans on the roof, and included items such as replacement motors, fan belts and some cleaning of the vent ducts. The other blocks have only had the PPM checks and other low cost repairs.

These types of repairs were carried out to try to maintain the system.

Q. A leaseholder advised that they had paid to change their own ventilation fan in the past. Will this still need to be replaced during the work?

A. Under the terms of the lease, leaseholders can make changes within their flats, such as fitting their own ventilation grilles, however this would require alterations approval from CityWest Homes as the work could potentially breach the fire integrity of the system.

If the block is served via a communal system then individual fans would not be permitted to be installed.

If no approval was obtained, then we would need to carry out these planned works in that flat to ensure compliance.

If alterations approval was obtained, we would still need to check the system to ensure it met the same standards as the works being carried out to other flats. Even if no work is required in their specific flat, a leaseholder would still be required to contribute their lease percentage towards the works being done to their block.

Q. What guarantees will there be on the work?

A. The new equipment installed will come with warranties. There will also be a 12 month defect period as standard on completion of all works. This means that if anything goes wrong with any of the works within 12 months of completion, then the contractor is responsible for returning to put this right at no additional cost.

Q. A new roof was put on each of the blocks back in 2010 with a guarantee. Please can we have reassurance that any works taking place on the roof area will not damage and invalidate this guarantee?

A. This information has been passed to the contractor. They will be required to take the utmost care whilst working on the roof to prevent any damage. They will also be fully responsible for any damage caused. All works will be inspected and signed off by a CityWest Homes quality manager.