CITYWEST HOMES

CLIENT BRIEF

for

S159 – Millbank Estate

Project details			
Blocks included	Gainsborough House 1 & 2 Wilkie House Morland House Maclise House Mulready House Millais House Reynolds House 1 & 2 Hogarth House MEMO Office		
Area / ward located	South	Vincent Square	
Recommended service provider	United Living		
Works budget	£3,919,678		
Delivery year	2019/20		
Project Lead	Mihir Vaja		
Works included	External Repairs, Refurbishment, Lighting (including emergency lighting) and lateral mains replacement works. Includes FRA Works.		
Lessee implications	H= £29,605.69	L= £3,852.11	A= 11,249.26
Key issues / risks	Process related delay in contract starting on site. Unidentified asbestos Additional layer of liaison with MEMO TMO Space restrictions for site setup UK Power Networks negotiation for substation adjoining Millais House Mature trees restricting site movement		
Programme board date	1st Submission – 2nd Submission – 3rd Submission –		

CITYWEST HOMES

Executive Summary
S159 is a programme of planned maintenance works to ten blocks at the Millbank Estate. The brief for these works is to maintain safety, comply with the latest housing regulations and maintain the internal and external fabric and infrastructure of the buildings.

Component to be cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Jonathan Cooper (Gavin Ridgwell)	By e-mail dated: 05/10/2018
Property Maintenance	John Hayden (Interim) (Sheila Allen)	By e-mail dated: 13/09/2018
Finance	Sharon Lane (Lewis Cockerill)	By e-mail dated: 13/09/2018
Leasehold Operations	James Portsmouth (Jayne Stretton)	By e-mail dated: 08/10/2018
Cap Programme Team	Ben Steadman (Kathryn Hulkes)	By e-mail dated: 04/10/2018
M&E Engineering	James Beard (Jason Killeen)	By e-mail dated: 13/09/2018
Communications	Daren Townsend (Lindsay Jenkins)	By e-mail dated: 10/10/2018
Health and Safety	Sarah Stevenson-Jones (Mark Jackson)	By e-mail dated: 11/10/2018
Fire Safety	Vincent Dean (Wayne Richardson)	By e-mail dated: 05/10/2018

Total Project Costs			
Ref	**Component**	**Rate**	**Budget**
1.00	Works	-	£3,919,678
2.00	Contingency	10%	£391,968
	Management Costs		
4.00	CDM Services	0.5%	£19,598
5.00	Planning	-	£10,000
	Sub Total		**£4,341,244**
6.00	CWH Staff Costs	4.29%	£186,298
	Grand Total		**£4.527,541**

CITYWEST HOMES

Contents

- Note: The appendices are not published with this document as they are too large. If you would like details of the appendices please contact customerservices@cwh.org.uk and quote reference S159.

1.0 INTRODUCTION

This project involves a programme of planned maintenance works to ten blocks at the Millbank Estate. The intention of these works is to maintain the internal and external fabric and infrastructure of the buildings to ensure homes are in a good state of repair, safe and free of building and services related defects. In addition to the necessary building maintenance works, health and safety items relating to electrical services, emergency lighting and fire warning are also required to maintain the levels of safety for building users in the event of an emergency.

Having recently tendered this project using CityWest Homes' traditional market procurement route, the need has arisen to revisit the procurement of this project due to numerous risks to the contract with the options which were returned from the market. With the new Term Partnering Service Providers now procured, it has been concluded as the most efficient way to include these changes and deliver this scheme. By undertaking these works in line with CWH's cyclical maintenance programme, the blocks and communal spaces will also be refreshed.

It is proposed that the refurbishment works are 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 (as defined within the Term Contract) by the Service Provider for further review by CWH prior to issue of a Pre-Commencement Order.

2.0 KEY PROJECT DETAILS

Project Name	Millbank Estate
Listed Building or Conservation Area	(Tick as appropriate) LB ☒ CA ☒ N/A ☐
Access and other constraints	• Vehicular and equipment access is well facilitated to the blocks via individual gated courtyards • Scaffolding required to facilitate access to external facades for works enabling • Existing drawings of the blocks are not available Additional liaison required with Millbank Estate Management Organisation
Legislative constraints	Section 20 Consultation and Planning Condition Discharge.
Existing planning consents	Planning Consent for the MEMO Office was granted on 21 November 2017.

3.0 ASSET SUMMARY / CONSTRUCTION TYPE

The Millbank Estate is located close to the Tate Gallery, the Houses of Parliament and the River Thames and is built on the site of the old Millbank Penitentiary. The Estate comprises fifteen red-brick arts and crafts mansion blocks commissioned by the London County Council (LCC) between 1897 and 1902. Today the Millbank Estate is made up of 561 individual flats, managed on behalf of Westminster City Council by the Millbank Estate Management Organisation (MEMO), a Tenant Management Organisation (TMO) run by and for the residents of the Estate.

Originally constructed to provide working class flats for 4,430 people, Millbank was a flagship project in many ways. Unlike earlier large housing projects, it had no shared lavatories or sculleries, and more spacious courtyards than were to be found in the more affluent mansion blocks in Victoria. Owing to the importance and quality of its architecture, the Estate has been designated Grade II listed.

The Estate is managed on behalf of Westminster City Council by MEMO (Millbank Estate Management Organisation), the largest tenant management organisation in Westminster. The estate's management board is elected annually from the resident population. Around half of the estate's flats are private leaseholds, the other remainder are rented from Westminster City Council. The estate's buildings are maintained by a regular works program.

A brief description of each property type follows:

Gainsborough House (1 & 2) is a complex consisting of two five storey blocks containing 60 flats, and the date of construction is thought to be late 19th century. Both buildings are solid brickwork construction with slate covered pitched and mansard roofs. There are two communal enclosed stairwells in each building. Flat windows are single glazed, timber framed, vertically sliding sash type. Rainwater goods are of cast iron. There is a rear hard landscaped courtyard to the rear and the North elevation is also hard landscaped and accessed via maintenance gate.

Wilkie House is a five storey block containing 41 flats, and the date of construction is thought to be late 19th century. The building is of solid brickwork construction with slate covered pitched roofs. There are three communal enclosed stairwells. Flat windows are single glazed, timber framed, vertically sliding sash type. Rainwater goods are of cast iron. There is a rear hard landscaped courtyard, with a further lowered section which is also hard landscaped.

Morland House is a five storey block containing 40 flats, and the date of construction is thought to be late 19th century. The building is of solid brickwork construction with slate covered pitched roofs. The communal areas feature enclosed stairwells. Flat windows are single glazed, timber framed, vertically sliding sash type. Rainwater goods are of cast iron. There is a rear hard landscaped courtyard, with a further lowered section which is also hard landscaped.

Maclise House is a five storey block containing 39 flats, and the date of construction is thought to be late 19th century. The building is of solid brickwork construction with slate covered pitched roofs. The communal feature enclosed stairwells. Flat windows are single glazed, timber framed, vertically sliding sash type. Rainwater goods are of cast iron. There is a rear hard landscaped courtyard, with a further lowered section which is also hard landscaped.

Mulready House is a five storey block containing 25 flats, and the date of construction is thought to be late 19th century. The building is of solid brickwork construction with slate covered pitched roofs. The communal feature enclosed stairwells. Flat windows are single glazed, timber framed, vertically sliding sash type. Rainwater goods are of cast iron. There is a rear hard landscaped courtyard, with a further lowered section which is also hard landscaped.

Millais House is a five storey block containing 15 flats, and the date of construction is thought to be late 19th century. The building is of solid brickwork construction with slate covered pitched roofs. The communal feature enclosed stairwells. Flat windows are single glazed, timber framed, vertically sliding sash type. Rainwater goods are of cast iron. There is a rear hard landscaped courtyard, with a further lowered section which is also hard landscaped.

Reynolds House (1 & 2) is a complex consisting of two five storey blocks containing 52 flats, and the date of construction is thought to be late 19th century. Both buildings are solid brickwork construction with slate covered pitched and mansard roofs. There are two communal enclosed stairwells in each building. Flat windows are single glazed, timber framed, vertically sliding sash type. Rainwater goods are of cast iron. There is a rear hard landscaped courtyard to the rear and the North elevation is also hard landscaped and accessed via maintenance gate.

Hogarth House is a five storey block containing 34 flats, and the date of construction is thought to be late 19th century. The building is of solid brickwork construction with slate covered pitched roofs. There are two communal enclosed stairwells accessed from the front elevation. Flat windows are single glazed, timber framed, sash type. Rainwater goods are of cast iron. There is a hard landscaped courtyard to the front and side elevations and the rear elevation is stone shingle.

MEMO Office is a two storey outbuilding located in the courtyard of Reynolds House. The office houses Millbank Estate Management Organisation staff and is the point of contact for Millbank Estate residents.

BLOCKS IN SCHEME – SEE APPENDIX 1 FOR LOCATION PLAN

Block Name	No. of Units
Gainsborough House 1 & 2	60
Wilkie House	41
Morland House	40
Maclise House	39
Mulready House	25
Millais House	15
Reynolds House 1 & 2	52
Hogarth House	34
MEMO Office	-

4.0 PROJECT JUSTIFICATION

The aim of the project is to undertake internal and external repairs and redecorations to the building fabric, windows and roofs, including upgrades to the lateral mains, fire safety related upgrades, door entry system replacements and some environmental improvements. The extent of works are detailed in the 'key works' section below. Careful sequencing, monitoring and maximisation of efficiency for the design and use of access equipment will be essential to successful project delivery.

The requirement for these works has arisen from both the need to maintain the state of repair of the building but over the past five years the rate of degradation of building elements has increased prompting the need for uneconomical reactive repairs. With the last major works to the fabric and services to the blocks in this scheme having taken place between 9 and 15 years ago.

Review of independently commissioned stock condition surveys carried out in 2014 and again in 2016 shows that the majority of components on the blocks identified for this phase require repairs and maintenance to maintain their state of repair and prevent deterioration. There are also a number of recommendations in the Fire Risk Assessment to improve safety aspects and reduce the risk to residents, including an upgrade to class 0 paint, emergency lighting installation and an improvement to communal doors etc. In comparison to other blocks for the amount of bed space available in each block, there has been a relatively low spend of an average of £96.82 per unit on repairs related to the proposed works over the last 5 years. Note: this takes into account repairs undertaken by CityWest Homes however as the estate is managed by the MEMO TMO this repairs analysis does not take into account repairs undertaken by the TMO. Data is being awaited in regards to this.

The condition survey inspections confirmed failures and defects to the following elements within the blocks:

- Structural frame/brickwork
- Glazing/window units including internally between flats and communal areas
- Flat entrance and communal doors
- Door access system upgrades
- Timberwork
- Metalwork
- Movement/expansion/mastic seals
- External redecorations
- Internal redecorations
- Communal flooring
- Roofing and weatherproofing
- Surface water and below ground drainage
- Communal lighting
- Lateral mains

In addition, Fire Risk Assessments and Regulatory Requirements have created the need to upgrade the following elements to ensure the buildings are safe for use by the occupants:

- Fire compartmentation
- Fire seals
- Fire signage
- Fire warning systems
- Low voltage power distribution system upgrade
- Equipotential bonding upgrade.

DESCRIPTION OF KEY WORKS REQUIRED

Element	Work required
Condition Survey	Blocks: **All** A condition survey to be carried out within all areas likely to be affected by the working areas by the Service Provider which shall contain written and photographic evidence of the existing conditions. The Service Provider 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 CWH and upon conclusion of the works the Service Provider is to ensure the condition of any areas affected by the works are handed over to CWH in no worse a condition than at pre-commencement stage.
Access Required	Blocks: **All** The Service Provider will need to acquaint themselves with the access arrangements available and provide block-specific proposals to facilitate the works necessary. It is anticipated that these proposals will be optimised to provide the best value-for-money project-wide access proposals.
Structural/Brickwork Repairs	Blocks: **All** Brick/concrete/external finishes repairs and repointing to be undertaken where necessary (for example where damaged, defective or missing) – record keeping of location and extent of repairs undertaken required. Cleaning of all staining, dirt and grime to all brickwork, concrete and tiled surfaces. Asphalt surface, upstand and detail repairs to communal walkways and balconies. Repairs to defective render.
Glazing/Windows	Blocks: **All** Repairs and overhauls to all internal and external communal windows, panels and glazing, including fire resistant upgrades where necessary. Repairs and overhauls to all individual property windows, panels and glazing, including fire resistant upgrades where necessary.
Flat entrance doors	Blocks: **All** Removal and replacement of all tenanted flat entrance door-sets with third party certified fire door sets. (Note: the opening/closing action of new fire doors, where level access is deemed applicable, can be impeded by residents internal floor coverings due to the threshold height. Residents with physical impairments/weakness may also require an alternative closer due to the force of standard close. This needs to be identified at survey stage by the Service Provider).

Communal doors	Blocks: **All** Repairs and overhauls to all main entrance and communal doors, service doors, service risers, meter enclosures and associated elements, including fire resistant upgrades where necessary.
Timber repairs	Blocks: **All** Joinery and resin repairs to all defective timber elements (including items such as windows, panels and doors). Redecorations to all previously painted surfaces, including strip and preparation where required.
Metalwork repairs	Blocks: **All** Redecoration of all previously painted metalwork including external boundary treatments. To include full preparation (strip where necessary) and repairs and replacement of missing or defective elements.
Movement joints	Blocks: **All** Movement joints / sealant works – rake out and replace with new.
External redecorations	Blocks: **All** Redecoration of all previously decorated external surfaces. Class 0 performance to masonry communal walkway elements including necessary preparations.
Internal redecorations	Blocks: **All** Repairs to internal fabric finishes to ensure they are sound, consistent and ready to receive redecoration. Redecoration of all previously decorated internal surfaces. Class 0 performance to walls, ceilings and soffits including necessary preparations.
Communal flooring	Blocks: **All** Repairs to existing non–covered flooring (including replacement of any components beyond repair) to ensure surfaces are safe, cleanable, maintainable and free of defects. Replacement of existing floor coverings including associated components to ensure flooring is safe, cleanable and maintainable.
Roofing works	Blocks: **All** Cleaning of moss, lichen, debris and build-up of atmospheric dirt - to all property roofs. Pitched roof repairs to slates, leadwork, flashings, soakers, hips, valleys, ridges and associated detailing to ensure that roof elements are functioning correctly and are not permitting water ingress. Installation of inline roof ventilation. Installation of roof insulation. Installation of roof void compartmentation between party wall lines.

Surface water and below ground drainage	Test and undertake repairs and full cleaning of rainwater goods and below ground drainage systems including replacements of elements which are beyond repair. Test upon completion to ensure all rainwater goods systems are free of leaks and are discharging correctly.
Electrical – Power	Blocks: **All** Full upgrade of low voltage distribution systems and all components. Trace and remove all redundant cables including TV aerials Inspect all ryefield panel doors and repair as required
Electrical – Communal Lighting	Blocks: **Morland House, Maclise House, Millais House, Wilkie House & Mulready House** Note: The lighting for Gainsborough House, Reynolds House and Hogarth House were replaced in 2014 in project number S862. 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). The Lighting installation is to include emergency lighting provisions in accordance with BS 5266 Emergency Lighting requirements. Provide Electrical Installation Condition Report (EICR) and all appropriate certification associated with The Works undertaken. Please refer to the previous S862 project (details within appendix 8) to ensure the same light fittings etc are used to keep all blocks uniform in appearance.
Lateral Mains	Blocks: **Morland House, Maclise House, Millais House, Hogarth House, Wilkie House, Reynolds House, Mulready House & Gainsborough House** 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 17th edition and amendments and in accordance with IEE regulations and all relevant legislation. Provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 and shall be suitably earthed. All new main cabling installed will be connected back to the incoming utility company's earth bar. All labels and notices to be in conjunction with BS 7671 and BS EN 60073. Switchgear, sub main cables complete with BS 7671 17th edition and amendments indication of danger notices. 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.
Lateral	Blocks: **Morland House, Maclise House, Millais House, Hogarth**

Mains/Lighting & Door Entry Containment	**House, Wilkie House, Reynolds House, Mulready House & Gainsborough House** Existing containment to be re-used where possible. Provide new containment for the associated service which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 and shall be suitably earthed. 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
Builders Work in Connection with the M&E Installations	Blocks: All Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by CWH. 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 CWH – a Provisional Sum in relation to any such works should be included at PEP stage. Replace/ make good/ repair existing water tank bunds if required
Associated Fire Safety Works	Blocks: All Carry out all fire stopping associated with the works. All fire stopping works must be undertaken by a third party certified company who has been certified by an 'industry-recognised' body. Ensure The Works are fully compliant with current building regulation requirements.
Door Entry System	Blocks: **Morland House, Maclise House, Millais House, Hogarth House, Wilkie House, Reynolds House, Mulready House & Gainsborough House, MEMO Office** Provide new door entry system as per CWH standard Specification. 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.
Incoming Water Main	Blocks: **All** Review the location of the incoming water main pipe. It has been noted that some blocks have the water main located adjacent to the electrical distribution equipment. The service provider is to review and propose an alternative arrangement.
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 is 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 CWH.
Maintaining the existing building services	Blocks: **All** Maintain the building services systems during the duration of the contract.
FRA Works	Blocks: **All** Fire detection and warning system upgrade to BS5839:1 Grade L2 Fire Stopping: Landlord areas/riser and service rooms Fire doors: replacement of damaged fire riser doors and renewal of all tenanted front entrance doors to third party certified fire door sets FD30 Compartmentation and seals: Walls to protected fire routes to have 60 minute fire resistance, openings off protected fire routes to have 30 minute fire resistance (this includes doors, service openings, borrowed light gazing, holes around cables trunking and pipework). Fire Signage: Fire doors signage only (DNUL and FANS) Note – All items above to be cross-checked against identified in appendix 3 fire risk assessments – final proposals to be submitted to Client for agreement.
Millbank Estate Management Office Remodelling & Extension	Undertake office remodelling, extension and refurbishment works in accordance with drawings and employer's requirements in Appendix 8.
Asbestos Management	Blocks: **All** The contractor shall comply with all statutory and regulatory requirements with respect to Asbestos. An R&D survey has been undertaken to the areas of work affected. As the design develops there maybe areas of work which were not anticipated at the time of the client brief production. If further R&D surveys are required, the contractor shall notify the client so further surveys can be undertaken. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for assessing the information available and then for completing all necessary surveys/ works to identify and manage/ remove Asbestos hazards associated with The Works.

	The contractor shall ensure that an asbestos R&D survey is carried out prior to any works being undertaken.
Other Potentially Hazardous Circumstances	Blocks: **All** In addition to Asbestos management (as noted above) there may be other potentially hazardous circumstances that the Service Provider will need to address. Undertake all surveys as necessary to establish the existence of all potentially hazardous materials, substances and/ or environmental conditions. Procure and execute all works necessary to clear away any such hazards to the extent necessary in order to facilitate future surveys and execution of the works. Provide recommendations for any additional measures that may be deemed necessary to prevent re-contamination.
H&S File	• These buildings do not currently have a H&S file. 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; • 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 •

MAJOR WORKS & MAINTENANCE HISTORY AND LESSONS LEARNT

Major works history:

- 2014 – Project S862. Lighting replacement works at Gainsborough House, Reynolds House and Hogarth.
- Gainsborough House: 2003 (external and communal repairs and redecorations including work to windows)
- Wilkie House: 2004 (external and communal repairs and redecorations)
- Morland House: 2003 (external and communal repairs and redecorations)
- Maclise House: 2008 (external and communal repairs and redecorations)

- Mulready House: 2008 (external and communal repairs and redecorations)
- Millais House: 2008 (external and communal repairs and redecorations)
- Reynolds House: 2002 (external and communal repairs and redecorations including work to windows)
- Hogarth House: 2002(external and communal repairs and redecorations including work to windows)

Block Spend on maintenance to elements related to proposed works since 2012
(CityWest led works only – repairs are also undertaken reactively by the TMO for which information is currently awaited. We have been informed the trend of these related to roof leaks, drainage blockages and leaks and window repairs)**:**

- Gainsborough House: £740.00
- Wilkie House: £435.00
- Morland House: £7,535.00 (including Ryefield board replacement)
- Maclise House: £6,492.00 (including Ryefield board replacement)
- Mulready House: £520.00
- Millais House: 920.00
- Reynolds House: £12,985.00 (including Ryefield board replacement)
- Hogarth House: £3,161.00.

S169 Swanleys Lighting

1. 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.
2. That all works are in line with CIBSE recommendations

T118 Pimlico Lateral Mains Project

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

7.0 RESTRICTIONS, RISKS & LIMITATIONS OF PROJECT

- Process related delay in contract starting on site
- Unidentified asbestos
- Additional layer of liaison with MEMO TMO
- Space restrictions for site setup
- UK Power Networks negotiation for substation adjoining Millais House

- Mature trees restricting site movement.

8.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS

General Design Requirements

Table A below outlines the key expectations of the Client of general materials and relating design works. General design expectations for all materials are as follows;

1. Specific site specification for all materials including investigations of substrates and suitably of appropriate product must be produced at pre-commencement stage.

General guarantee / warranty and design expectations for all materials 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 Contractor/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 – Material Design Requirements – General Building 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	TOR Coatings	10 Years	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	Integra/Tor-Coatings	10 Years (certificate of class 0 only)	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 CWH Fire Door design guide. 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	Gerda	20 Years (10 years for ironmongery)	As per business case to be provided

Roofing Generally	Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific drawings and specification to be produced.	Bauder/Langley/IKO	25 Years	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.	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).	n/a	20 Years	Schedule of rates
Brickwork and Concrete Repairs	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	Mapei / Sika	10 Years	Schedule of rates
Timber Repairs (resin)	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	Repaircare	10 Years	Schedule of rates

Metal repairs	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	N/A	10 years	Schedule of rates
Window and door repairs and overhaul	Each window and door is to be surveyed and a schedule of repairs is to be compiled with an itemised spreadsheet – all repairs are to be signed off by the Client representative.	N/A	10 years	Schedule of rates
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.	Fittings = Fitzgerald or Whitecroft Lighting As per CWH standard/agreed schedules & Specifications	5-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied

Electrical Installation 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.	Fittings = Crabtree and/ or MK As per CWH standard/agreed schedules & Specifications	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Lateral Main Cabling	All sub main cabling a will be Zero Halogen, Low smoke (OHLS) cable complete with Stranded copper conductors and a protective armour layer, SWA/LSF unless otherwise indicated. Final circuit cabling is 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.	All sub main cabling will be manufactured by Draka UK or approved equivalent. ALL sub main cabling will be tested and approved by LPCB and BASEC. All final outgoing cables will be manufactured by Draka UK or approved equivalent.	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Lateral Main & Door Entry Containment	Steel Powder coated trunking complete security screws	Flytec systems Ltd	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied

Door Entry System	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.	As per CWH standard/agreed schedules & Specifications	Door entry equipment shall have 2-year parts only manufacturer's warranty. All proximity access control equipment shall have 5 years parts only manufacturer's warranty. All proximity access control key fobs shall have a lifetime warranty.	Business Case to be provided where Schedule of Rates cannot be applied

9.0 MILESTONE PROGRAMME

This milestone programme has been compiled and assessed specifically for this scheme to take into account the design work which has previously been undertaken when this project was tendered to the open market. As there has been little change in scope and no change in quality requirements or other deliverables, the Service Provider is able to utilise most of the existing information and feed this into their plan and proposals, resulting in a shorter pre-commencement period.

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	2-Nov-18	2-Nov-18	1	AS
Project Launch	2-Nov-18	9-Nov-18	7	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	9-Nov-18	9-Nov-18	1	CT
Client Brief Issue Stage				
Issue Client Brief to SP	23-Nov-18	23-Nov-18	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	23-Nov-18	7-Dec-18	14	SP
PEP Review & Value Engineering (VE) period	7-Dec-18	12-Dec-18	5	CT
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	12-Dec-18	12-Dec-18	1	CT
Prepare & Issue Pre-commencement Order to SP	19-Dec-18	26-Dec-18	7	CT
SP prepares & Issues Proposals document to Client	26-Dec-18	9-Jan-19	14	SP
Proposals Review & VE period	9-Jan-19	14-Jan-19	5	CT
Prepare & Issue Notice of Estimates (NOE's)	14-Jan-19	18-Jan-19	4	CT
NOE Consultation period	18-Jan-19	3-Mar-19	44	
Leaseholder Surgery	24-Feb-19	3-Mar-19	7	CT
Commencement Order & Mobilisation Stage				
Issue notice to SP ahead of Commencement Order	3-Mar-19	3-Mar-19	1	CT
Prepare & Issue Commencement Order to SP	8-Mar-19	13-Mar-19	5	CT
CWH Project Team Handover to SP	13-Mar-19	15-Mar-19	2	CT
Meet the Contractor Letter issued	16-Mar-19	16-Mar-19	1	SP
Contractor Mobilisation period	15-Mar-19	29-Mar-19	14	SP
Start on Site	29-Mar-19	29-Mar-19	1	SP
Contract Period	29-Mar-19	4-Dec-19	250	SP

10.0 PROPOSED SITE SET UP LOCATION

The currently proposed location is to be in the courtyard of Gainsborough House during the first half of the programme and Reynolds House during the second half of the programme. The proposed site set up location is to be confirmed during site visits with the Housing team, Service Provider and Millbank Estate Management Organisation (MEMO).

11.0 COMMUNICATIONS

Due to the lengthy history of this scheme and the management of the estate being undertaken by MEMO, the Capital Programme team have attended regular meetings over the past year to both update and keep updated by MEMO on their regular residents meetings which include discussions and feedback on major works. Essentially, the communications with MEMO have been invaluable in using them as a conduit to residents. Our property services communications team wrote to residents in June this year to provide an update on the forthcoming major works. With the scheme now progressing following the various procurement and design related setbacks, a further meeting specific to major works has took place on 23 October 2018 to update residents and introduce them to the project team. The meeting was successful and the project team were able to address queries posed by attendees regarding the Term Partnering Contract, the scope of works, programme, operations, leasehold enquiries and communications.

12.0 SUMMARY

Following a full review of this brief and a visit to each block, the contractor will produce a project execution plan. The service provider will need to be able to produce evidence to suggest that all required works have been surveyed sufficiently and reasonable cost estimations prepared in before preparation for the works process can begin. 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.