




CLIENT BRIEF			
For T168 –Churchill Gardens Phase 6			
Project details			
Blocks included	Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House, Telford Terrace (Houses) Balcony works only to: Shelley House, Keats House Security works only to: Coleridge House		
Area / ward located	South	Churchill & Warwick	
Recommended Service Provider	United Living		
Works value	£2,632,783		
Delivery year	2018/19		
Works included	External Repairs/Refurbishment, lighting, roof replacements, Mechanical & Electrical (M&E), balcony works		
Lessee implications	H= £28.5k	L= £302	A= £6k
Key issues / risks	Delay in contract starting on site Access to some of the work areas including in flat. Asbestos detected – Please refer to asbestos reports Chaucer/Coleridge are listed		
Programme board date	Final Submission –		
Executive Summary			
<p>This project is phase 6 of the major works phases of Churchill Gardens. Works include predominantly external repairs and redecoration works; however there are a number of additional internal items that have been added to the scope such as M&E, Fire Risk Assessment works (FRA) and ventilation works.</p> <p>Planning permission will be required for multiple elements of the scope, including ventilation and security works.</p>			



Component to be cleared	Title of officer	Name and signature
Property Maintenance	John Hayden (interim position)	By e-mail dated: 18/05/2018
Finance	Mark Johnston	By e-mail dated: 18/05/2018
Lessee Services	John Millichope	By e-mail dated: 18/05/2018
Cap Programme Team	Matt Bundy	By e-mail dated: 18/05/2018
M&E Engineering	James Beard	By e-mail dated: 18/05/2018
Communications	Daren Townsend	By e-mail dated: 18/05/2018
Health & Safety	Sarah Stevenson-Jones	By e-mail dated: 18/05/2018

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1.0 INTRODUCTION

This is phase 6 of the refurbishment and repair programme across the Churchill Gardens estate, intended to refresh the external image of the blocks and adhere to CWHs' cyclical maintenance programme. There have been a number of lessons learnt from previous phases, as well as additional items to this phase due to M&E, Environmental and Fire safety works being identified.

Separate balcony works are planned to both Shelley House and Keats House, bringing in the work from a separate project. The full scope of works will not apply to these blocks.

It is intended that the refurbishment works will be undertaken by the Service Provider appointed under the Major Works Term Programme. The purpose of this Client Brief is to provide information and direction to facilitate the production of a Project Execution Plan (PEP) (as defined within the Term Contract) by the Service Provider for further review by CWH prior to issue of a Pre-Commencement Order.

2.0 KEY PROJECT DETAILS

Project Name	Churchill Gardens Phase 6
Project Code	T168
Area Management Centre	South
Ward	Churchill & Warwick



Listed Building or Conservation Area	LB CA N/A
Works Description	External refurbishment and improvement works to the communal amenities including upgrading security, lighting, access & associated works.
Delivery Year	2018/2019
Access and other constraints	Access to some of the work areas including in flat. Multiple blocks and scaffolding required Access to the CWST's requires specialist equipment/ PPE (Permits are required from CWH H&S Team). Existing drawings are not available.
Legislative constraints	Section 20 Works
Existing planning consents	Chaucer House and Coleridge House are listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended for its special architectural or historic interest, where external components, such as doors/ windows are to be replaced planning must be sought.

3.0 ASSET SUMMARY / CONSTRUCTION TYPE

Churchill Gardens is a large housing estate in the Pimlico area of Westminster, London. The estate was developed between 1946 and 1962 to a design by the architects Powell and Moya, replacing Victorian terraced houses extensively damaged during the Blitz.

The estate is notable as the only housing project completed under the ambitious Abercrombie Plan to redevelop the capital on more "efficient" lines. Tall slabs of between nine and eleven storeys are enclosed by seven storey blocks and interspersed with maisonettes and terraces. A pioneering example of mixed development, it acted as a model for many subsequent public housing projects, although few matched its size and even fewer achieved its architectural distinction or social diversity.

The estate is also notable for its early and rare example of district heating in the UK. A glass-faced accumulator tower was built to collect the CHP by-product heat in hot water from the now-disused Battersea Power Station on the opposite side of the Thames, providing heat and hot water throughout the estate. The system was upgraded in 2006 to allow it to supply an additional 1400 homes.

Churchill Gardens was designated a conservation area in 1990, and in 1998 six blocks and the accumulator tower were listed Grade II listed. The windows on the estate are a mixture of powder coated aluminium to rear elevations and softwood timber framed casements to the front.

Generally, the blocks have been maintained and are considered to be in reasonable condition for their age. However, various elements are now beginning to degrade, which if not addressed in future maintenance programmes will lead to further deterioration of the building fabric.



The aim of the project is to undertake external repair and decoration to 7 blocks and a terraced house on the Churchill Gardens Estate plus two blocks for balcony works, including upgrade of the lateral mains were required, fire safety related upgrades and environmental improvements. This comprehensive programme of repairs should be designed to make full use of the scaffolding required. The work will represent the sixth phase of repair and redecoration within the estate. Careful monitoring of the works will be required in order to influence future repair and maintenance programmes.

Selden House – is a 4 storey detached block with flat roof of solid masonry cross walls in Flemish bond with concrete floor slabs. There is a single open communal access to the ground floor and a central staircase with access to the flats on exposed balcony walkways. There is access to the communal garden area via a gate to the front of the communal area. The flats have their own private balconies with reinforced glass canopies and ironwork supports to the top floor front and rear.

Gifford House – is a similar 4 storey detached block with flat roof. There is a single open communal access and central staircase and the top floor flats are maisonettes. There is access to the communal area via a gate to the front of the communal area. The windows to the top floor front and rear have been replaced in the past with double glazed u-PVC units with insulated “trespa” type panels below.

Erskine House – is a similar 3 storey detached block with flat roof. There is a single open communal access and central staircase and the top floor flats are maisonettes. There is access to the communal area via a gate to the front of the communal area. The windows to the top floor front and rear have been replaced in the past with double glazed u-PVC units with insulated “trespa” type panels below.

De Quincey House – Is a larger 6 storey reinforced concrete frame with brick/block cavity wall building located on Lupus Street. The building has exposed asphalt walkways to the front elevation from the first floor and above and commercial units at ground level. The flats are split level maisonettes and the building has two separated communal stairways, accessed from the ground floor on both the front and rear elevations. The windows are a mixture of u-PVC, aluminium and timber windows within the recessed walkways. To the rear elevation there are full length steel framed Crittall windows. The roof is flat and accessed through the communal stairwells.

Russell House – is a 9 storey traditional red brick and block construction built in the 1960's with an I shaped footprint. Russell house is slightly off the main estate and designed as solid masonry walls in Flemish bon with concrete floor slab and has two definitive wings separated by a rectangular central section. The roof is flat asphalt covered decking and exposed communal walkways in the central section, with water tanks and tank housings.

Chaucer House – large RC framed 9 storey building of brick/block cavity walls with yellow stock brick infills; Chaucer has 6 sections all with individual access stairwells and lifts. There is large circular concrete cold water tank housing on the flat roof. The exposed walkways have Georgian wired glazing panel handrails and Crittall windows that run from ground to top floor to protect the internal staircases from the elements. The flat windows are a mixture of aluminium, upvc and timber frames and there has been asbestos material panels identified underneath the recessed walkway windows. On the roof there are 6 nr tank housing holding existing water storage tanks.



Langdale House – is a 4 storey detached block with flat roof. There is a single open communal access on the ground floor and a central staircase with access to the flats from exposed balcony walkways. There is access to the communal garden area via a gate to the front of the communal entrance area which should be included within the scope. The top floor flats’ private balconies and communal walkway has reinforced glass canopies and ironwork supports, windows to the front elevation are single glazed timber casements and to the rear single glazed metal crittal windows in timber surrounds. The top floor windows front and rear have been replaced in the past with double glazed u-PVC units with insulated “trespa” type panels below.

Telford Terrace – there is a single unit (7) that contains a tenant on this programme, Telford terrace is a terraced plot of self-contained houses. The house is a 3 storey town house of solid masonry walls in Flemish bond with a garage on the ground floor next to the front entrance door. To the rear is a small private balcony with asphalt decking and metal railings, the roof is flat and has recently been re-covered in felt.

3.1 BLOCKS IN SCHEME – SEE APPENDIX 1 FOR LOCATION PLAN

Block Name	No. of Units	Block Name	No. of Units
Selden House	24	Russell House	74
Gifford House	24	Chaucer House	104
Erskine House	30	Langdale House	24
De Quincey House	39	Telford Terrace (Houses)	16 (we have a tenant in Nr 7, all the others we have sold the freehold)
Shelley House	N/a	Keats House	N/a
Coleridge House	N/a		

4.0 PROJECT JUSTIFICATION

Phase 6 is final phase in the stock refurbishment program for the Churchill Gardens estate. Review of the stock condition surveys carried out in 2006 shows that the majority of components on the blocks identified for this phase have reached, or are about to reach, the end of their intended life cycle. 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 O 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 high spend of an average of £697.54 per property on related repairs over the last 5 years.

The Quality and Sustainability manager at CWH has visited numerous properties over the last few years and has noted multiple failings within residents’ flats, including severe condensation and a lack of sufficient radiators, insulation and ventilation resulting in



extremes of either being too warm or too cold. Please be aware that the additional cost to be included for the units affected is estimated at £1,160 per unit.

Following a full condition survey report carried out by Playle & Partners, numerous repairs were noted and are recommended to be completed urgently in order to preserve the integrity of the building and prolong its overall lifecycle.

5.0 DESCRIPTION OF KEY WORKS REQUIRED

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>
Asbestos Management	Comply with all statutory and regulatory requirements with respect to Asbestos. Ensure an asbestos R&D survey is carried out prior to any works being undertaken.
External decorations	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House, Telford Terrace</p> <p>External decorations to all previously decorated surfaces. Including rainwater goods, bin storage rooms, storage sheds, railings and boundary walls.</p>
Window Repairs	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Chaucer House, Langdale House, Telford Terrace</p> <p>Redecorate external and communal areas and carry out remedial repairs to windows/doors.</p>



	<p>Joinery and resin repairs to all defective timber elements. Painting all previously painted timber surfaces, including strip and preparation where required.</p> <p>Block: Russell House</p> <p>Renew defective putties, Renew defective beading, Carry out conservation repairs. Cut out defective timber and scarf in new Replace broken glazing where required, Replace jute cord and pulleys</p>
<p>Structural/concrete/ Brickwork Repairs</p>	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House, Telford Terrace</p> <p>Brick/Concrete repairs to be undertaken where necessary – Record keeping of location and extent of repairs undertaken to be supplied as part of QM process. Cleaning of Brickwork and Concrete Surfaces also. Concrete repairs to include exposed walkway areas Cleaning of Brickwork, glazed brickwork and Concrete Surfaces Asphalt repairs to communal walkways</p> <p>Carry out concrete repairs to stairwell</p> <p>Block: Russell House</p> <p>Repoint coping stones to roof parapet Isolated areas of brick repairs and repointing Concrete repairs to balcony slab Concrete repairs to internal stairwells and landing screeds (report of full scope included within appendix) Remedial brick repairs to raised planters</p> <p>Hack off concrete back to steel beams where blown concrete and spalling evident at leading edges to floor levels and half-landings, back to full length embedded steel beam. See appendix 2 for structural report and recommendations and appendix 8 for drawings of repair locations. Thoroughly clean back to bright steel and give a coat of suitably protective paint, prior to making good with new sand/cement screed material. Timber formwork can be used where required. Embedded vertical railings will also need to be thoroughly cleaned back and some require welding repairs.</p>
<p>Exposed Walkway and balcony renewal</p>	<p>Blocks: Selden House, Gifford House, Erskine House, Russell House, Chaucer House, Langdale House, De Quincey</p> <p>Renew asphalt to communal and private balcony flooring where required</p>



	Patch repair asphalt where possible.
Roofing Works	<p>Blocks: Chaucer House</p> <p>(non-chargeable works) Repair punctured felt to main roof and reinstate Sika guarantee. Undertake feasibility study to alter insulation within box gutters to prevent ponding & lay to falls towards outlets.</p> <p>Blocks: Seldon House, Gifford House, Erskine House, Russell House, Langdale House</p> <p>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, new insulation e.t.c.</p> <p>Provide plastic or wire basket leaf guards to all pipes on completion.</p>
Glazing/Windows	<p>Blocks: Seldon House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>Repair and replacement of communal glazing where required Ease and adjust all moving parts on all timber, steel and aluminium windows</p>
Timber repairs	<p>Blocks: Seldon House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>Joinery and resin repairs to window frames where required</p> <p>Painting all previously painted surfaces, including strip and rub down where required.</p>
Metalwork repairs	<p>Blocks: Seldon House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>To include full preparation (strip where necessary) and replacement of missing or defective elements. All work to include all previously painted metalwork, boundary railings and gates.</p> <p>Replace previously removed railing sections with new railing gates to and secure with ASSA key padlock.</p>



<p>Movement/expansion /mastic joints</p>	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>Movement Joints / Mastic Works – rake out and replace with new where required</p>
<p>Internal decorations</p>	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>Repairs to internal fabric finishes ensuring 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.</p> <p>Install contrasting nosings</p>
<p>Roof Access/ Security works</p>	<p>Blocks: Chaucer house, Coleridge House</p> <p>As per report and survey supplied by our consultants Playle and Partners, form a secure full height floor to ceiling fully glazed enclosure around the staircase together with a secured access door to the bottom of the roof access stairs at Chaucer House and Coleridge house.</p> <p>Full report added to Appendix 12.</p>
<p>Water Tanks</p>	<p>Blocks: Chaucer House</p> <p>Replace existing cold water storage tanks with new. The Service Provider is to ensure that there will be minimum down time and that residents will have cold water down service at all times. The Project Execution Plan needs to provide a detailed strategy for ensuring this requirement is adhered to. The contractor to review the size of each tank and reduce where possible to help with stagnation etc.</p>
<p>Pipework, valves & Fittings associated with the tank works</p>	<p>Blocks: Chaucer House</p> <p>Supply, install and connect all associated pipework, valves, fittings and overflow/ warning devices associated with water tank replacement. Provide valve charts and labelling associated with the works.</p>
<p>Water Treatment</p>	<p>Blocks: Chaucer House</p> <p>Water treatment, cleansing, power flushing and re-treatment of</p>



	<p>pipework systems throughout the whole system in accordance with CIBSE and BSRIA publications.</p>
Thermal Insulation	<p>Blocks: Chaucer House</p> <p>Install new thermal insulation to all new water tanks and associated pipework, valves and fittings. Ensure all pipework is labelled with direction flow arrows.</p>
Electrical – Landlord Supply	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>Full upgrade of landlord LV distribution to be designed, supplied and installed to comply with latest edition of BS 7671. Where new boards are installed, these will be of the MCB type, lockable and IP54 rated. All new boards to come complete with 25% spare capacity. All new final circuit cabling installed within containment will be LSF singles and sized according to breaker rating / load and supply. Replace all lightning conductors</p> <p>Small Power (240V) provision (minimum 1no double switched socket outlet) is to be provided in reasonably ‘close proximity’, and ideally ‘within’, all plant room spaces for future maintenance and essential repair operations.</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. Replace existing containment systems for both power and lighting wiring.</p> <p>Provide supplementary earth bonding to external metallic containment.</p>
Electrical - Lateral main supply	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>Full upgrade of lateral main riser distribution will be designed, supplied and installed to comply with latest edition of BS7671 and BNO requirements. All riser cabling will be XLPE/SWA/LSF armoured and all main panels to be Ryefield. All fuses will be sized appropriately</p>
Lightning protection	<p>Blocks: Chaucer House</p>



	<p>Contractor to design, supply and install new lightning protection system to comply with BS EN 62305 all parts. All metallic objects / plant on roof will be bonded to LP system. The designed system will comprise of Air termination network, down conductors, earth pits, test points. Etc</p>
Work to BT Cables	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>Engage with BT to tidy and provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 and shall be suitably earthed.</p>
Electrical – Lighting	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>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.</p> <p>Emergency Lighting to comply with BS 5266. All new lighting installations will be re-wired from the landlord supply, complete with new lighting controls system and containment. Please ensure that EL install includes secondary means of escape staircases to rear elevations between 5th and 9th and within the under croft storage areas/ basement plant rooms where present. EL install must include the secondary means of escape staircases running to the rear elevations between 5th and 9th and within the under croft storage areas/ basement plant rooms where present.</p>
Builders work in connection with the M&E installations	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by CWH.</p> <p>Provide recommendations and for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), 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;</p>
Maintaining the	<p>Blocks: Selden House, Gifford House, Erskine House, De</p>



<p>existing building services</p>	<p>Quincey House, Russell House, Chaucer House, Langdale House</p> <p>Maintain the building services systems during the duration of the contract.</p>
<p>Balcony Works (Shelley and Keats only)</p>	<p>Blocks: Shelley and Keats Full details in appendix 12 Communal and private balconies included. Communal: Allow for corrosion treatment and making good where required. Isolated replacement of Georgian wired glazed panels where cracked, replace putty/beading throughout. Re-paint metal where exhibiting flaking Localised concrete repairs, consider stair treads and risers. Repair localised spalling of concrete and exposed corroded reinforcement Private: Overhauling of painted metal frame Localised replacement of cracked, missing and damaged Georgian wired glazed panels. Rub down, prepare and re-paint metal</p>
<p>FRA Works</p>	<p>Blocks: All Fire Stopping: Landlord areas/riser and service rooms.</p> <p>Fire doors: replacement of damaged fire riser doors</p> <p>Compartmentation: Meter cupboards - upgrade meter doors with new ironmongery and signage.</p> <p>Fire Seals: Staircase enclosures require combined smoke and intumescent seals.</p> <p>Fire Signage: New directional signage across site where required</p> <p>Note – All items above to be cross-checked against identified in appendix 3 fire risk assessment – final proposals to be submitted to Client for agreement</p> <p>Blocks: Chaucer House</p> <p>Replace external basement doors to match existing, provide new ironmongery</p> <p>Replace all flat entrance doors as highlighted in the door inspection report.</p> <p>Block: Russell House The main communal stairwells are not protected fire escapes and a number of the lower floors have no fire rated flat entrance doors</p>



	<p>between the stairwells and the landings. Replace flat entrance doors with FD30s where there is no secondary means of escape.</p> <p>Blocks: Selden House, Gifford House, Erskine House</p> <p>Compartmentation issues within flat – SP to inspect within flats at the above blocks and recommend viable solution to “plywood partition riser”</p>
<p>Environmental works</p>	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House, Telford Terrace</p> <p>Each tenanted scheduled property (to be agreed with CWH) is to have a Nuair humidistat Cyfan fan installed in to both the kitchen and the bathroom in accordance with the specification noted below, (usually located in glazing). In the event that a property has a suitable existing fan in either kitchen or bathroom or both then there is no need to replace the existing fan/fans. The contractor’s approved ventilation installer is required to undertake a survey in each property ahead of installing ventilation equipment to confirm suitability of property and any existing extract fans.</p> <p>Design and flue runs to be designed as per part of the SP’s survey – properties require differing routes and extract fan locations so cannot have a blanket design.</p> <p>Bathroom heating Where not already installed a heated towel fed from the PDHU district heating systems and capable of accommodating a 10bar working pressure is to be installed. Heat output to be sized to suit size of bathroom to be located in.</p> <p>Full specification outlined in Appendix 12</p>
<p>Estate Works and Drainage</p>	<p>Blocks: Selden House, Gifford House, Erskine House, De Quincey House, Russell House, Chaucer House, Langdale House</p> <p>Renew/replace older estate signage with new designs, to be agreed with housing officer/area surveyor.</p> <p>Repair/replace estate notice boards where required.</p> <p>“No bicycles to be chained to these railings” signs – where estate railings have been repaired and painted.</p> <p>Replace all damaged/defective pidgeon spikes in communal areas.</p> <p>Test and undertake repairs and full cleaning of rainwater goods and below ground drainage systems including replacements of elements</p>



	<p>which are beyond repair. Test upon completion to ensure all rainwater goods systems are free of leaks and are discharging correctly.</p>
<p>Other Potentially Hazardous Circumstances</p>	<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>
<p>O&M Manual</p>	<p>Develop and supply new Health and Safety File and Operating & Maintenance manuals for all elements of the block, 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

6.0 MAJOR WORKS HISTORY AND LESSONS LEARNED

Past major works:

- 2010/11 – Q100 – Chaucer House Roof renewal completed
- 2011 – De Quincey House Cavity wall insulation renewal
- 2015 – Russell House R137 GRP Cold Water Tank Renewal (68k)



Phase 1-5 of refurbishment works (phase 5 still on site)

Lessons learnt from previous phases to be considered for phase 6

- Mixture alu/upvc windows installed – kitchen and bathroom windows are timber and there has been issues with damp penetration from condensation through casements
- Moisture issue with timber single windows? Previous phases have had issues with paint bubbling shortly after application. PEP to outline a method to reduce the possibility of this happening
- Mastic sealant to window surrounds where required
- CCU housing replacement
- Omni directional LED lighting issues – speak with planners regarding advice on what directional lighting can be installed
- Ease and adjust – meaning take off casements, rub down and prepare, replace iron mongery on windows

Block Spend on decs/repairs since 2011:

- Chaucer House: £70,367.54
- De Quincey House: £41,142.03
- Erskine House: £9,025.50
- Gifford House: £12,582.31
- Langdale House: £7,338.63
- Russell House: £72,223.42
- Selden House: £2 5,065.47
- 7 Telford Terrace: Recent void works £39,390.29

7.0 RESTRICTIONS & LIMITATIONS OF PROJECT

The block is located in a conservation area. Submission of Planning Permission for all required work (security work to Chaucer house) has already been undertaken by CWH, The Contractor should assume that approval will be granted for the purpose of the PEP.

There are parking permitted spaces and roads across the site. Highways licenses and resident liaison will be required regarding erecting scaffold to the Lupus Street side of De Quincy House. Consultation will be required to all commercial units' owners to discuss scaffolding and work elements and to minimise disruption to businesses etc.

The water tanks on Churchill Gardens are located in concrete enclosures. Access to these tanks is difficult and removal and installation may be problematic, considerable consideration and preparation will need to be detailed in the PEP.

8.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS

General Design Requirements

Table A below outlines the key expectations of the Client (CWH) 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 suitability 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	<ul style="list-style-type: none"> • Dulux • Crown 	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	<ul style="list-style-type: none"> • Integra • Tor-Coatings 	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	<ul style="list-style-type: none"> • Gerda 	20 Years (10 years for ironmongery)	As per business case to be provided



	<p>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</p>			
Roofing Generally	<p>Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific drawings and specification to be produced.</p>	<ul style="list-style-type: none"> • Bauder • Langley • IKO 	25 Years	As per business case to be provided
Rainwater goods (where replaced)	<p>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.</p>	<ul style="list-style-type: none"> • Marley / Alutec • Alumasc 	20 Years	As per business case to be provided
Asphalt Works Generally	<p>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).</p>	n/a	20 Years	Schedule of rates
Concrete Repairs	<p>Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client</p>	<ul style="list-style-type: none"> • Mapei • Sika 	10 Years	Schedule of rates



	representative.			
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
Water Tanks	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> AquaTech Pressmain As per CWH standard/agreed schedules & Specifications 	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Tank Trays	Full site specific proposals to current standards and regulations. Layout drawings, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage. To be minimum of 150mm deep.	<ul style="list-style-type: none"> Trays = Nicholson Plastics Limited As per CWH standard/agreed schedules & Specifications 	2-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
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	<ul style="list-style-type: none"> 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



	calculations to be provided and agreed at pre-commencement stage. Minimum of IP65 rating. Key switch provided for testing.			
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.	<ul style="list-style-type: none"> • Fittings = Crabtree and/ or MK • Ryefield Engineering • MEM Eaton/Schneider • As per CWH standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



9.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	28-Jun-18	28-Jun-18	1	AS
Project Launch	28-Jun-18	12-Jul-18	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	5-Jul-18	5-Jul-18	1	CT
Client Brief Issue Stage				
Issue Client Brief to SP	19-Jul-18	19-Jul-18	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	20-Aug-18	17-Sep-18	28	SP
PEP Review & Value Engineering (VE) period	17-Sep-18	1-Oct-18	14	CT
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	1-Oct-18	1-Oct-18	1	CT
Prepare & Issue Pre-commencement Order to SP	8-Oct-18	15-Oct-18	7	CT
SP prepares & Issues Proposals document to Client	15-Oct-18	10-Dec-18	56	SP
Proposals Review & VE period	10-Dec-18	7-Jan-19	28	CT
Prepare & Issue Notice of Estimates (NOE's)	7-Jan-19	14-Jan-19	7	CT
NOE Consultation period	14-Jan-19	20-Feb-19	37	
Leaseholder Surgery	30-Jan-19	20-Feb-19	21	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Order	20-Feb-19	20-Feb-19	1	CT
Prepare & Issue Commencement Order to SP	25-Feb-19	2-Mar-19	5	CT
CWH Project Team Handover to SP	2-Mar-19	9-Mar-19	7	CT
Meet the Contractor Letter issued	10-Mar-19	10-Mar-19	1	SP
Contractor Mobilisation period	9-Mar-19	6-Apr-19	28	SP
Start on Site	6-Apr-19	6-Apr-19	1	SP
Contract Period	6-Apr-19	5-Apr-20	365	SP



10.0 PROPOSED SITE SET UP LOCATION

An initial/proposed site set up location has been identified and a plan can be found in Appendix 11. The proposed site is subject to change and the Service Provider shall develop this proposal and confirm their requirements at the PEP stage.

11.0 SUMMARY

Following a full review of this brief and a visit to each block, the contractor will produce a PEP. 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.

KEY ESTATE CONSIDERATIONS

Service provider must be aware of any access restrictions that could arise and liaise with the relevant department to alleviate any potential problems that could arise.

The required planning process for a number of items has already been initiated by CWH the service provider must factor planning permission administration into their PEP.

Other project(s) of note:

W253b – City Wide water tank replacements. The service provider to liaise with delivery team at CWH to see if any cost savings can be achieved by working along this project, due on site within the 18/19 year.

S152 – Churchill Gardens Phase 4. A number of items listed within the scope for this project was not included in previous phases due to additional surveys and research. Service provider to be aware that previous phases could need to be revisited.

S155 – Churchill Gardens Phase 5. Roofing, internal decs and repairs, external decs and repair and some hard landscaping works involved.

Key resident issues/ concerns to note from meetings:

Resident communication and consultation on the project will focus on those properties benefitting from the work (Westminster Council tenants and leaseholders).

In addition, there is a well-established residents' association on the estate. A copy of the project documents (Client Brief, Project Execution Plan) will be forwarded to the association for their information. A copy of resident correspondence throughout the project will also be sent to the association.