

# AE110 – Ingestre Court: Third Floor Roof Garden & Walkways

## Resident Meeting

26<sup>th</sup> September 2024



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# 1. Asset Team Introduction

- Responsible for all planned major works in Westminster.
- Works and justification identified and prioritised through stock condition information held on database, in-house and independent condition surveys, reports and referrals from WCC Housing Management Teams, Ward Councillors, ASB team, MET Police etc.
- Produce client briefs for all major work schemes.
- Responsible for briefing the Term Partnering Contractors.
- Gaining all stakeholder sign-offs and pass to the commissioning team.

## Resident Advocate Introduction

- Responsible for all project communications.
- Represents the residents in internal meetings.
- Works across all teams responsible for the delivery of the works.
- Point of contact for residents.
- Ensures residents have the opportunity to provide feedback on the works.

## 2. Works Programme Summary

- Stage 1 – Client brief (resident introductory meeting)
- Stage 2 – Client Brief approval at Programme Board
- Stage 3 – Client brief issue to Commissioning Team & Service Provider
- Stage 4 – Project execution plan
- Stage 5 – Pre-commencement order and detailed design stage  
(resident service provider proposal review meeting)
- Stage 6 – Section 20 Notice of Estimate (Leaseholders)
- Stage 7 – Commencement order and mobilisation stage (meet the contractor session)
- Stage 8 – Contract period (works on site)
- Stage 9 – Completion and 12 months defects period
- Stage 10 – End of defects sign off

## 3. Proposed Scope of Works

Item	Works Required & Justification
<p><b>Green Roof Replacement (Third Floor Level)</b></p>	<p>Strip existing green roof surface in line with and in accordance with the condition survey report in Appendix 2, prepare to receive new Bauder Total insulated roof system incl. Outlets, collars, spigots, termination bars, supplying, installing and dressing lead etc as required and cart arisings from site. This is accessible from floor three. Replacing the green roof with a traditional Bauder Total insulated roof system (planning application submitted for the same)</p> <p>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>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>
<p><b>Asphalt walkways (Third Floor Level)</b></p>	<p>Strip existing roof surface in line with and in accordance with the condition survey report in Appendix 2, prepare to receive new Bauder Total insulated roof system incl. Outlets, collars, spigots, termination bars, supplying, installing and dressing lead etc as required and cart arisings from site. One asphalt walkway is accessible from floor three, other two small walkways are inaccessible.</p> <p>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>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>

<b>Item</b>	<b>Works Required &amp; Justification</b>
<b>Telecoms (Satellite Dishes)</b>	Disconnect, remove and permanently relocate any serviceable satellite dishes, reconnect, test and leave in working order. (Third Floor roof level)
<b>Associated FRA Works</b>	FRA works associated with removal of doors and screens. Specialist to attend site on day of removal of doors and screens and then again upon installation of new to disconnect the fire alarm remote relay aerial and wiring and reconnect, test, and leave in working condition.
<b>Doors, Screens and Glazing</b>	Remove existing metal access doors and side-screens to roof level and cart from site to approved facility including temporarily supporting the screen above. Remove ASSA lock and handover to WCC Project Manager.  Survey, design, submit for onward development, manufacture, design, and install new PPC access door and screen/permanent ventilation/smoke ventilation including all fixings, fire-retardant fillers, components, head-drips, APU beads and trims complete with new ASSA mastered lock.  Allow for any cabling needing to be routed through a frame extension and properly seal upon completion.

<b>Item</b>	<b>Works Required &amp; Justification</b>
<b>Perimeter Boarding/ Balustrading</b>	<p>Remove existing timber boarding incl. metal support posts.</p> <p>Survey, design, manufacture, supply &amp; install new Cedar horizontal board perimeter barrier on new PPC black galvanized MS posts, resin fixed to concrete perimeter wall to provide an overall height from FFL to top of rails of 1100mm.</p>
<b>BWIC/ Other &amp; Remedial Works</b>	<p>Raise thresholds to accommodate depths of new roof finishes.</p> <p>Form new concrete steps internally to bin-chute room areas to suit raised thresholds heights, including ceramic floor finish.</p>
<b>External Wall Tile Finish (Third Floor Roof level)</b>	<p>Conduct a comprehensive inspection of the cladding to identify areas where ceramic slip bricks are damaged or missing. A ceramic specialist to provide expert advice, design, and manufacture of replacement tiles. Obtain design proposals and samples from the ceramic specialist and upon approval proceed with the installation of replacement tiles, ensuring they match the existing design and specifications. Complete all works with attention to detail and in compliance with specified standards, minimizing disruption to the building's operations.</p>
<b>Drainage Works</b>	<p>Carryout necessary cleaning and repairs of above ground drainage.</p> <p>Carryout necessary works to below ground drainage.</p> <p>Carryout CCTV surveys.</p>