



<p>CLIENT BRIEF for</p> <p>X251 – Dalkeith Court, Brunswick Court, Hide Tower and Semley House Ventilation & Fire Safety Works</p>			
Project details			
Blocks included	Brunswick Court, Dalkeith Court, Hide Tower and Semley House		
Area / ward located	South Contract	Churchill & Vincent Square Wards	
Recommended Service Provider	United Living		
Works value	£1,380,870		
Delivery year	2018/19		
Works included	Communal Ventilation & Fire Safety Works		
Lessee implications	H= £16,835	L= £1051	A= £6,326
Key issues / risks	Delay in contract starting on site. Access to some of the work areas including in flat. Unidentified asbestos.		
Programme board date	1 st Submission - 14 th September 2017 2 nd Submission – December 2017 3 rd Submission – 8 th February 2018		
Executive Summary			
<p>These works are moderately intrusive as they involve accessing each dwelling to clean the ventilation ductwork locally and replace the grille, the remainder of the work is within the ventilation plantrooms which are located at roof level. The project also includes Fire Safety Works which are now urgent (refer to the document for detail). This project will be one of the first carried out by the TPC.</p>			
Component to be cleared	Title of officer	Name and signature	
Property Maintenance	Chris Wait	By e-mail dated:	
Finance	Mark Johnston	By e-mail dated:	
Lessee Services	John Millichope	By e-mail dated:	
Cap Programme Team	Matt Bundy	By e-mail dated:	
M&E Engineering	James Beard	By e-mail dated:	
Communications	Daren Townsend	By e-mail dated:	
Health & Safety	Sarah Stevenson-Jones	By e-mail dated:	



Contents

1.0 Introduction

2.0 Key Project details

3.0 Asset Summary / Construction Type

4.0 Project Justification

5.0 Description of key works required

6.0 Major Works History & Lessons Learnt

7.0 Restrictions & limitations

8.0 Warranties / Guarantees & Minimum Design Requirements

9.0 Milestone Programme

10.0 Proposed Site Set Up Location

11.0 Summary

- **Appendix 1 – Block Plans**
- **Appendix 2 – Condition Surveys/ Repairs History**
- **Appendix 3 – FRA Reports**
- **Appendix 4 – Asbestos Surveys**
- **Appendix 5 – Budget Summary**
- **Appendix 6 – Risk Register**
- **Appendix 7 – Property List**
- **Appendix 8 – Drawings**
- **Appendix 9 – Programme Board Consultation**
- **Appendix 10 – Lessee Liabilities**
- **Appendix 11 – Suggested Site Set Up Location**
- **Appendix 12 - Specification/product**
- **Appendix 13 - Major Works History**
- **Appendix 14 – Total Project Cost (inc CWH costs)**



1.0 INTRODUCTION

The existing ventilation systems and fire related compartmentation issues in the properties identified herein are to be replaced/updated as part of the CWH essential repair and maintenance programme. It is intended that the replacement of these systems 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 (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	Brunel Estate Ventilation Works		
Project Code	X251		
Area Management Centre	South		
Ward	Churchill & Vincent Square		
Listed Building or Conservation Area	(circle as appropriate)	LB	CA N/A
Works Description	Works to the communal ventilation system including replacing the fans, local in flat grilles, cleaning ductwork & associated works and FRA works identified in the type 4 and compartmentation surveys.		
Delivery Year	2018/ 2019		
Lessee Implications	H= £16,835	L= £1051	A= £6,326
	Note: Leaseholders who opt in for FED replacement will be directly charged on top of these costs.		
Access and other constraints	None anticipated		
Legislative constraints	None anticipated		
Existing planning consents	None anticipated however checks to be made where external components, such as doors/ windows are to be replaced.		

3.0 ASSET SUMMARY

There are 4 blocks in this project consisting of a mixture of size buildings and built between 1961 and 1968. The blocks vary in the number of dwellings as seen by the block units table. The blocks are generally of brick construction with concrete floors and flat roofs.



3.1 BLOCKS IN SCHEME

Block Name	No. of Units	Block Name	No. of Units
1 – 53 Brunswick Court, SW1P 4AE	53	1 – 162 Hide Tower, SW1P 4AB	162
1 – 30 Dalkeith Court, SW1P 4HH	30	1 – 104 Semley House, SW1W 9QL	104

3.2 INDIVIDUAL BLOCK DESCRIPTIONS

Please refer to the documents in Appendix 2.

4.0 PROJECT JUSTIFICATION

The justification for the works is highlighted in the condition reports, type four FRA's and compartmentation reports (documents to follow), located in Appendix 2 of this brief. The existing fans are at the end of/ beyond their efficient working life expectancy.

The work required to fulfil the requirements of the enforcement notice are now overdue and urgently required – CWH had previously committed to this work and NOI's have already been issued.

The implementation of the fire safety works is a statutory requirement and failure to comply with the Deficiency Notice may result in legal / enforcement action being taken against WCC, as Landlord, by the LFEPA. Failure to comply will result in the Authority considering a prosecution against CWH, which could result in a fine or term of imprisonment (or both).

As part of Westminster commitment to reduce properties affected by condensation and mould, environmental works have been included within the scope. This project will be dual funded with the funding for part of the ventilation works coming from the separate Condensation Budget. A total of £110,658 across the project is estimated to be assigned to the Condensation Budget



5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required. It should be noted that details within appendix 11 supersede the scope as detailed in the specification.

Aim of the fire safety works:

- Bringing each block up to current fire regulation standards and to meet statutory requirements where appropriate
- Generally improving fire safety within the blocks, in consultation with the London Fire and Emergency Planning Authority (LFEPA)
- Upgrading specific elements to satisfy the requirements of a block FRA report where appropriate

Fire Safety Work

Below is the general scope for this element of work. Located in appendix 12 is the more detailed scope which should be used.

Survey required prior to pre-commencement agreement

None currently identified specifically.

Works

Element	Work required (All blocks)
Condition Survey	<p>Blocks: All</p> <p>A condition survey to be carried out within all areas likely to be affected by the working areas by the Service Provider which shall contain written and photographic evidence of the existing conditions. The Service Provider is to identify any areas of concern that may result in additional works being necessary, together with proposed remedial recommendations, within the scope of works. The condition survey is to be agreed with CWH and upon conclusion of the works the Service Provider is to ensure the condition of any areas affected by the works are handed over to CWH in no worse a condition than at pre-commencement stage.</p>
Access Required	<p>Blocks: All</p> <p>Generally, current maintenance access is via existing plantroom doors, hatches and the like. The Service Provider will need to acquaint themselves with the access arrangements available and provide block-specific proposals to facilitate the works necessary. It is anticipated that these proposals will be optimised to provide the best value-for-money project-wide access proposals.</p>



<p>Access Hatches/ Door(s)</p>	<p>Blocks: All</p> <p>Survey/ review all current access doors/ hatch provisions, including any ladder access requirements.</p> <p>Optimised access solutions 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 plant 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>
<p>Ductwork Cleaning</p>	<p>Blocks: All</p> <p>Specialist ductwork cleaning company to clean the existing ductwork system and in accordance with CIBSE/BSRIA and HVAC TR19 publications. All ductwork to be cleaned including the branch ductwork from inside each flat.</p> <p>Post clean report to be provided to include photos of pre and post condition.</p>
<p>Extract Fans</p>	<p>Blocks: All</p> <p>Replace existing extract fans, silencers, local ductwork, dampers and controls within the plantroom.</p> <p>The contractor is to ensure that there will be minimum down time and shall always be provided with extract ventilation.</p> <p>Works to comply with the current regulations.</p>
<p>Ductwork, dampers & fittings</p>	<p>Blocks: All</p> <p>Supply, install and connect all associated ductwork, dampers and fittings involved with replacing the fans.</p>
<p>Electrical – Lighting</p>	<p>Blocks: All</p> <p>Survey / review existing lighting systems associated with The Works 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).</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>In flat works</p>	<p>Blocks: All</p>



	<p>Clean local ductwork. Replace the grille and control damper. Install new/replace existing fire dampers. Improvements to make-up air/trickle vents.</p>
<p>Electrical – Power</p>	<p>Blocks: All</p> <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.</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.</p> <p>Replace existing containment systems for both power and lighting wiring.</p> <p>Provide supplementary earth bonding to external metallic containment.</p>
<p>Existing Plastic Containment</p>	<p>Blocks: Brunswick and Dalkeith</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>
<p>Walkways/access</p>	<p>Blocks: All</p> <p>Survey/ review all existing walkway/ access route provisions and where deemed necessary provide proposals, with estimated costs, for the design, supply, install and/ or replace, repair, renovate or renew:</p> <p>Designated walkways to provide access for the future safe and efficient maintenance and/ or plant replacement of all CWST's and associated components;</p> <p>Protective covers/ step-overs to any associated components that may cross over/ under the designated routes where deemed to be susceptible to future degradation in the absence of any such protective measures;</p>
<p>Builders Work</p>	<p>Blocks: All</p> <p>Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard</p>



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	<p>acceptable by CWH. 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	<p>Blocks: All</p> <p>Maintain the extract system during the duration of the contract.</p>
Associated FRA Works	<p>Blocks: All</p> <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. 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. 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. Ensure The Works are fully compliant with current Fire Regulatory requirements.</p>
Asbestos Survey	<p>Blocks: All</p> <p>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. 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>
Other Potentially Hazardous Circumstances	<p>Blocks: All</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. Undertake all surveys as necessary to establish the existence of all potentially hazardous materials, substances and/ or environmental conditions. Procure and execute all works necessary to clear away any such hazards to the extent necessary in order to facilitate future surveys</p>



	<p>and execution of The Works. Provide recommendations for any additional measures that may be deemed necessary to prevent re-contamination.</p>
O&M Manual	<p>Blocks: All</p> <p>Provide Health and Safety File and Operating & Maintenance manuals for all systems associated with The Works, to include (but not limited to);</p> <ul style="list-style-type: none"> • A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works; • Future Plant Replacement Strategies, with estimated costs, for each property for further review/ consideration/ instruction as appropriate, by CWH; • As-built drawings, specifications, schematics, schedules, valves charts, etc • Manufacturers details and warranties (as applicable)
Asset Tagging	<p>Blocks: All</p> <p>Appoint an asset tagging company (Stics AMS or approved equivalent) to supply, install and carry out the installation, programming and commissioning of asset tags to new items upon completion of works. All main plant & equipment components associated with The is to be scheduled by the Service Provider within their PEP. The Service Provider is to provide a proposed Asset Tagging Register of all components for review and approval by CWH.</p>
Fire Safety Works	<p>Blocks: All</p> <p>Carry out all relevant works identified and set out in the FRAs within Appendix 3 and compartmentation reports as carried out by the service provider.</p> <p>All fire safety works are to be undertaken by an accredited third party of an appropriate 'industry-recognised' body. A full report should be provided on completion of the works, to include photos of pre and post condition as part of the "Condition Survey" element of works.</p> <p>Blocks: Brunswick and Dalkeith</p> <p>Fire Signage survey required – implement fire signage to current regulations Install new emergency lighting to staircase enclosures and corridors to BS5266 Carry out fire stopping survey of all communal areas i.e. riser shaft, cleaners store, bin room/plant room, (to be undertaken by TPC appointed 3rd party certified contractors) and carry out work identified areas (both blocks).</p>



Fire Door Works	<p>The service provider is to carry out fire door works as set out in the fire door schedule of works located within Appendix 3.</p> <p>All fire door works are to be undertaken by an accredited third party of an appropriate 'industry-recognised' body. A full report should be provided on completion of the works, to include photos of pre and post condition as part of the "Condition Survey" element of works.</p> <p>Please note front entrance doors to fire door schedules in Appendix 3 include for tenanted and leasehold properties. The service provider is to use the property list in appendix 7 to identify residency type. The Service Provider and CWH are to agree upon consultation process for options of leaseholders to "opt in" for FED works.</p>
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6.0 MAJOR WORKS HISTORY AND LESSONS LEARNED

Past major works:

Refer to Appendix 13.

Lessons Learnt from Previous projects

P128a – Lisson Green Ventilation Works

1. This project had a resident satisfaction score of 93%. One of the key factors was the engagement with residents and answering queries in a reasonable period.
2. Early engagement with residents is highly recommended to ensure that a good response is received when sending out appointment letters.
3. Some residents will need/request evening/weekend appointments. This should be noted and incorporated within the scope.
4. Ensure all the correct personal are at the handover meeting i.e. maintenance contractor. On this project return visits had to be organised to demonstrate the system and its control.
5. A flyer to issued/left with residents explaining how the system works and what tests can be done to check the system is working before calling the repairs team. i.e. the resident might not hear the system running but can carry out the tissue test.
6. There is a very high chance not all flats will be accessed on the first visit or even when the contractor has left site. The contractor should consider where to store excess materials for fitting later should this be the case.

T284 – Parsons House Fire Door Replacement Works

1. A good working relationship with the doorset manufacturer/supplier is essential
2. All parties need to be involved during the initial survey and measuring for the new doorsets – this will ensure that any discrepancies/issues will be addressed before the doorsets are ordered and manufactured



CITYWEST HOMES

3. Fitting instructions/specifics to be provided with or before the initial delivery of doorsets to site – problems understanding specific requirements for installation can cause delays to the project
4. Ensure all parties are aware of the CWH Fire Door Performance Specification – This will help to identify any erroneous details within suppliers proposed doorsets
5. Ensure all details of the proposed doorsets/quotes match the CWH specification – Errors in meeting the specification will cause issues and potential cost overruns and project delays

7.0 RESTRICTIONS & LIMITATIONS

- Project execution logistics approaches are likely to differ from property to property. The PEP is to provide a Logistics Strategy that addresses these varied requirements in an optimised manner.
- The Service Provider is required to make the necessary arrangements to visit each of the properties in order to acquaint themselves with all potential logistical issues that need to be addressed.
- Space and areas available for Service Provider Site Compound Set-Up also varies from property to property. The Logistics Strategy is to address this issue in an optimised manner in order to maximise efficiencies and minimise disruption to all parties;



8.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS

General Design Requirements

Design responsibility requirements are identified within the Term Brief. All works are to be undertaken in accordance with UK/ EU current standards and regulatory/ statutory requirements.

All design related information provided by CWH in relation to the ventilation works is issued for Information Purposes only and is in no way to form any part of the Service Providers Design. Should the Service Provider wish to engage with any third party previously employed by CWH in this respect then permission must be sought from CWH in the first instance.

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 Service Provider/ 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 below outlines the key design expectations of the Client in relation materials/ equipment.



Table A – Material Design Requirements – General Works				
Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement	Pricing Methodology
Extract Fans	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"> • Nuaire • As per standard/agreed schedules & Specifications 	Minimum 2 Years manufacturers warranty	Business Case to be provided where Schedule of Rates cannot be applied
Silencers	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"> • J C Acoustics • Caice • As per standard/agreed schedules & Specifications 	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Grilles	To be white steel powder coated and include integrated fire damper.	<ul style="list-style-type: none"> • FlaktWoods • As per standard/agreed schedules & Specifications 	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Flow Regulator/Damper	To fit existing ductwork and with full site specific proposals. Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> • Trox UK Ltd • As per standard/agreed schedules & Specifications 	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Controls	To connect to the existing Trend system where possible and as noted in the specification.	<ul style="list-style-type: none"> • Trend • As per standard/agreed schedules & 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot



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	As specification where a Trend system is not present.	Specifications		be applied
Ductwork	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, valve charts, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> To DW144 As per standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Light Installation including emergency lights	<p>Full site specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage. Minimum of IP65 rating. Key switch provided for testing.</p> <p>Emergency Lights</p> <p>CWH representative to be consulted on and sign off on plans before works on site. All lighting to adhere to BS5266. Feasibility report to chain to existing spur required</p>	<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
Services Containment	Steel Powder coated trunking complete security screws	<ul style="list-style-type: none"> Flytec systems Ltd 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Electrical Fittings Generally	Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings	<ul style="list-style-type: none"> Fittings = Crabtree and/ or MK As per CWH standard/agreed 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot



CITYWEST HOMES

	schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	d schedules & Specifications		be applied
Walkways/ Access Routes	Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), specifications and technical submittals to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Walkways = Quantum Aluminium (Min 600mm wide) or alternative specification (as deemed appropriate) As per CWH standard/agreed schedules & Specifications 	2-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Access Doors/ Hatches/ Ladders	Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), Door/Hatch schedules, Ironmongery schedules (including signage details), specifications and technical submittals to be provided and agreed at pre-commencement stage. Hatches and doors to be manufactured in aluminium with polyester powder coated finish. Hatches to comprise gas spring assisted opening lid supported by heavy-duty stainless steel hinges. Hatch to be fully insulated.	<ul style="list-style-type: none"> Hatches = Surespan As per CWH standard/agreed schedules & Specifications 	Minimum 10 years manufactures warranty	Business Case to be provided where Schedule of Rates cannot be applied
Builders work in connection (BWIC) including decorative works and fabric repairs	Full site specific proposals to current standards and regulations. BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.	N/A	N/A	Schedule of Rates
FRA works (associated with the vent works)	Full site specific proposals to current standards and regulations. Fire Strategy Report & Drawings (if required),	As per CWH standard/agreed schedules & Specifications	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot



CITYWEST HOMES

	Layout Drawings and Details, Specifications and Technical Submittals to be provided and agreed at pre-commencement stage.			be applied
Fire Stopping	All works to be signed off by client surveying representatives	3rd party certified for products and installation	10 years	Business Case to be provided where Schedule of Rates cannot be applied
Fire Safety works	Full site specific proposals to current standards and regulations.	As per CWH standard/agreed schedules & Specifications	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Fire Door Works	All Doorsets (where replaced) 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	As per CWH standard/agreed schedules & Specifications which are located in appendix 12. 3rd party certified for manufacture and installation	20 Years (10 years for ironmongery)	Business Case to be provided where Schedule of Rates cannot be applied
Decoration (Class 0 Paint)	Cross cut paint samples to show paint adhesion must be carried out by specialist prior to specification. All substrates to be tested for damp and other contaminants to ensure suitable for application of paint. Site specific specification to be provided	Integra Tor-Coatings Crown (Timonox) Dulux (Pyroshield)	10 Years	Schedule of Rates



9.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	1-Apr-18	1-Apr-18	1	AS
Project Launch	1-Apr-18	15-Apr-18	14	CT
Issue 2-wk notice to SP ahead of Client Brief issue	8-Apr-18	8-Apr-18	1	CT
Client Brief Issue Stage				
Issue Client Brief to SP	22-Apr-18	22-Apr-18	1	CT
Project Execution Plan Stage				
PEP production by SP & Issue to Client	22-Apr-18	20-May-18	28	SP
PEP Review & VE period	20-May-18	3-Jun-18	14	CT
Prepare & Issue NOE's	3-Jun-18	17-Jun-18	14	CT
NOE Consultation period	17-Jun-18	24-Jul-18	37	
Leaseholder Surgery	22-Jul-18	22-Jul-18	21	CT
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	22-Jul-18	22-Jul-18	1	CT
Prepare & Issue Pre-commencement Order to SP	15-Jul-18	5-Aug-18	21	CT
SP prepares & Issues Proposals document to Client	5-Aug-18	30-Sep-18	56	SP
Proposals Review & VE period	30-Sep-18	28-Oct-18	28	CT
Commencement Order & Mobilisation Stage				
Prepare & Issue Commencement Order to SP	21-Oct-18	11-Nov-18	21	CT
Issue 2-wk notice to SP ahead of Commencement Order	28-Oct-18	28-Oct-18	1	CT
CWH Project Team Handover to SP	4-Nov-18	4-Nov-18	7	CT
Meet the Contractor Letter issued	5-Nov-18	5-Nov-18	1	SP
Contractor Mobilisation period	4-Nov-18	2-Dec-18	28	SP
Start on Site	2-Dec-18	2-Dec-18	1	SP
Contract Period	2-Dec-18	26-May-19	175	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 contractor 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 project execution plan. The service provider will need to be able to produce evidence to suggest that all required works have been surveyed sufficiently and reasonable cost estimations prepared in before preparation for the works process can begin. The works are varied and on a large scale, every element is required to be carried out and will be subject to adherence to a pre-agreed quality management process.

The fire safety works are now a high priority project and the resources allocated to the delivery of this scheme will need to reflect the urgency of the works. CWH expects the contractor to prioritise these works and produce a project execution plan that reflects the urgency.

KEY ESTATE CONSIDERATIONS

None currently identified specifically.

Other project(s) of note:

V108 Semley House Decorations – Completed 2017.

Brunswick and Dalkeith

Y101 Brunswick and Dalkeith Decorations – Planned to be on site 2022

Block Internal class O/External redecoration (2010)

Renew Main roof covering (2010)

Renew Roof Insulation (2010)

Key resident issues/concerns to note from meetings:

There have to date been no resident meetings regarding this project.