

Project Execution Plan

Z105 – Irving House



UL Contract number: 02688-Z105

Version control

Revision	Date	Prepared by	Authorised by	Director Approval	Details
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1					

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1.0 Introduction

1.1 Scheme Background

This Project Execution Plan (PEP) document is based on the Client Brief Z105 – Irving Street version 1 and supporting documentation issued to United Living on 28th August 2018.

1.2 Purpose

The intention of this PEP is to capture and record the strategy for design, procurement and delivery of each Task set out in the Client Brief; include a detailed programme and resource plans for delivery; identify any risks for mitigation; and any added value or alternative methodologies for consideration. This PEP will be subject to review, discussion and agreement with the Client team to enable a Pre-commencement Order to be issued for development of a detailed Project Proposals Document.

1.3 Property Addresses/ Location

The project comprises 1 block with the following unit numbers;

Block Name	No. Tenants	No. Lessees	Total No. of Units
Irving House, 5 Irving Street, London WC2H 7AT	0	6	6
Total	0	6	6

The site comprises of one five storey brick built block. The ground floor is utilised for retail unit's comprised of a Newsagents, Ticket Office, and Restaurant. There is a further commercial unit on the first floor being utilised as a Travel Agency. We are also under the impression that the Travel Agency is the current occupier of the basement area of the building. The remaining floors and properties are made up of six dwellings. There is one entrance to the block located at the front of the building on Irving Street. There is no access to the rear of the building from the Ground or Lower Ground Floor.

2.0 Scope of Works

The scope of works identified in the Client Brief and our observations are included below:

Element	Work required
Access Required	<p>The Service Provider will need to acquaint themselves with the access arrangements available and provide an estate-specific proposal to facilitate the Works and any inspections necessary by the Client or their representatives.</p> <p>The Service Provider is to provide a ‘site-access requirements appraisal’ within their Project Execution Plan (PEP), including estimated costs for each option considered. The Service Providers PEP is to identify the procedures to be adopted during the Pre-commencement stage to provide a best value access solution.</p> <p>The contractor is to factor into the design all rear courtyard, ground, building and communal obstructions such as retail and restaurant area restrictions, uneven floor levels, boundary and retaining walls, railings, steps, ramps and other small structures.</p> <p>Contractor to obtain all necessary licences in connection with the works including those relating to the scaffold from Westminster City Council prior to commencement of construction works and to allow time for this in the programme.</p>
United Living (UL) Comments	<p>United Living have been in contact with the Westminster Licensing Department regarding the pavement licenses required to complete these works. UL will also need to engage with the City Of Westminster traffic team to relocate 3nr street lights that are currently fixed to the façade of Irving House.</p> <p>The scaffold to the front of the building will need to be erected to allow full access to the retail units below. There will be a gantry erected at first floor level, double boarded and wrapped to ensure debris cannot pass through to ground level.</p> <p>The gantry will be erected to house a Site Office and Various Welfare Facilities.</p> <p>Please see Section 3 Design Strategy for additional information and a cross section of the scaffolding at ground and first floor levels.</p> <p>Scaffold will be erected to provide working platforms to all floors. There will be a loading bay at the Leicester Square (west) elevation. At this location a goods hoist will be installed and a staircase for access.</p> <p>A handrail at roof level will be installed to facilitate roof replacement.</p> <p>Scaffold will be erected at the rear of the building to facilitate the completion of decorations and window replacement.</p>

<p>Asbestos Management</p>	<p>Comply with all statutory and regulatory requirements with respect to Asbestos.</p> <p>Existing Asbestos registers have been provided as part of the Client Brief package of information where they exist. 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.</p>
<p>UL Comments</p>	<p>Asbestos surveys contained in the Appendices of the Client Brief have identified possible asbestos in multiple locations.</p> <p>UL will complete a full R&D survey to all basement and communal areas within the building.</p> <p>Asbestos assumed to:</p> <ul style="list-style-type: none"> • AIB panelling to risers • AIB to basement riser • Asbestos insulation to the piping in the basement
<p>General Works</p>	<p>Allow for removing any signs, fixtures and fittings to facilitate the works, set aside and store as required and allow for re-fixing any appropriate fixtures, fittings, signage etc. previously attached to the building on completion of the works.</p> <p>Remove and cart from site existing postal trays located at the ground floor entrance area. Supply and install Vertical Wall Mounted type communal letterbox, complete with 8no. Letterboxes and keys and locks. New letterboxes to be installed in location of existing postal trays. 3no. Keys to be provided with each postal box. Colour to be confirmed by Contract Administrator.</p> <p>Allow a defined provisional sum in connection with the treatment of possible dry/wet rot to the hallway and basement, following damp proofing works.</p> <p>Make safe area of works on 3rd floor following removal of partition until new balustrade is installed (if required).</p>
<p>UL Comments</p>	<p>Works noted and budget allowed.</p> <p>Surveys indicate the existing balustrade has been contained within the retro-fitted partition. Should the balustrade not be in a safe condition we will ensure it is made safe during the works until rectification works have been completed.</p>

<p>Basement Waterproofing Works</p>	<p>There are areas in the basement suffering from water penetration from both underground water pipes and from external storm water penetrating through the vault/street level light well.</p> <p>Track and trace leaking pipes - repair where required.</p> <p>Reinforced glass Light well at street level is cracked and broken and reinforced glass sections require replacement and re-sealing to ensure water tightness.</p> <p>Tank affected wall areas require with a 'Sika' or equivalent waterproof render system and the areas redecorated.</p>
<p>UL Comments</p>	<p>A full waterproofing survey will be completed during SPP stage.</p>
<p>Drainage Works</p>	<p>CCTV drainage survey required with which an agreement will be made between contractor and CWH establishing the extent of associated works required.</p> <ul style="list-style-type: none"> • Allow a defined provisional sum of £1,000.00 in connection with additional works to the above ground drainage system. • Supply and fix new double sealed bolt down heavy duty metal inspection cover and frame approximately 650 by 400 serving the underground drainage located in the basement under the front entrance.
<p>UL Comments</p>	<p>A full CCTV Drainage Survey will be completed during SPP stage.</p>
<p>Roofing Works</p>	<p>Please allow roof design to factor in potential future use as a roof deck/garden.</p> <p>General Roofing Works Renew roof coverings complete including upstands, lead flashings, outlets, grilles etc. An insurance backed guarantee for at least 20 year duration is to be provided for the installation. 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, parapet wall fixings, waterproofing works, lead sleeves etc. Roof system to be installed in accordance with in accordance with the performance specification within Appendix 12. Provide a sign at roof level stating installation date, contractor name, and length of guarantee, guarantee end date, and contact details for CityWest Homes to be contacted if any future works are proposed to be carried out to the roof.</p> <p>Provide plastic or wire basket leaf guards to all pipes on completion.</p> <p>Carefully remove all existing coping stones and set aside for re-use. Re-Use Coping Stones & Plyclad Upstand where possible. Any damaged or broken copings should be replaced to match existing.</p> <p>All lead work should be carried out by competent tradesmen in accordance with current British Codes of Practice and Lead Development Association recommendations.</p> <p>Modify Cat Ladders</p>

Modify the existing cat ladders so as to allow for works to be carried out. It is recommended that the ladders be supported from adjacent walls and base fixed to free standing cast concrete base plinths in preference to direct attachment to the structural deck, so as to minimise the number of penetrations through the new waterproofing system and avoid thermal bridging where the legs pass through the insulation.

Raise Perimeter Kerbs

Raise all perimeter kerbs so as to provide a height of at least 150mm above the finished surface level. On external faces, allowance must be made for new fascia's or cladding due to the increased depth of kerb.

Raise and modify pipework serving the six flats and fed by the cold water storage tank located on the roof. Provide new boxing in as specified. Raise the glass fibre tank Housing and refix on completion.

The existing pipe housing is to be dismantled and discarded. The pipework is to be raised a minimum of 150mm above the new waterproofing. A new housing is to be constructed from timber framework and waterproofed. The lid of the housing must be secured but easily removable as to allow maintenance if required.

Disconnect and temporarily remove any cabling and lightening protection systems from the roof. Reinststate all cabling and lightening protection systems and test.

Dismantle and cart from site the existing freestanding edge protection system and supply and install a new hand rail system to the perimeter of the main roof upon completion of the roof renewal works, up to the same boundary position as the existing railings.

Test and flush through all existing rainwater goods including guttering, rainwater down pipes and gulley's. Report any defects to the CA.

Allowance for supply and fit of new pigeon spikes to main roof, front elevation above the dormer windows.

Refix natural slates to the mansard roof allow provisional quantity

Renew defective slate in isolated position with Welsh slate securely fixed. Allow provisional quantity

Employ a specialist contractor to temporally support the pigeon netting serving the rear elevations and adjoining buildings in order to allow for the rear access scaffold to be erected along with other associated repairs. Refix upon completion.

Renew complete the cast iron RWP and hopper head serving the rear elevation with new cast iron rwp and hopper head to match existing.

Allow for the renewal of defective timber decking serving the main flat roof with 18mm WBP securely fixed.

<p>UL Comments</p>	<p>Roofing works will be completed in line with the scope of works above. We will require further consultation with the residents of Irving House and CWH to ascertain the future use of the roof area. The roof currently acts as a fire escape route for neighbouring properties. This will be kept clear during the works, identifying alternative routes where required. The existing Cat Ladder will need to be tested as it appears to be lacking the appropriate fixings. The water tank housing will be renewed and all pipework adapted to suit the new roof installation. Edge protection, rainwater goods and lightning protection will all be tested and replaced where required.</p>
<p>Glazed 'Lantern' Roof Housing</p>	<p>S&F new glazed housing "Lantern" at roof level, ensure upstands are raised to a minimum of 150mm. If a lightning protection system exists on the roof, provision should be made to incorporate the new rooflight into the system in accordance with BS EN 62305. Residents to be consulted on the final design.</p>
<p>UL Comments</p>	<p>Roof lantern designs will be submitted to CWH for presentation to the residents during the SPP stage.</p>
<p>External Repair works</p>	<p>Carry out mortar analysis to brickwork to ascertain mortar required to complete brickwork repairs in a mortar mix to match existing in locations agreed by the CA.</p> <ul style="list-style-type: none"> • Masonry cleaning is to be undertaken prior to external redecoration and re-rendering works but following external fabric repair and preparation work to avoid damaging completed works. Cleaning is to be undertaken in accordance with BS 8221. • Clean down all surfaces including windows, doors and frames etc., including glass and frames on completion • Provide a plan for potential phasing of pointing and external repairs work and align against scaffold access requirements and proposal. • Clean existing composite stonework surround to main front entrance door. • Clean and polish all brassware and ironmongery to main front entrance door using mild acidic cleaning agents.
<p>UL Comments</p>	<p>A full brickwork and pointing survey will be completed on erection of the scaffolding. A schedule of repairs will be created and agreed with CWH Project Manager. On completion of the works a full façade clean will be carried out including all brickwork, stonework and door furniture.</p>
<p>Communal Windows and Doors</p>	<p>Include for full inspection, survey and report on leaseholders' individual windows and prepare full schedule of work required. Report back and agree replacements before carrying out work.</p>

	<ul style="list-style-type: none"> • Where windows are beyond economical repair, replace to match with Accoya (or similar approved) timber windows • Overhaul all timber windows, serving the residents' flats including easing and adjusting, lubricating sash pulleys, hinges and stays etc. Prepare a schedule of defects and forward to the CA for instruction. • Provisionally allow for renewing sash cords, rebalancing weights, fitting new staffing beads, machining sashes as necessary and MG. • Install new draught proofing strips to the existing windows serving the six flats • Carry out splice/ resin repairs to timber windows where appropriate. • Allow for moving residents' furniture, blinds, curtains and/or nets, pot plants, other effects and belongings for the safe execution of the works. Some of the windows have secondary glazing units fitted and the contractor will be required to remove these units in order to allow for the works to be undertaken. Record and list all items. Re-instate all on completion. <p>Overhaul Communal entrance door, including rub down, resin repair and repaint to match existing.</p> <p>To all previously painted external timber / stained surfaces; the Contractor is to thoroughly prepare and decorate all timber surfaces. To timber surfaces, including cladding, soffit and fascia boards, communal entrance doors, windows, louvres, frames, cills, thresholds, frames and the like.</p>
<p>UL Comments</p>	<p>A full survey will need to be carried out on all windows and a schedule of proposed repairs issued to CWH for approval. Please also refer to RFI 001 & 002 regarding clarification of window requirements.</p>
<p>Communal Basement Door</p>	<p>Strip out single leaf communal service door (leading to basement) and frame and cart from site. Supply and install new FD30S softwood solid core panelled door complete with frame, cill and stops to match existing profile and style. The door and frame are to be certified to BS 476. Replace lock to match existing.</p>
<p>UL Comments</p>	<p>Door to be replaced during the works.</p>
<p>Joinery</p>	<p>S&F new 250mm high OGEE skirting board to the communal hall way to match the existing height and profile. S&F new dado rail 100 by 35mm to match the existing height and profile.</p> <p>Cut in new section of balustrade following removal of partition on 3rd floor to match existing height, profile and design where possible.</p>

	Build new section of staircase to match on 3 rd floor following removal of partition if the existing is not encased within partition (to be demolished)
UL Comments	Joinery to be replaced and matched by a specialist. We will consult with a chosen specialist during the SPP creation stage.
Internal Decorations	<p>Strip all existing surface communal area coverings to walls including wallpaper.</p> <p>Thoroughly prepare all surfaces including face filling in a texture and colour to be agree with residents and CWH, then prime and paint/varnish/stain all previous existing and new usually decorated surfaces with coatings.</p> <p>Allow for preparation and decoration to walls and ceilings to all previously decorated enclosed lobby and communal staircase area, and the like are to be prepared and receive a high performance 'class 0' fire paint system in accordance with BS476 and BS9991. All communal walls, ceilings and soffits are to be decorated in a 'class 0' system, including walls, ceilings and soffits, which form fire escape routes.</p> <p>Colour to be agreed with Residents and CWH.</p> <p>Prepare and decorate existing decorative plaster period cornices and decorative plasterwork using white water based emulsion paint in accordance with the manufacturer's instructions.</p> <p>Take down defective section of plaster cornice and renew to match the existing profile.</p>
UL Comments	<p>Paint analysis will take place during pre-commencement and the results will be issued as part of the SPP documentation.</p> <p>Specialist plaster work to be surveyed and completed on commencement using a specialist to match the existing.</p>
Metalwork	Prepare all previously painted railings by brushing and scraping off unsound and flaking decorations and detritus using a steel brush. Treat the railings with sterilising solution then rinse off after leaving for 24 hours. Rub down and prepare Key, clean away grease and grime and redecorate all railings.
UL Comments	Paint analysis will take place during pre-commencement and the results will be issued as part of the SPP documentation.
Plaster Work	Carry out hammer test and provide report on defective areas of plaster. Hack off defective plaster areas and re-plaster using light weight plaster and finish with 2 coats 5mm skim coat.

	<p>Allow to fix EML to uneven, fractured or low keyed surfaces prior to plastering, finishing the EML 200mm over the adjoining sound surfaces. Include for edge beading, stop beading and trims as necessary to finish render in in a style matching the existing surrounding.</p> <p>Demolish partition on 3rd floor and make good area, take care to test to see if balustrade is currently encased within the partition before demolition takes place. Retain current balustrade where possible.</p>
<p>UL Comments</p>	<p>Plaster testing to be completed and agreed on site with CWH Project Manager.</p>
<p>Communal Flooring</p>	<p>Carefully remove all existing carpet throughout the communal areas, including all adhesives, fixtures, threshold strips and stair nosing's.</p> <p>Fully clean the underlying decorative mosaic floor tiling, ensuring any chemicals used are not destructive or harmful to the tiling.</p> <p>Take up, fully clean and re-bed detached areas of the tiling using a trade strength adhesive and grouting to match the existing adjoining tiling. Contractor to include for cleaning floor base and finishing re-bedded tiling flush with surrounding levels.</p> <p>Re-grout the mosaic tiling using a grout and profile to match the existing adjoining tiling.</p> <p>Once all decorative mosaic tiling has been restored, seal using restoration sealant to protect the tiling as recommended by tiling restoration specialist.</p> <p>Following removal of existing, supply and fit new inset entrance barrier matting to front entrance area.</p> <p>Pull back carpeted staircase to original under layer, clean off adhesive and prepare surface. Fit appropriate covering following consultation with CWH/Residents.</p>
<p>UL Comments</p>	<p>A mosaic tiling contractor to be employed to remove the carpets and floor coverings. Mosaic tiles are to be cleaned and polished.</p> <p>Replacement tiling to be carried out where necessary.</p>
<p>Access Hatches/ Door(s)</p>	<p>Survey/ review all current access doors/ hatch provisions, including any ladder access requirements.</p> <p>Optimised access solutions for the roof to replace the existing lantern design are to be proposed by the Service Provider giving due consideration to the size, positioning and specification of any new access doors/ hatches/ ladders required in order to facilitate future access requirements for roof maintenance/ replacement in a safe and efficient manner.</p> <p>Recommendations and proposals, with estimated costs, are to be provided by the Service Provider within their Project Execution Plan.</p>

UL Comments	Further survey works to be completed on receipt of the PCO.
Electrical – Power	<p>Survey/ review existing electrical power supply installations associated with The Works and where necessary replace existing/ install new systems in compliance with current regulatory requirements. Allow for investigating and removing all redundant cables, signs and fixtures from site making good as required.</p> <p>Provide a complete system of earthing and supplementary bonding installation to all items associated with The Works to meet the current edition of the IEE wiring regulations.</p> <p>Provide Electrical Installation Condition Report (EICR) and all appropriate certification associated with The Works undertaken.</p> <p>Replace existing containment systems for both power and lighting wiring.</p> <p>The Service Provider to provide optimised solutions to conceal wherever possible the existing and new cabling by giving due consideration to decoration, positioning and specification of any new route including the fire stopping/building work required. The service provider to consider ease of access for future additional cabling and maintenance/ replacement in a safe and efficient manner.</p> <p>Refer to External M&E condition report in Appendix 2.</p>
UL Comments	An EICR report to all communal areas is to be completed during the pre-commencement stage.
Electrical – Lighting	<p>Replace all existing communal lighting with wall mounted High output LED luminaire with micro polymer diffuser in acrylic or polycarbonate. Two part body with thermal management to allow integral self-contained emergency option – as Whitcroft Lighting CONVOR or equivalent.</p> <p>The Lighting installation is to include emergency lighting provisions in accordance with BS 5266 Emergency Lighting requirements.</p> <p>Provide Electrical Installation Condition Report (EICR) and all appropriate certification associated with The Works undertaken.</p> <p>Refer to External M&E condition report in Appendix 2.</p>
UL Comments	Communal and Emergency lighting to be surveyed during SPP stage and full costings provided.
Door Entry System	<p>Decommission and remove existing door entry system</p> <p>Provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 and shall be suitably earthed.</p> <p>Note – containment to be sized as such that all existing cabling can be relocated from old plastic conduit and mounted within new powder coated containment.</p>

	Fit new KMS door entry system to communal flats in line with CWH standard.
UL Comments	CWH to provide additional information on the required KMS system prior to commencement.
Associated FRA Works	<p>Carry out all fire stopping associated with the works. All fire stopping works must be undertaken by an accredited party of an appropriate 'industry-recognised' body.</p> <p>Review all FRA's and investigate/ establish Fire Strategies for the properties in relation to the areas affected by The Works. Identify all works deemed necessary and associated with The Works to ensure all Fire Strategy requirements are complied with. Provide recommendations, with estimated costs, for the execution of these works.</p> <p>Report findings with respect to recommendations to CWH for any further works that may be deemed appropriate in regard to Fire Protection matters for CWH consideration and further direction/ instruction.</p> <p>Ensure The Works are fully compliant with current Fire Regulatory requirements and Building Regulations.</p> <p>Allow to seal all service and protrusion holes and voids between all communal area floors and walls, including the basement, to provide fire compartmentation. All penetrations to be sealed using proprietary Certifire or equal approved products such as fire batt and intumescent mastic.</p> <p>Replace all flat entrance doors and communal doors with FD30s rated doorsets (subject to leaseholder acceptance).</p>
UL Comments	<p>Signage</p> <p>A schedule will be produced that following pre-commencement to show all intended signage and its location. The schedule will be provided to CWH for confirmation prior to any installations.</p> <p>Doors</p> <p>Riser, stairwell and flat entrance doors are to be replaced with new FD30's. This has been reflected within the PEP budget.</p> <p>Fire Stopping</p> <p>All existing fire stopping issues will be identified following completion of the compartmentation survey and rectification works completed following instruction from CWH. Any new breaches created as part of the main works will be fire stopped accordingly.</p>
FRA Works	Fire Stopping: Landlord areas/riser and service rooms and basement. All fire stopping to be undertaken by an accredited party of an appropriate 'industry-recognised' body. A full and detailed report (to include photographs and certificates) should be provided to The Client on completion of these works.

	<p>Fire Signage: New directional and FAN signage in communal area.</p> <p>Plastic trunking removed entirely – contractor to create a plan to hide the cable routing wherever possible, i.e. consider new decorative coping to hide routes.</p> <p>Note – All items above to be cross-checked against the fire risk assessment appendix – final proposals to be submitted to Client for agreement</p> <p>Provide and fit (including removal of existing system) fire detection to protect the escape route. System should be a Grade A LD2 fire alarm system in line with the recommendations of LACoRS and designed to meet the standard set out in BS5839: part 6 2013.</p>
<p>UL Comments</p>	<p>Signage</p> <p>A schedule will be produced that following pre-commencement to show all intended signage and its location. The schedule will be provided to CWH for confirmation prior to any installations.</p> <p>Fire Stopping</p> <p>All existing fire stopping issues will be identified following completion of the compartmentation survey and rectification works completed following instruction from CWH. Any new breaches created as part of the main works will be fire stopped accordingly.</p>
<p>Fire Door Works</p>	<p>Blocks: All</p> <p>The service provider is to carry out fire doorset works as set out in the fire door schedule of works located within Appendix 3 (Replacement doorsets to Leasehold properties should be subject to written acceptance prior to manufacture).</p> <p>All fire doorsets installations are to be undertaken by an accredited third party installation company of an appropriate ‘industry-recognised’ body in accordance with the manufacturer’s instruction, industry recognised best practice and BS 8214. Gaps between the frame and aperture should be adequately filled with intumescent materials suitable for the task. A full report should be provided on completion of the works, to include photos of the installation process to each property.</p> <p>Note - Front entrance and communal doors to be replaced with purpose made pre-assembled FD30s rated doorsets independently tested and approved by a third-party assessment authority to BS476 providing a minimum 30-minute fire and smoke resistance with full and current certification.</p>
<p>UL Comments</p>	<p>Doors</p>

	Riser, stairwell and flat entrance doors are to be replaced with new FD30's. This has been reflected within the PEP budget.
Other Potentially Hazardous Circumstances	<p>In addition to Asbestos management (as noted above), there may be other potentially hazardous circumstances that the Service Provider will need to address. During our initial scoping exercise, no other hazards were identified. However, other hazards may be present and may include but are not limited to:</p> <ul style="list-style-type: none"> • Dust • Ventilation of Solvents and Fumes • Noise • Other Hazardous Substances <p>Undertake all surveys as necessary with approval from CWH 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.</p>
UL Comments	A Construction Phase Health & Safety Plan to be created during the on receipt of the PCO.
O&M Manual	<p>Provide Health and Safety File and Operating & Maintenance manuals for all systems associated with The Works, in accordance with the Term Partnering Contract. This is to include but is not limited to;</p> <ul style="list-style-type: none"> • A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works; • Future Replacement and maintenance Strategies, with estimated costs, for each property for further review/ consideration/ instruction as appropriate, by CWH; • As-built drawings, specifications, schematics, schedules etc. Manufacturers details and warranties (as applicable) • Details of risks and hazardous materials not eliminated through design • Site Investigation Reports • Any guarantees and warranties for the works • Statutory authority consents and approvals
UL Comments	All relevant information as stated above will be provided as part of the handover documents following completion of works.

3.0 Design Strategy

We set out below our design strategy for the particular tasks and services required to fulfil the description of works detailed in the Client Brief. We have identified the services required to develop the detailed design, prepare documentation to demonstrate competitive pricing, submit applications to obtain statutory consents all as required to develop our Project Proposals Document following receipt of a Pre-commencement Order.

3.1 Statutory Approvals

No items identified within the Client Brief or this PEP are deemed to require the approval of any statutory body.

3.2 Design Strategy for Each Element

We set out below our design strategy for each element for discussion and agreement with the Client team

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 Installer where relevant.
4. Design liability for the contents of the system supplier’s specification, advice and any other detailed drawings supplied.

Table A – Material Design Requirements – General Building Works				
Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement	Pricing Methodology
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	<ul style="list-style-type: none"> • Integra • Tor-Coatings • Crown (Timonox) • Dulux (Pyroshield) 	10 Years	Schedule of Rates

	specific specification to be provided.			
Concrete Repairs	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> • Mapei • Sika 	10 Years	Schedule of rates
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 Performance Specification. Door schedule to be provided and included within FRA plan. Contractor must note planning restrictions where installing doors in conservation areas or to listed buildings.	<ul style="list-style-type: none"> • Gerda 	20 Years (10 years for ironmongery)	As per business case to be provided
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.	<ul style="list-style-type: none"> • Repaircare 	10 Years	Schedule of rates
Window Replacement	Once survey has been completed, high level windows may need replacement	<ul style="list-style-type: none"> • Accoya 	20 years	As per survey and business case provided
Roofing Generally	Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific	<ul style="list-style-type: none"> • Bauder • Langley • IKO 	25 Years	As per business case to be provided

	drawings and specification to be produced.			
Flat Roofing (Felt)	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"> • 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.	<ul style="list-style-type: none"> • Marley / Alutec • Alumasc 	20 Years	As per business case to be provided
Asphalt Works Generally	Existing asphalt to be completely stripped where areas to be replaced – no overlays required unless instructed by Client. All repairs to be logged individually (location, size and cost).	<ul style="list-style-type: none"> • n/a 	20 Years	Schedule of rates
Victorian Mosaic tiling restoration	Contractor to present cost to fully restore Victorian tiled floor	<ul style="list-style-type: none"> • Ceramico Restoration 		
Roof Lantern	Remove and design new roof lantern to be installed to the roof access	<ul style="list-style-type: none"> • Lonsdale Manufacturing 	30 years	As per business case to be provided

4.0 Programme

Milestone Dates - comparison between Client Brief and Project Execution Plan (PEP) programme.

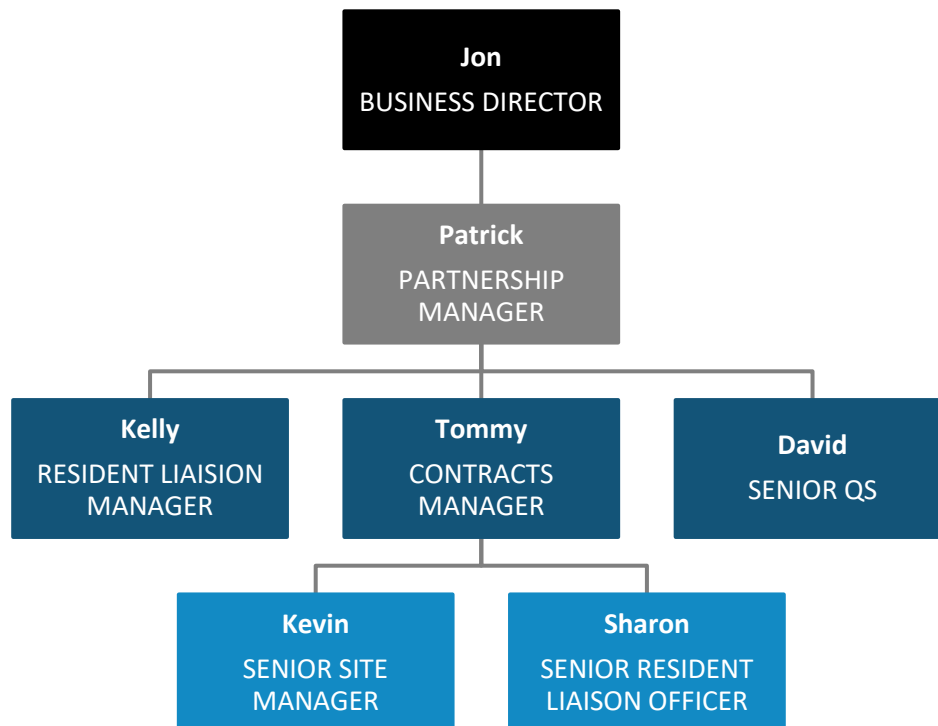
	United Living
Milestone	Start Date
Client Brief Issue Stage	
Issue Client Brief to SP	28/08/18
Project Execution Plan Stage	
PEP production by SP & Issue to Client	28/11/18
PEP Review & VE period	04/01/19
Prepare & Issue NOE's	16/05/19
NOE Consultation period	16/05/19
Leaseholder Surgery	16/05/19
Pre-commencement Order & Detailed Design Stage	
Issue 2-wk notice to SP ahead of Pre-C Order issue	03/01/19
Prepare & Issue Pre-commencement Order to SP	17/01/19
SP prepares & Issues Proposals document to Client	23/05/19
Proposals Review & VE period	24/04/19
Commencement Order & Mobilisation Stage	
Prepare & Issue Commencement Order to SP	23/05/19
CWH Project Team Handover to SP	29/07/19
Meet the Contractor Letter issued	29/07/19
Contractor Mobilisation period	29/07/19
Start on Site	10/09/19
Contract Period	40 weeks

Construction Programme contained within Appendix C .

5.0 Resource Plan and Preliminaries

5.1 Project Management Structure

Our defined structure identifies the UL Strategic Senior Management Team (Off-Site Indirect Support), UL Support Team (Off-Site Direct Support), UL Management Team (On-Site Direct), UL Site Delivery Team Incl. Supply Chain.



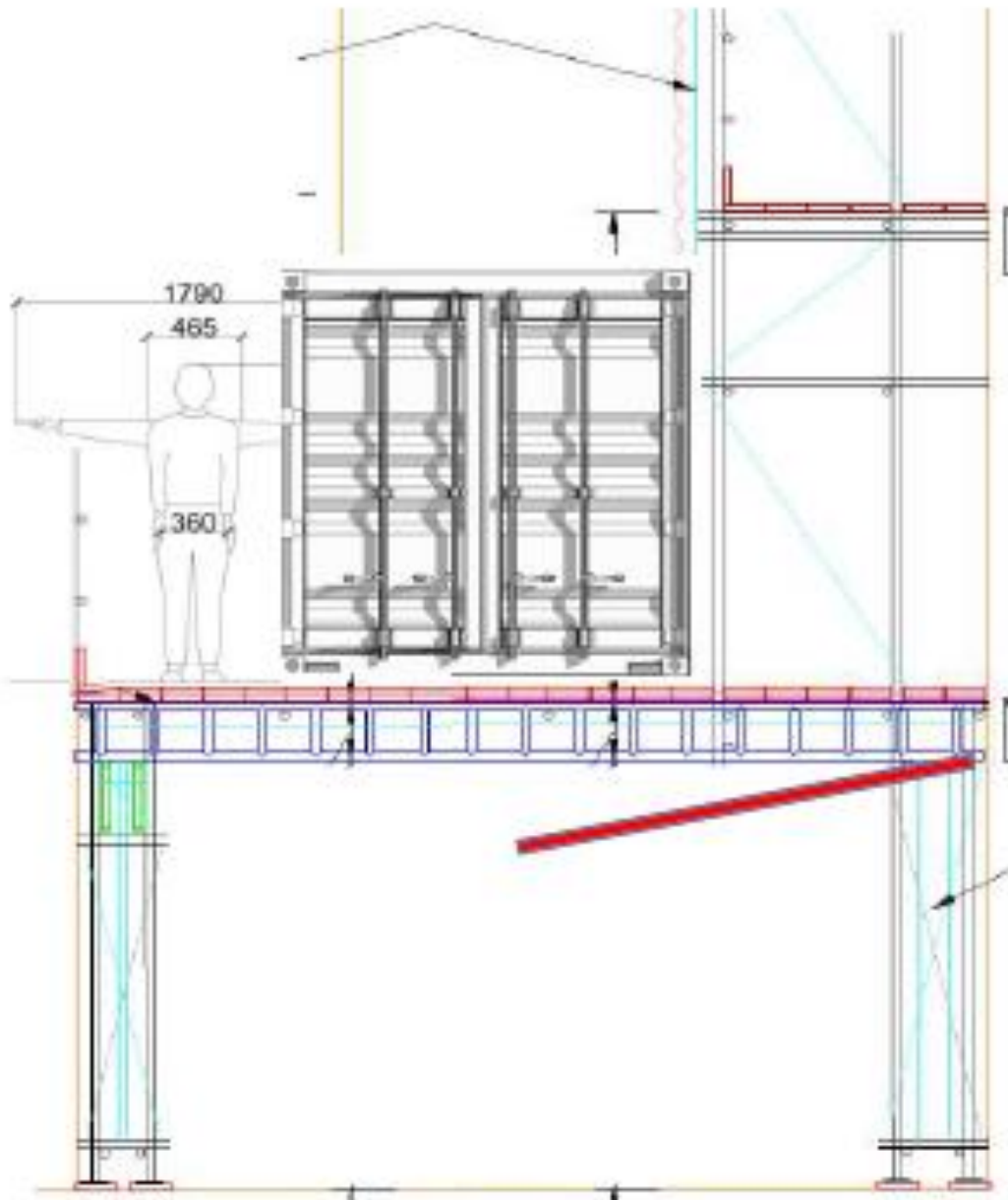
Subcontractor Supply Chain will include:

1. Mechanical and Electrical Engineers
2. General Builders
3. Asbestos Surveyors
4. Asbestos Removal
5. Electrical Contractors
6. Roofing Contractor
7. Glazing Specialist
8. Plastering Contractor
9. Joiner
10. Tiling Contractor
11. Window Manufacturer & Installer
12. Fire Door Contractor
13. Fire Stopping Contractor
14. Scaffolding Contractor
15. Asset Tagging

5.2 Site Setup Proposal

Site setup locations are limited at this busy pedestrianised location. On consultation with Westminster Highways & Licensing it has been decided that the best location for a site setup will be on the gantry of the scaffolding to the front of the building.

The gantry will be erected to house a Site Office and Various Welfare Facilities. Material storage to be kept to a minimum with “on-time” deliveries only.



6.0 Cost Plan

Summary

The budget as stated in the client brief is £414,332. This has increased to £515,215.

Full Budget Plan in Appendix A.

Pre-Commencement Works:

- Mortar testing - £2,000
- Window Surveys - £600
- EICR Testing - £1,000
- FRA Survey - £2,000
- Asbestos Surveys - £750

Notable Budget Increases:

- Scaffolding - £50,000 to £113,564
- Asbestos Survey & Removal - £10750 *not in original budget*

Z105						
Address: Irving House						
BQ/Section Heading	Item Ref	Section Description	Quantity	Unit	Rate	Section Total
External Repairs						-
	1.01	Brickwork repairs	1	nr	5,000.00	5,000.00
	1.02	Concrete repairs generally	1	nr	2,000.00	2,000.00
	1.03	Renew Expansion joints	20	LM	15.00	300.00
	1.04	Sandberg testing	1	Item	2,000.00	2,000.00
External Decorations						-
	2.01	Decorations to external surfaces	1	item	2,000.00	2,000.00
	2.02	Decoration of previously painted metal surfaces	1	item	300.00	300.00
	2.03	Window decorations	68	nr	100.00	6,800.00
	2.04	Communal entrance Doors and lobby swing doors	2	item	800.00	1,600.00
	2.05	Brick stain cleaning to external walls	40	m ²	25.00	1,000.00
Internal Repairs						-
	3.01	Install contrasting nosings	60	nr	24.00	1,440.00
	3.02	Repair damaged nosings to steps generally	1	nr	1,000.00	1,000.00
	3.03	Internal Plaster Works	100	m2	20.00	2,000.00
	3.04	Metalwork - Internal (rub down and prepare for decoration	100	lm	6.00	600.00
	3.05	Assumed original handrail is encased, allowance made to m	1	nr	500.00	500.00
	3.06	Demolish partition to 3rd floor	1	nr	750.00	750.00
	3.07	Restoration of italian mosaic flooring	80	m2	30.00	2,400.00
Internal Decorations						-
	4.01	Decorations to walls, ceilings, staircase undersides and strings and all other previously decorated surfaces	1	nr	9,500.00	9,500.00
Roof Renewal/Repair						-
	5.01	Full replacement of Roofing system, including addition of new insulation, leadwork, tiling etc. and new upstands to other roof items	250	nr	200.00	50,000.00
	5.02	Design, agree with residents and Renew Lantern roof access housing	1	nr	12,500.00	12,500.00
	5.03	Basket Leaf guards	1	Item	1,500.00	1,500.00
	5.04	Renewal of edge protection	1	item	2,500.00	2,500.00
	5.05	Works to existing pigeon netting and installation of pigeon spikes	1	item	2,000.00	2,000.00
Window & Door Repairs						-
	6.01	Survey and report on leaseholder windows and prepare full shedule of works required.	6	nr	100.00	600.00
	6.02	Single glazed timber repairs	68	nr	250.00	17,000.00
	6.03	Replacement windows where past economical repair	1	prov sum	16,000.00	16,000.00
	6.04	Wash down all windows (per property)	6	nr	20.00	120.00
Drainage Works						-
	7.01	Test and undertake repairs and full cleaning of rainwater goods and below ground drainage systems including replacements of elements which are beyond repair.	1	nr	2,000.00	2,000.00
	7.02	Replace cast iron RWP and hopper head serving rear elevation	1	nr	1,000.00	1,000.00
Balcony Works						-
	8.01	Renew section of balustrade with new once partition removed	1	nr		-
Groundworks/External landscaping						-
	9.01	Repair/replace reinforced glass slab at front entrance door	1	nr	200.00	200.00
M&E Works						-
	10.01	Lateral Mains	1	nr	10,500.00	10,500.00
	10.02	Door Entry System	1	nr	8,500.00	8,500.00
	10.03	Renew/Reposition 'Ryfield' Distribution boards	1	nr	3,000.00	3,000.00
	10.04	Reroute pipework from above distibution boards and chase to fabric where possible	1	nr	1,000.00	1,000.00
	10.05	Renew lighting controls	1	nr	1,000.00	1,000.00
	10.06	Renew roof lighting	4	nr	385.00	1,540.00
	10.07	Replace communal lighting including emergency lighting	30	nr	385.00	11,550.00
	10.08	Replace cold water storage tanks and housing	1	nr	14,000.00	14,000.00
	10.09	Investigate, replace and conceal the TV and communication systems	1	nr	7,000.00	7,000.00
	10.10	Replace fire alarm system	1	nr	9,500.00	9,500.00
	10.11	O&M Manuals	1	nr	2,000.00	2,000.00
	10.12	EICR Testing to existing	1	item	1,000.00	1,000.00

FRA Works						-
	11.01	FRA/Compartmentation Survey	1	nr	2,000.00	2,000.00
	11.02	Fire Stopping	1	nr	2,500.00	2,500.00
	11.03	Replacement FD30s Flat entrance doors & basement door	6	item	1,800.00	10,800.00
	11.04	Remove plastic trunking	50	LM	18.00	900.00
Asbestos Survey						-
	12.05	Asbestos Surveys to communal areas, (inc basement)	1	Item	750.00	750.00
	12.06	Asbestos Removal	1	Prov	10,000.00	10,000.00
						-
					Basic Works Sub-Total £:	242,150.00
Scaffold		Scaffold Access for block	1	nr		-
		Gantry over restaurants	1	Item	44,164.00	44,164.00
		Access scaffold to front elevation	1	Item	17,726.00	17,726.00
		Debris Netting	1	item	1,505.00	1,505.00
		Hoist	1	item	6,288.00	6,288.00
		Hoist Tower	1	item	3,556.00	3,556.00
		Temporary Stair Tower	1	item	1,184.00	1,184.00
		Protection Fan	1	item	279.00	279.00
		Extra over Gantry - NPO for Night Work	1	item	20,843.00	20,843.00
		Handrail between stacks	1	item	754.00	754.00
		Rear Elevation Access Scaffold	1	item	10,178.00	10,178.00
		Rear Elevation - Debris Netting	1	item	643.00	643.00
		Scaffold design	1	item	4,044.00	4,044.00
		Inspections	1	item	2,400.00	2,400.00
						-
					Access Sub-Total £:	113,564.00
Design (Without Service Provider)	TPC Only	United Living (South) Ltd				
Specialist Design Component	TPC Only	United Living (South) Ltd				5,335.71
Product Design Component	TPC Only	United Living (South) Ltd				-
						-
					Design Sub-Total £:	5,335.71
Preliminaries - Site-wide (excl. Acces	BAU Only	Value inserted in Summary apportioned as appropriate				---
Preliminaries - Fixed	TPC Only	Distribution auto-calculated from value generated in Summary	1	item	5,849.27	5,849.27
Preliminaries - Weekly	TPC Only	Distribution auto-calculated from total value generated in Summary	40	weeks	3,168.44	126,737.56
						-
					Distributed Prelims Sub-Total £:	132,586.83
					Nett Measured Works Sub-Total £:	493,636.54
Service Provider - Central Office Over	TPC Only	United Living (South) Ltd			4.50	14,939.26
Service Provider - Fixed Profit	TPC Only	United Living (South) Ltd			-	-
Service Provider - Variable Profit	TPC Only	United Living (South) Ltd			2.00	6,639.67
						-
					TPC OHP Sub-Total £:	21,578.93
Contractor's Overheads & Profit	BAU Only	Value inserted in Summary apportioned as appropriate				---
						-
					BAU OHP Sub-Total £:	-
					Grand Total £:	515,215.47

7.0 Information Required

Appendix B, attached, is a request for information schedule that will be continually updated and shared throughout both pre-commencement and the project. The project has been populated with items noted during preparation of this Project Execution Plan.

8.0 Communications Plan

Community Engagement

Effective Community Engagement and Liaison with residents, retailers and the local community will be key to the successful delivery of the Irving House Works.

Our aim will be to ensure each stakeholder has been consulted on and fully understands what is proposed and when. We need to make it easy for residents to get involved so that they can help develop our communication and works methodology proposals with us. By clearly explaining what will be happening; and demonstrating that we are listening and are flexible, adapting processes where possible, our aim will be to manage expectations and help engender support for what we are doing.

Leaseholder engagement will be critical to the success of the scheme. We set out below our core commitments and the activities and procedures we will implement subject to discussion and development with the City West team and local stakeholders.

Resident Liaison Team

Our Resident Liaison Manager (RLM), **Kelly** will allocate a trained and experienced Resident Liaison Team to engage and supporting residents through the pre-commencement, works delivery and post completion stages.

The RLO will be dedicated to engaging with Leaseholders and Residents over the programme.

Consultation Strategy

Kelly will facilitate a communication workshop with the City West teams and other key stakeholder. Key areas that will need to be discussed and developed include:

Resident Involvement - It will be important to involve residents in all aspects of the scheme including developing our consultation strategy and working methodologies. Drawing on residents' local knowledge will help engender their support and ensure we take on board local needs we may not otherwise have realised.

Resident & Community Diversity Plan: we will work with the City West team and local stakeholders to understand resident and community diversity across the estate so that our consultation plan and initiatives can be tailored to the needs of the community.

We subscribe to Community Insight which is an online community mapping and reporting tool which draws on a wide range of the most up to date data sets and indicators including Census information, indices of deprivation, economic deprivation and child wellbeing; data on unemployment and benefits, education attainment, health and crime;

- For vulnerable and elderly residents our Tailored Service procedure will identify a package of additional support and any changes to methodology required to meet individual needs;
- Understanding residents religious & cultural beliefs will enable us to tailor our services e.g. for households observing Ramadan we will avoid carrying out works at that time, or start later and finish earlier to allow for meal preparation. We will develop a cultural & religious events calendar which our resident liaison team will use to considerately plan appointments and works; and our community investment team will use to organise events e.g. Ramadan, Eid, Diwali, Easter, Christmas etc.

Liaison Procedures and Information. City West will already have detailed consultation/ engagement procedures and protocols in place however we will work with the team to discuss our shared experiences and best practice to develop a suite of procedures that are tailored to the City West objectives, but still retain flexibility to suit the diversity of residents and their individual needs. We will bring along example literature and procedures that we have developed through our experiences on previous schemes to support this process.

Consultation Plan

We include below our draft Consultation Plan for discussion and agreement with the City West team. This sets out our commitments for resident involvement and engagement over the pre-commencement, works delivery and post completion phases of the project - for each phase.

Prior to Works		
	Proposal	When
1.	Joint introduction letter to tenants & leaseholders from CWH and UL	asap after award
2.	Publicise award in local media; Industry publications, Website, City Voice; Twitter;	
3.	Resident Liaison Team on-site pre-works with phone, mobile, email contact options;	
4.	Workshop with key stakeholders (CWH, resident representatives, Councillors, etc)	Mobilisation
5.	Letters, Resident Welcome Pack, Newsletters agreed for issue	Pre-start
6.	'S20' Obligations agreed with CWH to ensure we meet all statutory consultations	Pre-start
7.	Meet the Contractor events to introduce the team and the work	Pre-start
8.	Resident Reps invited to help communicate standards	Pre-start
9.	Suite of letters issued to each Resident to inform them of survey appointments, scaffold erection, works commencement etc.	4-6 weeks before start
10.	Meet the Contractor morning's arranged	4 weeks prior to start
11.	Initial visit coordinated with surveys to minimise disruption. RLO to conduct any, discussions regarding the works and issue Resident Welcome packs. Resident Profile will identify special requirements that may affect the way we communicate; translations, vulnerable residents, work, disabilities, carers, holidays.	
12.	Appointments made for works with written notice, text reminders and door knock	14/7/1 days
13.	Communication of Safe Key Process for residents unable to provide access	On going
During Works		

	Proposal	When
14.	RLO/Site Manager makes contact every day to ensure 2-way communication	ongoing
15.	Estate walkabouts with resident representatives and key stakeholders	ongoing
16.	Comments form left for resident to note issues or concerns. Site team will check, respond & sign every day, communicating all actions and recording in issues log	Daily
17.	Newsletters issued at regular intervals by phase and by block	Monthly
18.	KPI Performance information published in newsletters, website, and local media;	Monthly
19.	Monthly Resident meetings, Weekly coffee mornings, Site Manager/RLO attend meetings as required.	Monthly/ ongoing
20.	Resident Representatives involved in progress meetings & performance reviews	ongoing
21.	Community Investment Initiatives and events used to support engagement activities	ongoing
On Completion		
	Proposal	When
22.	Aftercare booklet issued to residents with instructions on maintenance, care and defects procedure – explained and demonstrated to resident	on completion
23.	Satisfaction forms issued by RLO and used to measure Resident Satisfaction.	on completion
24.	Feedback sought from Resident Inspectors, Residents invited to Contract review	on completion
25.	6 week call back to resident to check continued satisfaction with the works	defects period