




<p><b>CLIENT BRIEF</b></p> <p>for</p> <p><b>AE113 -Tresham Crescent 1-12 Roof Replacement</b></p> <p>Revision 0 – May 2024</p>			
<b>Project Details</b>			
<b>Blocks included in the scope</b>	1-12 Tresham Crescent (1 Tresham Crescent, 2 Tresham Crescent, 5 Tresham Crescent, 7 Tresham Crescent, 9 Tresham Crescent, 11 Tresham Crescent)		
<b>Ward / Area</b>	Church Street	Central Area Service Centre	
<b>Recommended Service Provider</b>	United Living		
<b>Works Value</b>	£407,281.22		
<b>Total Project Costs</b>	£478,430.74		
<b>Delivery Year</b>	2025/2026		
<b>Project Lead</b>	Assistant Client Surveyor – Amol Kotkar		
<b>Brief Description of the project</b>	The works includes the stripping of the existing roof system and renewing with a new roof system to tenanted properties only. As the other six properties are freeholds.		
<b>Lessee implications</b>	H= N/A	A= N/A	L= N/A
<b>Key Issues/ Risks</b>	<ul style="list-style-type: none"> <li>– Adverse weather conditions during the project.</li> <li>– Access to top floor properties for condition surveys.</li> <li>– Prevent the entry of water in the freeholder's property during the work.</li> <li>– Preventing the scaffold trespassing onto freeholder's properties.</li> <li>– Serving appropriate party wall notices to the freehold properties.</li> <li>– Design &amp; Build risk with Party walls.</li> </ul>		
<b>Programme Board Date</b>	1 <sup>st</sup> Submission -		
<b>Executive Summary</b>	AE113 is a programme for roof renewal works to Tresham Crescent following on from a works referral received from repairs team. It was identified that the roof in place has come to the end of its usable life span. The block consists of 6 tenanted and 6 freeholder properties.		



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<b>Component to be Cleared</b>	<b>Title of Officer (Delegate)</b>	<b>Sign Off Method / Date</b>
<b>Asset Strategy</b>	Gavin Ridgewell (Kate Swanton)	By e-mail dated: 24/06/2024
<b>Property Maintenance</b>	Chris Damri (Sheila Allen)	By e-mail dated: 13/06/2024
<b>Finance</b>	Libby Eledah	By e-mail dated: 21/06/2024
<b>Lessee Services</b>	Andrew Pye (Jayne Stretton)	By e-mail dated: 19/06/2024
<b>Cap Programme Team</b>	Kevin Regan (Daniel Witt)	By e-mail dated: 24/06/2024
<b>M&amp;E Engineering</b>	Jason Killeen (Georgina Wingham)	By e-mail dated: 24/06/2024
<b>Communications</b>	Ian Merriman (Ayesha Begum)	By e-mail dated: 11/06/2024
<b>Health &amp; Safety</b>	Richard Street (Clare Gibb)	By e-mail dated: 20/06/2024
<b>Asbestos</b>	Elliot Davy (Clare Gibb)	By e-mail dated: 21/06/2024
<b>Fire Safety</b>	Junaid Iqbal	By e-mail dated: 20/06/2024
<b>Building Safety</b>	James Long	By e-mail dated: 21/06/2024
<b>Sustainability</b>	Anthony Jones	By e-mail dated: 21/06/2024
<b>TMO</b>	N/A	By e-mail dated: N/A



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**Westminster City Council will make all endeavours to provide the information noted below, where it is available and relevant to the project**

- **Appendix 1 – Initial Pre-construction Information (IPCI)**
  - Client site specific requirements
  - Site set up
  - Existing H&S file(s)
  - Reports
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary**
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- **Appendix 5 – Property List**
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- **Appendix 7 – Lessee Liabilities**
- **Appendix 8 – Specification / Drawings / Product & Planning Information**
- **Appendix 9 – Major Works History**

Note: The appendices are not published with this document as they are too large. If you would like details of the appendices, please contact [housing.enquiries@westminster.gov.uk](mailto:housing.enquiries@westminster.gov.uk) and quote reference **AE113 Tresham Crescent**



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## 1.0 INTRODUCTION

Following on from a works referral received from the central area repairs team, it was identified that the roof at Tresham Crescent has come to the end of its usable life span. There have been several repairs carried out in recent years and costs for further temporary repairs are no longer cost effective. It is recommended that the roof is fully stripped and renewed and the roof in place was built all as one and not built and designed to replace individually, however six out of twelve properties are no longer in council ownership and have been sold via freehold we are no longer responsible for these.

The report in Appendix 2 identifies several areas that are failing or have already failed. There are large cracks on the liquid coating, the coated upstand has failed and there are also large splits in the membrane. These defects will provide routes for water ingress. Due to the lack of edge protection in certain areas, scaffolding will be required to carry out the repairs in these areas. The intention of these works is to maintain the internal and external fabric of the buildings to ensure all properties are in a good state of repair, safe and free of building and services related defects.

It is intended that the 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 Westminster City Council (WCC) prior to issue of a Pre-Commencement Order (PCO).

## 2.0 KEY PROJECT DETAILS



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Project Name	AE113 – Tresham Crescent 1-12 Roof Replacement.
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input type="checkbox"/> NA <input checked="" type="checkbox"/> Note : NA
Legislative Constraints	Planning permission required (if the ridge/parapet height is increased) Building Control required.
Existing planning consents	N/A
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes



### 3.0 ASSET SUMMARY / CONSTRUCTION TYPE

1-12 Tresham Crescent is located on the Lisson Grove Estate between Park Road and the A5205, immediately south-west of Regent's Park, London. The property consists of a row of twelve terraced purpose-built residential dwellings constructed circa. 1970 and are brick built, with a part flat-part pitched roof, and uPVC windows. 6 properties out of 12 are privately owned freeholds and the remaining six properties are tenanted (see table below).

**Commented [IM1]:** I thought it was part of the Lisson Green estate? If so, saying that might be useful for internal purposes.

**Commented [KW2R1]:** Noted and changes made.

### 3.1 BLOCKS IN SCHEME

Block Name	No of Units	No of WCC Tenants
1 Tresham Crescent	1	1
2 Tresham Crescent	1	1
5 Tresham Crescent	1	1
7 Tresham Crescent	1	1
9 Tresham Crescent	1	1
11 Tresham Crescent	1	1
<b>TOTAL</b>	<b>6</b>	<b>6</b>

### 4.0 PROJECT JUSTIFICATION



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All sections of the roof show signs of significant damage and typical wear and tear causing cracking and crazing to take place, which could all result in water ingress into the top floor of the properties. There are also multiple areas that have had previous temporary repairs that have not held. Furthermore, there were significant defects noted to the parapet wall surrounding the roof. This justification is supported by a roof condition report undertaking core samples and investigation showing that the roof is in poor condition.

The consultant's preferred recommendation is a full renewal with a 25-year guarantee as the most practical solution. The primary goal is to preserve the building's condition and ensure cost-effectiveness by completely removing and replacing the existing roof system. However, it's important to note that 6 out of 12 properties are privately owned freeholds. It was initially decided to carryout works to the freeholder's roof but after confirmation with the leasehold team it was decided to carryout works to WCC owned properties only because of no process set to carryout works to the freeholders' properties (See Appendix 1: Resident Consultation – Freeholders, for further information). Thus, this project aims to strip down the existing roof system of WCC's properties and replace it with a warm roof system, along with any necessary associated works.

It is important that the Service Provider makes arrangements with WCC to visit the site as early as possible following receipt of this Client Brief to acquaint themselves with the site. This knowledge will be essential in order to produce a meaningful and sufficiently detailed Project Execution Plan. Please also refer to the documents in the Appendices, which will provide further information.

United Living is named as the recommended service provider to carry out the works for this project under the Major Works Term Partnering Contract.

### 5.0 DESCRIPTION OF KEY WORKS REQUIRED

Element	Work Required
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Condition Survey	<p>Pre-existing information regarding the condition of the building and associated ancillary areas has been provided in the IPCI in Appendix 1.</p> <p>The PD is to inform the Client, where additional survey or inspections are required to develop the PCI and inform the design process.</p> <p>The PC is required to complete a pre-commencement non-invasive condition survey within all areas likely to be affected by the works, which shall contain written and photographic evidence of the existing conditions.</p> <p>The PC 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 non-invasive condition survey is to be agreed with WCC/WCCs Client Representative and upon conclusion of the works the PC is to ensure the condition of any areas affected by the works are handed over to WCC/WCC in no worse a condition than at pre-commencement stage.</p>
Access Required	<p>Work at height will be required to complete roof renewal works. The PC is to ensure that all work at height activities are risk assessed and that the proposed method of access to facilitate the works is detailed in the CPP and fully costed in the PEP.</p> <p>Should there be any reason that specific access arrangements cannot be fully evaluated and costed for then the Service Provider should identify these together with a defined Provisional allowance within their PEP for each specific item/ area.</p> <p>Access will also be required into the residents' properties to undertake a number of the works elements described.</p>
Roof Replacement	<p>Strip back to deck and renew roof covering in line with and in accordance with the Roof Report Survey in Appendix 2 and the performance specification located within Appendix 8. An insurance backed guarantee for at least 25-year duration is to be provided for the installation of the roof system.</p> <p>Provide a sign at roof level stating installation date, contractor name, length of guarantee, guarantee end date, and contact details for Westminster City Council if any future works are proposed to be carried out to the roof.</p>

**Commented [LW3]:** The folder marked 'Existing H&S File(s)' is empty. it is very likely there is some pre-existing information that should be here. if not, a letter stating that all reasonable measures, and what those measures were, to find this have been taken





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	<p>Renewal works are to include all associated works to roof falls, alteration and creation of compliant upstands, roofing details and junctions, termination bars, flashings, outlets, grilles, and associated decoration.</p> <p>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, welded drip to external gutters, drip battens, promenade tile removal, parapet wall fixings, waterproofing works, new insulation, edge protection, temporary lifting and reinstatement of cables and services, etc.</p> <p>All cables and services are to be maintained throughout the project. Cables are to be fixed in cable runs and reinstated on completion of works.</p>
Rainwater Goods	<p>Test and undertake repairs and full cleaning of rainwater goods including replacements of elements which are beyond repair. Test upon completion to ensure all rainwater goods systems are free of leaks and are discharging correctly.</p>
Below Ground Drainage	<p>CCTV drainage survey required with which an agreement will be made between contractor and WCC establishing the extent of associated works required. The Contractor is to provide suggest proposals that would allow access to all main drain runs on the site to ascertain locations and condition. The contractor is to review the proposal to install/allow for rodding eyes at the down service connections between the rainwater pipes and the fall to the drain.</p>
External Repairs	<p>Cleaning the brickwork (Roof level). Increasing the height of the brickwork wherever necessary subject to approval from planning. Extensive brickwork facing and pointing repairs where necessary on all roof level external areas.</p>
Windows and glazing	<p>Repair/replace the timber windows and glazing located under the part pitched roof, where necessary. Replace the single glazing with double glazing.</p>
Timber Repairs	



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	Joinery and resin repairs to all defective timber elements (including items such as window. Painting all previously painted timber surfaces, including strip and preparation where required.
Data Cables	Engage with BT to tidy and provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 or any later amendments and shall be suitably earthed.
Professional Services (Party Wall)	Engage with a party wall surveyor and structural engineer to prepare servicing party wall notices to the neighbouring properties as needed, informing them about the upcoming planned works to the roof.
Builders Work in Connection	<p>Carry out all builders work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by WCC.</p> <p>Provide recommendations for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), submit for review and further instruction by WCC – a Provisional Sum in relation to any such works should be included at PEP stage.</p>
Maintaining the Existing Building Services	<p>Maintain the building services systems during the duration of the contract. Where services may not be functioning or operational for a period of time prior notice and resident notification shall take place.</p> <p>Service provider is to maintain the system fully (PPMs checks and remedials) under this scheme budget during the Defects Liability Period (DLP) and not via the term contracts PPM inclusive regime. It is essential that all newly installed or worked on services under this scheme are maintained through the scheme and the DLP.</p>
Sustainability	<p>Service provider to consider all possible measures to reduce carbon emissions from all properties</p> <ul style="list-style-type: none"><li>• Service Provider to increase the levels of roof insulation to meet the minimum requirements under the Building Regulations Approved Document L1 for dwellings. The minimum value for new builds should be adopted (which in this instance is 0.11 W/m<sup>2</sup>k). The warranty details and</li></ul>



	<p>certificates showing the insulation type and thickness should be copied and forwarded to the Sustainability team.</p> <p>Consultation with the residents is necessary as residents will need to be informed of the benefits of any environmental works within this project.</p>
Asbestos Management	<p>A copy of the existing management survey and any R&amp;D surveys have been supplied in the IPCI in <a href="#">Appendix 1</a>.</p> <p>Live asbestos information can be found on the Westminster City Council asbestos portal, Shine. The PD/PC is required to inform the client regarding the need to instruct any further R&amp;D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&amp;D survey will be instructed by the client through the asbestos management system and provided to the PD/PC as part of the PCI, to allow the CPP to be developed. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for completing removal or encapsulation of ACMs to enable The Works. The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the client's requirements outlined in the WCC process and procedure documents and are deemed competent to undertake the required works.</p>
Other Potentially Hazardous Circumstances	<p>Blocks: All</p> <p>Where held the Client has provided relevant information regarding the existing structure(s) and materials in the IPCI.</p> <p>The PD/PC is to inform the client if during the design stage, it becomes evident that there is the potential for other deleterious materials or hazards to be present and further inspection or testing is required.</p> <p>Other materials that may be present or that need considering include but are not limited to:</p> <ul style="list-style-type: none"><li>• Lead Paint</li><li>• HAC</li><li>• Clay pot floors</li><li>• Calcium silicate brickwork</li><li>• RAAC planks</li><li>• Tesseræ</li><li>• Vermiculite</li></ul> <p>Other hazards that may be present:</p>

**Commented [LW4]:** None of the existing R&D or Management surveys in appendix 1 include any roof areas.



	<ul style="list-style-type: none"><li>• Fragile roof materials</li><li>• Unprotected roof lights</li><li>• Unprotected flat roofs</li><li>• Unprotected fall risks (shafts/ sumps)</li><li>• Confined spaces</li><li>• Insufficient safe access provision to plant and equipment</li><li>• Noise protection zones</li><li>• Open water</li></ul>
H&S File and O&M Manual	<p>Blocks: All</p> <p>Create/provide Operating &amp; Maintenance manuals for all systems associated with The Works. The file shall be in accordance with and as detailed within the Term Partnering Contract. This can include but is not limited to;</p> <ul style="list-style-type: none"><li>• A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works;</li><li>• As-built drawings, specifications, schematics, schedules etc.</li><li>• Manufacturers details, guarantees and warranties (as applicable)</li><li>• Details of risks and hazardous materials not eliminated through design</li><li>• Site Investigation Reports</li><li>• Statutory authority consents and approvals</li></ul>



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## **6.0 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDMR)**

### **6.1 CLIENT REQUIREMENTS**

These requirements are in addition to the requirements imposed by any statute or statutory instrument. They form part of the client's arrangements for meeting Regulation 4 of the CDM Regulations 2015 (CDMR).

Westminster City Council Act as the Clients Representative on behalf of Westminster City Council "The client" under CDMR.

Westminster City Council' Client Representative (CR) will lead on CDM matters and will liaise with other Duty Holders to ensure that the Clients duties are being met.

The Client requires that the SP as Principal Contractor and Principal Designer, demonstrates that they have the skills knowledge and organisational capacity to undertake works safely and in accordance with all relevant legislation as detailed in the New Common Assessment Standard 2022 (replacement for PAS91)

The client will conduct ongoing enquiries, inspect and audit the SPs performance in performance of its roles throughout the duration of the SPs contract and expects the SPs to provide relevant information as and when requested and co-operate in this process.

The SP will issue the F10 notification to the HSE, following receipt of the Clients Project Brief (Inception) and will update the F10 notification as required and provide updated copies to the CWPM.

Where an accident or incident, involving a Westminster City Council or Westminster City Council employee: resident or member of the public occurs, in connection with the SPs operations the Client reserves the right to undertake its own independent investigation.

### **6.2 PROVISION OF PRECONSTRUCTION INFORMATION (PCI)**

The client will compile initial PCI (IPCI) at project inception stage, relevant to the existing site or structures. This information will be passed to the SP acting as Principal Designer as required under CDMR.

The PD is responsible for updating and developing the IPCI issued by the Client as the design process progresses and must inform the CR, at the earliest opportunity, regarding what if any additional information they feel is required to allow them to undertake the design and / or construction works safely.

The CR will inform the PD/PC regarding any specific requirements or restrictions regarding works in occupied premises and the PD/PC must ensure that these requirements are adopted and reflected in the construction phase plan (CPP).

### **6.3 DESIGNERS DUTIES**

Those fulfilling the role of Designer under CDMR are required to consider in their design the safety of construction, maintenance, high level cleaning activities, demolition and use



of a workplace of any structure for which they have prepared a design. The production of "Design Risk Assessment" is not deemed by the Client as an acceptable method of demonstrating that adequate consideration has been given to design safety issues.

#### 6.4 PRINCIPAL DESIGNERS DUTIES

Where the SP is contracted to act as Principal Contractor, Principal Designer and Designer, they must be able to demonstrate to the Client, that the team or individual acting as PD has sufficient independence and separation from those acting as PC and Designer(s) to fulfil the PD function and client requirements detailed below, on behalf of the Client.

The PD is required to ensure the Designer's fulfil their duties, monitor and report on the performance and effectiveness of the designer(s).

When it becomes apparent that the SP does not have the skills, knowledge and experience or organisational capability to undertake the role of PD, WCC reserve the right to rescind the appointment and appoint an external consultant to act.

The PD is required by the client to:

- Attend design team meetings (DTMs) to ensure that hazards during construction; occupation and demolition are adequately controlled via the design process. Discussions and outcomes are to be recorded and retained for audit purposes.
- Maintain a "Project Hazard Register" (PHR) to record and track any safety issues raised during the design process. Design and construction invariably occur concurrently and therefore the PD must ensure that design safety management is effectively managed throughout all stages of the project. The Client does not require numerical risk assessment of issues, although the PD must ensure that design options are suitably assessed for their respective risk and the outcomes clearly understood by the Design team and CR if appropriate.
- Complete "design safety reviews" (DSRs) this exercise may be completed at the end of DTMs during the design process but should be continued throughout the project at key stages of design development. The PD is to determine the format and regularity of the DSRs, with due consideration to the Clients Requirements agreed within the Project CDM Plan. \*
- Ensure the design team suitably develop/finalise the Maintenance Access Strategy during the detailed design in accordance with BS8560 2020 + A12018 - Code of Practice for the design of buildings incorporating safe work at height for inclusion in the H&S file, to demonstrate that the Designer(s) have given sufficient consideration to access for cleaning and maintenance of the completed structure or installed plant and equipment. A model document is available from the Client.
- Monitor and report the safety of the construction site, to assist the Client in fulfilling the duty to make reasonable efforts to establish appropriate H&S arrangements are in place. The purpose of this regime is to verify that the CPP is being implemented not to duplicate the PCs own safety managements arrangements. Any actions resulting from the PDs monitoring, will be actioned by the CR.



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\*Where the design may impact on future maintenance, i.e. high-level plant, the PD should seek to consult with WCCs Head of M&E services as part of the DSR process.

#### **6.5 THE CONSTRUCTION PHASE PLAN (CPP)**

The PD is to assist the PC in the development of the CPP. The PC is required to submit a suitably developed CPP to the CR at least **one month** before the intended start date.

The PD is to formally review the CPP prior to issue of the CPP to the CR providing a copy of their review and recommendation.

#### **6.6 HEALTH AND SAFETY FILE (HSF)**

The production of the H&S file must be initiated in the early stages of the design process by the PD, to ensure that relevant information is available to the Client at practical completion to allow the Client to fulfil its statutory duties, prior to occupation/ reoccupation.

WCCs CR will regularly review the development of the H&S file with the PD/PC to ensure it is being developed.

It is expected that the PD will identify and agree with the CR and PC, the scope and content requirements of the HSF, the format and content is to meet the Client requirements as detailed in Appendix 16.

The PD where appointed is required to formally review the HSF, prior to being submitted to the client and to ensure that it is complete. The CR is to formally review the submitted HSF prior to acceptance.

#### **7.0 CARBON NEUTRAL 2030 CHALLENGE**

On 18 September 2020 Westminster City Council (WCC) voted to become Carbon Neutral by 2030 and the whole city to follow suit by 2040.



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Service provider to focus on three key elements that can influence reducing carbon emissions;

- **The quoted works**

Building Regulations Part L Vol.1 requires that if elements such as roofs, windows, heating systems are replaced they must meet current building regulation performance values, eg U Values. This is by no means a prescriptive list, any attempts to be exempt from the building Regulations must be run past the Sustainability team first for example, using the non-payback period of 15 years which must not be used.

Prior to any product being purchased that will influence the carbon emissions of a building, (whether it be homes, communal parts, commercial properties or boiler/tank rooms), the service provider is required to prove Building Regulation compliance, (eg the insulation used in re-roofing a flat roof), furthermore you are required to prove that you have mitigated such issues as cold bridging, thermal breaks. This proof can be as simple as U-Value calculations, some sample EPCs must be produced as evidence. The warranties and certificates for thermal works such as roof, floor, wall, windows, solar (with or without batteries) and all other thermal elements must be provided to the Sustainability team as evidence for future EPC's to be accurately carried out.

The energy performance pre and post works scheduled highlighting savings on tonnes of carbon per property per year, this is for all tenures on the project.

- **Compound, site set up and working practices**

Whilst it is appreciated that in all likelihood the main source of energy will be electricity taken from a WCC communal supply and that the service provider will have no opportunity to purchase "Green" electricity. However, within the service providers control is how that energy is used, service provider is required;

- To demonstrate that intelligent controls for heating and hot water have been employed.
- All lighting is to be LED and intelligently controlled to limit waste use when areas are unoccupied
- Lights are to be switched off in rooms/buildings not in use.
- PCs and laptops set to power saving settings
- Windows and doors are not to be left open unnecessarily

- **Vehicles and the vehicles of tradespersons and suppliers**

- No vehicle is to idle on site, in particular delivery vehicles
- It is required that staff and tradesman commute and travel between site by either foot, cycle or public transport, if this is not possible then lift sharing is preferred.
- Electric or Hybrid vehicles are required to be used, (NB Term contractors as part of their tender have committed to using electric vehicles)

In 2021, approval was given for Westminster City Council to retrofit its existing housing stock to an average of an EPC B and to a net zero standard which includes those commercial properties within the WCC stock such as tenant's halls, offices, retail





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etc. Moving forward, WCC want to ensure that all service providers and their respective supply chains have appropriate environmental and retrofit standards in place including PAS 2035.

WCC will expect the service provider to consider all these measures as the project progresses and for these measures to be considered within the PEP and SPP. Meetings will take place with the Commissioning and Sustainability Teams to consider these options.

## **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.



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All design related information provided by WCC 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 WCC in this respect then permission must be sought from WCC 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.

<b>Table A – Material Design Requirements – General Works</b>				
<b>Element</b>	<b>Design Requirements</b>	<b>Desired Manufacturers</b>	<b>Guarantee / Warranty Requirement</b>	<b>Pricing Methodology</b>
<b>Windows within the roof</b>	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor.	<ul style="list-style-type: none"><li>• Smart</li></ul>	Frame – 25 Years Glazing (DG) – 10 Years	As per business case to be provided



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<b>Roofing Generally</b>	Roof structure and any related substrate to be inspected to ensure sufficient for replacement proposed. Full site specific drawings and specification to be produced.	<ul style="list-style-type: none"> <li>• Bauder</li> <li>• Langley</li> <li>• IKO</li> </ul>	25 Years	As per business case to be provided
<b>Flat Roofing (Felt)</b>	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"> <li>• Bauder</li> <li>• Langley</li> <li>• IKO</li> </ul>	25 Years	As per business case to be provided
<b>Rainwater goods (where replaced)</b>	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"> <li>• Marley / Alutec</li> <li>• Alumasc</li> </ul>	20 Years	As per business case to be provided
<b>Timber Repairs (resin)</b>	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"> <li>• Repair Care</li> </ul>	10 Years	Schedule of rates

**9.0 MILESTONE PROGRAMME**

Milestone	Start Date	End Date	Duration (calendar days)	Action
<b>Handover to Commissioning Team</b>				
Asset Strategy Handover to Commissioning Team	8-Jul-24	8-Jul-24	1	AS
Project Launch	9-Jul-24	17-Jul-24	7	CT
<b>Client Brief Issue Stage</b>				
Issue Client Brief CDM Brief and initial PCI to SP	18-Jul-24	18-Jul-24	1	CT



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<b>Project Execution Plan (PEP) Stage</b>				
PEP production , RIBA 2 Review, RFI creation, Risk Register by SP & Issue to Client	19-Jul-24	27-Aug-24	28	SP
PEP, RIBA 2 Review & Value Engineering period (VE)	28-Aug-24	17-Sep-24	14	CT
Pre-commencement order, Purchase Order and RIBA Stage 4 Checklist issue	18-Sep-24	1-Oct-24	9	CT
RFI Review on-going until cleared or until 4 weeks prior to project completion.	27-Aug-24	PC- 4 weeks		SP/CT/Delivery
Risk Register review ongoing until commencement order issue	27-Aug-24	Ongoing		SP/CT
F10 submitted by SP to HSE(where applicable) - Copy to Client	NA	NA	NA	NA
<b>Project Proposals Document (incl.SPP) &amp; Detailed Design Stage</b>				
SP prepare RIBA Stage 4 monitoring proposal for review by CT.	2-Oct-24	8-Oct-24	5	SP
SP prepare all Planning and Building Control (incl. Conservation Area, Fire Statement and Strategy) documents and submits for approval.	9-Oct-24	24-Oct-24	12	SP
CT Review Planning & Building Control etc documents prior to submission.	24-Oct-24	30-Oct-24	5	CT
SP submits Planning & Building Control application (period shown allows 12 weeks for planning approval process)	31-Oct-24	28-Feb-25	84	
SP prepares and issues Project Proposals document to the client.	9-Oct-24	3-Jan-25	56	
Proposal Review and VE period	6-Jan-25	21-Jan-25	12	CT/SP
Prepare & Issue Notice of Estimates (NOE's)	NA	NA	0	
NOE Consultation period	NA	NA	0	
Leaseholder Surgery	NA	NA	0	
<b>Commencement Order &amp; Mobilisation Stage</b>				
Prepare Commencement Order & PO	26-Feb-25	28-Feb-25	3	CT



Issue commencement order only after Planning & Building Control Approval Received.	3-Mar-25	4-Mar-25	2	CT
CT Handover to Delivery Team.	5-Mar-25	7-Mar-25	3	CT/DT
Meet the Contractor Letter issued	10-Mar-25	10-Mar-25	1	SP/RA/DT
Contractor Mobilisation period	11-Mar-25	19-Mar-25	7	SP
Construction phase plan (CPP) is approved	20-Mar-25	20-Mar-25	1	CT
Start on Site	24-Mar-25	24-Mar-25	1	SP
<b>Contract Period</b>	24-Mar-25	17-Jul-25	84	SP

## 10.0 RESIDENT CONSULTATION

It was initially decided to strip off and renew the entire roof but due to reasons mentioned in Appendix 1- IPCI (Consultation) it was finalised to carryout works to the properties owned by WCC only. Further, once the client brief has been approved further consultation will be done to inform the WCC residents (all tenanted) about the upcoming works. Before work starts onsite the contractor (United Living) will hold a meet the contractor session to give residents a chance to meet the onsite team, find out how the works may affect them, the timescales for completing the work and who to contact while the works are onsite.

As a part of consultation, there is a Residents' Association covering the Lisson Green estate, they and the ward councillors will also be briefed about the upcoming planned works.



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The estate has hosted site offices and containers for other projects in the area and consideration needs to be given to location of the site office for this project.

**Key resident issues / concerns to note:**

The primary concern to highlight in this project is the ownership structure, with 6 properties owned by WCC and 6 properties owned by the freeholders. Although the roof constitutes one structure across all 12 properties and requires replacement in unison, because of no process setup in place to carryout works for freeholders works will be carried out only to WCC owned properties. While carrying out works on site there is possibility of the freeholders in the adjoining property facing inconvenience and affecting the timescales which needs to be considered. This can be mitigated by serving the party wall notices accompanied by the detailed structural engineers' calculations.

**11.0 KEY ESTATE CONSIDERATIONS**

None currently identified specifically.

**Other project(s) of note:**

N/A