




<p><b>CLIENT BRIEF</b></p> <p><b>for</b></p> <p><b>X254 – Hall &amp; Braithwaite Towers Ventilation &amp; Fire Safety Works</b></p>	
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Project details			
<b>Blocks included</b>	Hall Tower and Braithwaite Tower		
<b>Area / ward located</b>	North Contract	Little Venice Ward	
<b>Recommended Service Provider</b>	Axis		
<b>Works value</b>	£981,387		
<b>Delivery year</b>	2018/19		
<b>Project Lead</b>	Gavin Ridgewell		
<b>Works included</b>	Communal Ventilation Works & Fire Safety Works		
<b>Lessee implications</b>	H= £6,825	L= £5,444	A= £6,155
<b>Key issues / risks</b>	Delay in contract starting on site. Access to some of the work areas including in flat. Unidentified asbestos.		
<b>Programme board date</b>	1 <sup>st</sup> Submission - 14 <sup>th</sup> September 2017 2 <sup>nd</sup> Submission – 8 <sup>th</sup> January 2018 3 <sup>rd</sup> Submission – 10 <sup>th</sup> September 2018 4 <sup>th</sup> Submission - 07 <sup>th</sup> November 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 work. This project will be one of the first carried out by the TPC.</p>			
Component to be cleared	Title of officer	Name and signature	
<b>Asset Strategy</b>	Jonathan Cooper (Gavin Ridgewell)	By e-mail dated: 29/08/18	
<b>Property Maintenance</b>	John Hayden (Interim) (Sheila Allen)	By e-mail dated: 28/08/18	
<b>Finance</b>	Mark Johnston	By e-mail dated: 10/08/18	
<b>Lessee Services</b>	John Millichope	By e-mail dated: 28/08/18	
<b>Cap Programme Team</b>	Matt Bundy	By e-mail dated: 07/08/18	



<b>M&amp;E Engineering</b>	James Beard (Jason Killeen)	By e-mail dated: 06/08/18
<b>Communications</b>	Daren Townsend (Comms Co-ordinator identified in Section 11 of Client Brief)	By e-mail dated: 02/08/18
<b>Health &amp; Safety</b>	Sarah Stevenson-Jones	By e-mail dated: 29/08/18
<b>Fire Safety</b>	Vincent Dean (Wayne Richardson)	By e-mail dated: 29/08/18

## 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 / Justification**
- **Appendix 3 – FRA Reports & Significant Findings**
- **Appendix 4 – Asbestos Surveys**
- **Appendix 5 – Budget Summary**
- **Appendix 6 – Risk Register**
- **Appendix 7 – Property List**



- **Appendix 8 – H&S File and O&M Manuals**
- **Appendix 9 – Stakeholder Consultation**
- **Appendix 10 – Lessee Liabilities**
- **Appendix 11 – Suggested Site Set Up Location**
- **Appendix 12 – Specification / Drawings / Product & Planning Information**
- **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**

<b>Project Name</b>	<b>Hall &amp; Braithwaite Ventilation Works</b>						
Project Code	X254						
Area	North Contract						
Ward	Little Venice						
Listed Building or Conservation Area	(Tick as appropriate)	LB	<input type="checkbox"/>	CA	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	Comments: Only Bock A is within a Conservation Area						
Works Description	Works to the communal ventilation system including replacing the fans, local in flat grilles, cleaning ductwork & associated works and FRA (Fire Risk Assessment) works identified in the type 4 and compartmentation surveys. Communal lighting including emergency lighting.						
Delivery Year	2018/ 2019						
Lessee Implications	H= £6,825		L= £5,444		A= £6,155		
	Note: Leaseholders who opt in for FED replacement will be directly charged on top of these costs.						
Access and other constraints	Access for operational activities are typical of central London projects. Access is required into residents' properties will be required. The Service Provider will need to identify proposals for Office & Welfare arrangements within the PEP.						



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 2 blocks in this project which each have 21 floors and were built in 1967. The blocks each have 80 dwellings. The block construction is generally reinforced concrete with centralised toilet and bathroom extract ventilation systems serving each tower block. The main extract fans are located in the roof level plant rooms.

Each block has one central extract system serving bathrooms and separate WCs, and each has duty/standby extract fans. The ventilation fans to be replaced are located on top of these blocks.

### 3.1 BLOCKS IN SCHEME

Block Name	No. of Units	Block Name	No. of Units
1 – 80 Braithwaite Tower, W2 1LP	80	1 – 80 Hall Tower, W2 1LN	80

### 3.2 INDIVIDUAL BLOCK DESCRIPTIONS

These Blocks were constructed at similar times and using common construction techniques and building forms. It is important that the Service Provider makes arrangements with CWH to visit each Block as early as possible following receipt of this Client Brief to acquaint themselves with each Block. 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.

### 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.

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 £ 78,000.00 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.

### Surveys required prior to pre-commencement agreement;

None currently identified specifically.

### Works

Element	Work required (All blocks)
Condition Survey	<p><u>Surveys necessary to establish scope of works</u> CWH have commissioned Condition Surveys in order to inform the scope of works identified within this Client Brief – this information is contained within the Appendix 2. The Service Provider is to review this information and commission all and any further surveys as they believe appropriate to establish the full scope of works necessary to meet this Client Brief during the Pre-commencement Stage. The Service Providers PEP must identify the full extent of additional surveys necessary together with costs for providing same.</p> <p><u>Pre-Construction Survey</u> Prior to commencing works on site a condition survey is 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>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 will also be required into the residents' properties to undertake a number of the works elements described. All access proposals are to be identified and fully costed by the Service Provider within their PEP. Should there be any reason that specific access arrangements cannot be fully evaluated and costed for then the</p>



## CITYWEST HOMES

	<p>Service Provider should identify these together with a defined Provisional allowance within their PEP for each specific item/ area.</p>
<p>Access Hatches/ Door(s)</p>	<p>Survey/ review all current access doors/ hatch provisions, including any ladder access requirements.</p> <p>Optimised access solutions 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>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>The contractor is to also detail the provision/condition of any shunt ducts or other fire precautions where present in the system.</p>
<p>Extract Fans</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 &amp; fittings</p>	<p>Supply, install and connect all associated ductwork, dampers and fittings involved with replacing the fans.</p>
<p>Electrical – Lighting</p>	<p>Survey and review existing lighting systems throughout building and replace install new systems to comply with current regulatory requirements and CIBSE recommended levels.</p> <p>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.</p> <p>Note: The contractor should look to where possible combine all cabling in one trunking conduit system.</p>



CITYWEST HOMES

In flat works	<p>Clean local ductwork          Replace the grille and control damper          Install new/replace existing fire dampers</p>
Electrical – Power	<p>Survey/ review existing electrical power supply installations in all areas associated with The Works and where necessary replace existing/ install new systems in compliance with current regulatory requirements. 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>
Walkways/access	<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>
Builders Work	<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 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;</p>
Maintaining Existing Systems	<p>Maintain the existing system throughout the duration of the contract.</p>
Associated Fire stopping Works	<p>Carry out all fire stopping associated with the works. All fire stopping works must be undertaken by a third party certified company who has been certified by an ‘industry-recognised’ body.</p> <p>Ensure The Works are fully compliant with current building regulation requirements.</p>



CITYWEST HOMES

<p>Asbestos Survey</p>	<p>The contractor shall comply with all statutory and regulatory requirements with respect to Asbestos.</p> <p>An R&amp;D survey has been undertaken to the areas of work affected. Asbestos has been identified and will be removed prior to any works being undertaken.</p> <p>As the design develops there maybe areas of work which were not anticipated at the time of the client brief production. If further R&amp;D surveys are required, the contractor shall notify the client so further surveys can be undertaken.</p> <p>The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for assessing the information available and then for completing all necessary surveys/ works to identify and manage/ remove Asbestos hazards associated with The Works.</p> <p>The contractor shall ensure that an asbestos R&amp;D survey is carried out prior to any works being undertaken.</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. Other hazards that may be present or that need considering include but not are limited to:</p> <ul style="list-style-type: none"> <li>• Lead Paint</li> <li>• Dust</li> <li>• Ventilation of Solvents and Fumes</li> <li>• Noise</li> <li>• Other Hazardous Substances</li> </ul> <p>The service provider is not expected to come into contact with lead paint or any other hazardous materials/circumstances during this works but should this be the case the service provider is to highlight the issue for CWH to investigate.</p> <p>Should an issue arise the service provider is to recommend additional measures that may be deemed necessary to prevent re-contamination.</p> <p>The service provider is to review the risk register in Appendix 6 for further information.</p>
<p>O&amp;M Manual</p>	<p>Provide Health and Safety File and Operating &amp; Maintenance manuals for all systems associated with The Works, to include (but 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>• Future Plant Replacement Strategies, with estimated costs, for each property for further review/ consideration/ instruction as appropriate, by CWH;</li> <li>• As-built drawings, specifications, schematics, schedules, valves</li> </ul>





	<p>charts, etc</p> <ul style="list-style-type: none"> <li>Manufacturers details and warranties (as applicable)</li> </ul>
Asset Tagging	<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 &amp; 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>Carry out all relevant works identified and set out in the FRA schedule of works within Appendix 3</p> <p>The service provider is to arrange for a compartmentation survey to be undertaken, to identify all issues/breaches of fire stopping/compartmentation within the communal areas of the building and within individual dwellings.</p> <p>All fire stopping/compartmentation works (including the initial survey) are to be undertaken by a certified member of an appropriate 'industry-recognised' third party certification scheme, e.g., BM TRADA A full compartmentation report should be provided on completion of the works, to include photos of pre and post condition.</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><i>All fire door works are to be undertaken by an accredited third party installation company of an appropriate 'industry-recognised' body in accordance with the manufacturer's instruction, industry recognised best practice and BS 8214. A full report should be provided on completion of the works, to include photos of the installation process to each property</i></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>

## 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



## CITYWEST HOMES

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
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**

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.

## **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.



## CITYWEST HOMES

All design related information provided by CWH 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.



<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>Extract Fans</b>	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"> <li>• Nuaire</li> <li>• As per standard/agreed schedules &amp; Specifications</li> </ul>	Minimum 2 Years manufacturers warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Silencers</b>	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"> <li>• J C Acoustics</li> <li>• Caice</li> <li>• As per standard/agreed schedules &amp; Specifications</li> </ul>	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Grilles</b>	To be white steel powder coated and include integrated fire damper.	<ul style="list-style-type: none"> <li>• FlaktWoods</li> <li>• As per standard/agreed schedules &amp; Specifications</li> </ul>	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Flow Regulator/Damper</b>	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"> <li>• Trox UK Ltd</li> <li>• As per standard/agreed schedules &amp; Specifications</li> </ul>	2 year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Controls</b>	To connect to the existing Trend system where possible and as noted in the specification.	<ul style="list-style-type: none"> <li>• Trend</li> <li>• As per standard/agreed schedules &amp;</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot



## CITYWEST HOMES

	As specification where a Trend system is not present.	Specifications		be applied
<b>Ductwork</b>	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"> <li>To DW144</li> <li>As per standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Light Installation</b>	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.	<ul style="list-style-type: none"> <li>Fittings = Fitzgerald or Whitecroft Lighting</li> <li>As per CWH standard/agreed schedules &amp; Specifications</li> </ul>	5-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Electrical Fittings Generally</b>	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"> <li>Fittings = Crabtree and/ or MK</li> <li>As per CWH standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Walkways/ Access Routes</b>	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"> <li>Walkways = Quantum Aluminium (Min 600mm wide) or alternative specification (as deemed appropriate)</li> <li>As per CWH standard/agreed</li> </ul>	2-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



CITYWEST HOMES

		d schedules & Specifications		
<b>Access Doors/ Hatches/ Ladders</b>	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"> <li>Hatches = Surespan</li> <li>As per CWH standard/agreed schedules &amp; Specifications</li> </ul>	Minimum 10 years manufactures warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Builders work in connection (BWIC) including decorative works and fabric repairs</b>	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
<b>FRA works</b>	Full site specific proposals to current standards and regulations. Fire Strategy Report & Drawings (if required), Layout Drawings and Details, Specifications and Technical Submittals to be provided and agreed at pre-commencement stage.	As per CWH standard/agreed schedules & Specifications	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Fire Door Works</b>	Full site specific proposals to current standards and regulations.	As per CWH standard/agreed schedules & Specifications which are located in appendix 12.	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
<b>Handover to Commissioning Team</b>				
Asset Strategy Handover to Commissioning Team	15-Jan-18	15-Jan-18	1	AS
Project Launch	15-Jan-18	29-Jan-18	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	22-Jan-18	22-Jan-18	1	CT
<b>Client Brief Issue Stage</b>				
Issue Client Brief to SP	5-Feb-18	5-Feb-18	1	CT
<b>Project Execution Plan (PEP) Stage</b>				
PEP production by SP & Issue to Client	5-Feb-18	5-Mar-18	28	SP
PEP Review & Value Engineering (VE) period	5-Mar-18	19-Mar-18	14	CT
<b>Pre-commencement Order &amp; Detailed Design Stage</b>				
Issue 2-wk notice to SP ahead of Pre-C Order issue	19-Mar-18	19-Mar-18	1	CT
Prepare & Issue Pre-commencement Order to SP	26-Mar-18	2-Apr-18	7	CT
SP prepares & Issues Proposals document to Client	2-Apr-18	28-May-18	56	SP
Proposals Review & VE period	28-May-18	25-Jun-18	28	CT
Prepare & Issue Notice of Estimates (NOE's)	25-Jun-18	2-Jul-18	7	CT
NOE Consultation period	2-Jul-18	15-Aug-18	44	
Leaseholder Surgery	25-Jul-18	15-Aug-18	21	CT
<b>Commencement Order &amp; Mobilisation Stage</b>				
Issue 2-wk notice to SP ahead of Commencement Order	15-Aug-18	15-Aug-18	1	CT
Prepare & Issue Commencement Order to SP	20-Aug-18	25-Aug-18	5	CT
CWH Project Team Handover to SP	25-Aug-18	1-Sep-18	7	CT
Meet the Contractor Letter issued	2-Sep-18	2-Sep-18	1	SP
Contractor Mobilisation period	1-Sep-18	29-Sep-18	28	SP
Start on Site	29-Sep-18	29-Sep-18	1	SP
<b>Contract Period</b>	29-Sep-18	1-Jun-19	245	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 Service Provider shall develop this proposal and confirm their requirements at the PEP stage.

## **11.0 RESIDENT CONSULTATION**

A resident meeting regarding this project is yet to take place. The initial project introduction meeting is scheduled to be held in September 2018.

## **12.0 SUMMARY**

Following a full review of this brief and a visit to each block, the Service Provider will produce a Project Execution Plan (PEP).

Prior to issue of a Pre-commencement Order the Service Provider will need to identify a detailed cost estimate within the PEP for The Works in order that CWH can issue appropriate Notice of Estimates (NOE's) to any Leaseholders. Once the NOE's are issued a 37-day (calendar days) period is required before a Pre-commencement Order can be issued.

The PEP will need to identify a detailed plan of action throughout the Pre-commencement Stage to ensure that all required works will be appropriately assessed and fully costed prior to a Commencement Order being issued.

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**

None currently identified specifically.

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

External decorations undertaken in 2011.

### **Key resident issues/concerns to note from meetings:**

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