



**INVITATION TO TENDER AND
SPECIFICATION FOR WORKS**

For

**INSTALLATION OF FIRE DOORS AND
GENERAL FIRE SAFETY WORKS
MEASURED TERM FRAMEWORK (2 YEARS + 1 + 1)**

**Deadline for return
5pm on 17th November 2017**

Installation of Fire Doors and General Fire Safety Works to Various Properties in the London Borough of Sutton

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Form of Tender ('Measured Term Contract')

Tender for: Installation of Fire Doors and General Fire Safety Works

To: The London Borough of Sutton

From:

Having read the Conditions of Contract and Specification of Works and having examined the drawings referred to therein, we hereby offer to execute and complete the whole of the works described in the specification for the values detailed within our tendered Schedule of Rates (excluding Value Added Tax).

The Contract will be a JCT Measured Term Contract and the initial Contract Period will be for an initial 2 years plus the option for 2 no. 1 year extensions (depending on performance).

We also undertake, in the event of your acceptance of our tender, to execute with you – as a deed - a Form of Contract embodying all the Conditions and Terms contained in this offer.

We agree that if any obvious pricing or arithmetical errors are discovered in the priced specification before acceptance of this offer they shall be dealt with in accordance with Alternative 1 contained in JCT Practice Note 6 'Main Contract Tendering'.

We agree that any variations to the works described in the Specification shall be valued in accordance with the Contract.

The acceptance of this tender remains open for consideration for 3 months and we agree that no extras for Pre-Contract delays will be claimed after the Contract has been signed.

Signed:

Print Name:

Dated:

On Behalf of:

Address:

INVITATION TO TENDER

**Installation of Fire Doors and General Fire Safety Works to Various Properties in the
London Borough of Sutton**

Invitation to Tender

Installation of Fire Doors and General Fire Safety Works

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Invitation to Tender

Installation of Fire Doors and General Fire Safety Works

1.0 Introduction

- 1.1 This is an Invitation to Tender document for the installation of fire doors and general fire safety works to various addresses throughout the London Borough of Sutton.
- 1.2 The client for this scheme will be the London Borough of Sutton (LBS) however the scheme will be tendered and managed by Sutton Housing Partnership (SHP) on behalf of LBS.
- 1.3 Your tender will be based on a combination of your responses to the quality questions, the competitiveness of your priced schedule of rates and a tender interview. Please note that only the top 3 scoring Contractors will be invited for interview.
- 1.4 The weighting of the scores for each element will be as follows:
- Price 60%
 - Quality 30%
 - Interview 10%
- 1.5 The quality questions within this section have been designed to assess the suitability of your organisation to deliver the contract requirements.

2.0 Contract Summary

Contracting Authority:	The London Borough of Sutton
Contract Title:	Fire door installations and general fire safety works
Contract Value:	Estimated Framework Value of £500k per annum (delivered between 2 contractors)
Contract Type:	JCT Measured Term Contract 2011
No. of installations:	An initial commitment of 1,000 doors (delivered between 2 contractors)
Contract Duration:	2 years + 1 + 1 years
Closing Date for Receipt of ITT:	5pm on Friday 17th November 2017

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3.0 The ITT documentation

3.1 The documentation associated with this ITT contains the following:

Form of Tender

Section 1 : Preliminaries

Section 2 : Materials & Workmanship

Section 3 : Specification of Works

Section 4 : Schedule of Rates

Appendix A : Indicative Property List

Appendix B: Access Procedure Process Map

Appendix C : Section Drawings

Appendix D : Resident Door Choice Form

Appendix E : Gerda Specification and Details

Appendix F : FED performance specification

Appendix G : Asbestos removal specification

Appendix H: SHP's Third Party Data Access Process

Appendix I : SHP's Safeguarding Policy

Appendix J: SHP's Sustainability Strategy

Appendix K: Designers Risk Assessment

Appendix L : Pre-Tender Information Pack

3.2 Please ensure you review all of the above documents and make the necessary allowances before submitting your bid.

4.0 About Sutton Housing Partnership

4.1 Sutton Housing Partnership is an Arm's Length Management Organisation (ALMO), which was set up in April 2006.

4.2 SHP owns and manages around 7,500 homes across the borough.

Our Values

- **Accountable:** We take ownership for our actions
- **Driven:** We will commit to being the best in our field
- **Enabling:** We support people to achieve their potential
- **Ethical:** We fulfil our responsibility to the community and the environment

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Installation of Fire Doors and General Fire Safety Works

- **Involving:** We seek to understand and work together with staff and residents
- **Open:** We are honest and transparent
- **Safe:** We ensure safety, security and wellbeing
- **Strategic:** We plan and think ahead about what we do

Our Priorities

- **Customer Care:** To make customers the focus of all aspects of our services
- **Quality:** To provide sustainable homes through effective asset management
- **Reputation:** To maintain our excellent service to residents with care, quality and value
- **Value for Money:** To achieve long term viability centred on value for money.

4.3 The questions in this ITT have been specifically designed to reflect and help ensure this contract delivers on SHP's core values and priorities.

5. The Works

5.1 The works to which this ITT relates include (but are not limited to) the following

- Resident liaison function
- Undertaking initial surveys
Note: Refurbishment and Demolition Asbestos surveys will be carried out outside of this contract
- Asbestos removal works associated with the doors
- The installation of new Front Entrance Door-sets (manufactured by Gerda) including side screens and top panels where required
- Making good and redecoration works where required
- Communal door repairs/replacement
- Fire stopping works
- General fire safety works

5.2 All installation works must be undertaken by a FIRAS accredited contractor.

5.3 The doors will be supplied by Gerda and the successful contractor will be an **approved Gerda installer**.

5.4 It is important to note that there is no guarantee of work.

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Installation of Fire Doors and General Fire Safety Works

- 5.5 The successful Contractors will be added to SHP's Northgate system. They will not however be expected to administrate the Contract/s via the system.
- 5.6 SHP is seeking to appoint 2 contractors to undertake these works, with an initial commitment of 1,000 doors split between the two Contractors.
- 5.7 It will be at SHP's discretion how the doors are split in terms of quantity. They will however be allocated according to geographical areas in order to ensure efficiencies are gained in terms of site set ups and travelling times.
- 5.8 The proposed works will be let under a Joint Contracts Tribunal (JCT) Measured Term Contract 2011. The initial contract period will be for 2 years with an option to extend for an additional 1 year plus 1 year providing for a potential 4 year contract.
- 5.9 Any extension to the contract will be dependent on performance and the successfully delivery of the programme.

6.0 Timescales

- 6.1 The following are key target dates:

Milestone	Target Date
Tender Returns	17 th November 2017
Appointment of successful contractors	8 th December 2017
Start on site	January 2018

7.0 Grounds for Exclusion from the Process

- 7.1 SHP will exclude any bidders from the tender process who satisfy any of the criteria for rejection, as set out in the Questionnaire.

8.0 Communication

- 8.1 Bidders are able to seek clarification or explanation of the ITT, if necessary. Any questions about the procurement should be submitted by e-mail to the contact email procurement@SHP.com.
- 8.2 All queries will be responded to within one working day. All questions and answers (where appropriate and in a suitably anonymous form) will be distributed or made available weekly to all bidders.
- 8.3 The deadline for queries to be submitted is 5pm on the 13th October 2017.

9.0 Submission

- 9.1 You are required to submit one electronic copy of your response including the following documentation:
- 1) Questionnaire
 - 2) Signed form of tender
 - 3) Priced schedule of rates

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- 9.2 The electronic copy should be in a PDF format accompanied by an excel version of the schedule of rates.

10.0 Responses

- 10.1 The quality questions have been given a suggested page limit.
- 10.2 Responses may include appendices where necessary.

11.0 Assessment Process

- 11.1 All questions will be scored out of 5 by the evaluators in accordance with, in their opinion, how well the response matches the requirements of SHP in respect of the contract being tendered.
- 11.2 The scores will then be weighted, as shown with the question, to reflect their considered priority, in order to arrive at the question's final score.
- 11.3 The pricing element will be scored through a model of the schedule of rates for a typical order. The scoring will be on the basis that the lowest tender will score the full 40% and the other tenderers will score a percentage of the 40% dependant on the difference in the value of their tender.

12.0 Evaluation Team

- 12.1 The evaluation team is likely to consist of at least 3 members of the Asset Investment Team

SHP reserves the right to change the members of the evaluation panel as it sees fit, according to availability of staff members etc.

- 12.2 The questions in the questionnaire, numbers 2- 4 will be initially assessed on a pass/fail basis and then the contract specific questions in this Parts 5 and 6 will be evaluated as a whole and scored out of 5. Anyone scoring less than 3 (unweighted) in these questions will be eliminated from the tender process
- 12.3 Part 7 of the Questionnaire is the Declaration of Probity and undertaking that all responses are offered in good faith. All applicants must submit the signed declaration with their submission. Failure to do so may result in your tender being disqualified.

13.0 Notes for Completion

- 13.1. SHP reserves the right to reject ITTs which are not submitted in accordance with the instructions given.
- 13.2. SHP reserves the right to cancel the selection process at any point. SHP is not liable for any costs resulting from cancellation of this process or for any costs incurred by applicants taking part in the selection process.

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- 13.3. SHP reserves the right to disqualify any applicant or to terminate the Contract if any material misrepresentation is made in the ITT submission.
- 13.4. Canvassing of any member of SHP or LBS's staff will lead to disqualification from the pre-qualification process.
- 13.5. It is very important that you fully answer all the questions.
- 13.6. SHP reserves the right to carry out financial checks on all applicants through a 3rd party and/or credit checking agency which may be used to validate information submitted and/or assist in the evaluation.
- 13.7. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration.
- 13.8. The electronic file with the submission must be titled: Company name, Tender name.

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QUESTIONNAIRE CONTENTS

Section	Description	Weighted Score (%)	
1	Contractor Information	For information only	
2	Mandatory exclusion questions	Pass / fail	
3	Discretionary exclusion questions	Pass / fail	
4	Economic and financial standing	Pass / fail	
5	Technical and Professional Ability	15%	
	Explanation for not having any references, Q5.5	For information only	
6	Additional Modules	85 % (Total)	
	Technical Project-Specific Question 1	20 %	
	Technical Project-Specific Question 2	15 %	
	Technical Project-Specific Question 3	20 %	
	Technical Project-Specific Question 4	10 %	
	Technical Project-Specific Question 5	10 %	
	Technical Project-Specific Question 6	10 %	
	Insurance	Self-certification	
	Compliance with Equality legislation	Self-certification	
	Sustainability	Self-certification	
	Health and Safety	Pass / fail	
	“Pass / fail” questions		If the Contractor fails any of the discretionary exclusion question SHP will decide whether the bid will be disqualified based on the number of successful Contractors who have passed all the questions in Parts 1- 4
	Total Weighted Score (Sections 5 and 6)		100 %

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Qualifying threshold score to be shortlisted	Minimum [60] % (the combined scores at Section 5 (Technical & Professional Ability – references) and Section 6 (Additional modules))
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1.0 Scoring

The scored questions in Sections 5 and 6 – Technical and Professional Ability and Additional TENDER Modules will be evaluated as follows:

0	Completely fails to meet required standard or does not provide a proposal.
1	Proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals.
2	Proposal falls short of achieving expected standard in a number of identifiable respects.
3	Proposal meets the required standard in most material respects, but is lacking or inconsistent in others.
4	Proposal meets the required standard in all material respects.
5	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements.

2.0 Guidance on Completing Each Section

3.1 Section 1 – Contractor Information

- 3.1.1 This section is used to gather information and build up an understanding of the nature of your organisation as a legal entity participating in the procurement exercise. It is for information only and will not be scored, but you could be excluded on the grounds of submitting insufficient or false information.

3.2 Section 2 – Grounds for Mandatory Exclusion

- 3.2.1 We will exclude your organisation from the procurement if any of the mandatory grounds for rejection applies:
- 3.2.1.1 There is evidence of convictions relating to specific criminal offences including, but not limited to, organised crime, bribery, corruption, conspiracy, terrorism fraud and money laundering; or
 - 3.2.1.2 Your organisation has been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security (except where this is disproportionate, e.g., where the amounts involved were minor).
 - 3.2.1.2 You are not a Gerda approved installer.

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3.3 Section 3 – Grounds for Discretionary Exclusion

- 3.3.1 SHP will consider the exclusion of any Contractor organisations from the procurement if you answer “yes” to any of the grounds for discretionary exclusion set out in Questions 3.

3.5 Section 4 – Economic and Financial Standing

- 3.5.2 SHP’s requirement is that your company must be of strong financial standing.
- 3.5.4.1 A credit check will be carried out and a “high risk” rating may result in your organisation not progressing to the next stage.
- 3.5.4.2 We may also perform a financial ratio analysis using the information that you have supplied in the Financial Appraisal Form, your trading accounts and / or other information in your financial submissions, in conjunction with the credit check.
- 3.5.4.3 Your organisation may also be excluded from participating further in the tender process where SHP requests a banker’s reference that is subsequently refused by your bank.
- 3.5.4.4 Based on our assessment of the financial submissions made by you, SHP will determine whether your organisation’s economic and financial standing can satisfactorily meet the requirements for this procurement.
- 3.5.4.5 For the avoidance of doubt, if your organisation’s economic and financial standing is deemed not satisfactory, this will be equivalent to a “Fail” and your organisation will be excluded from further participation in this procurement.

3.6 Section 5 – Technical and Professional Ability

- 3.6.1 The Technical and Professional Ability section will account for a possible maximum of **15%** of the overall total score of the Quality Element.
- 3.6.2 SHP may request details of up to three (3) contracts, from either the public or private sector, to assess your organisation’s experience, professional competence and technical expertise that are relevant to the service requirements. Please ensure the customer organisation is willing to provide a reference.
- 3.6.3 The Contracts for supplies or services must have been performed in the past three years.
- 3.6.6 Providers who cannot provide at least one example for questions 5.1 to 5.3 must provide an explanation for this on 5.4. This will be for information only.

3.7 Section 6 – Additional Modules

- 3.7.1 You must ensure that you answer every question in this section as each of the responses will be scored and, in aggregate, will account for a possible maximum of **85% per cent** of the overall total score of the Quality Element.
- 3.7.2 You are also required to respond in full to the other modular questions which form part of this tender. Where a module is marked for “Self-Certification”, checks on your answers will only be carried out on the successful bidding organisation at contract award stage.

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3.7.2.1 **Further project-specific questions to assess Technical and Professional Ability**

This section will contain any further project-specific questions to assess the technical and professional ability of providers.

3.7.2.2 **Insurance (Self-Certification)**

The type of insurance specified in the questionnaire is typical for the nature of the work involved and the level of cover is deemed to be proportionate and reflective of the risk level. You should self-certify that:

- (i) Your organisation either already carries the required insurance; or
- (ii) give an undertaking that, in the event of your organisation being awarded the contract, you will secure additional insurance to the level of cover required.
- (iii) If you are not prepared to raise your insurance cover to the level required, your organisation will fail this section of the TENDER and it may not progress any further in respect of this procurement process.

3.7.2.3 **Compliance with Equality Legislation (Self-Certification)**

- (i) You are asked to self-certify that your organisation complies with the requirements of the Equality Act 2010;
- (ii) you must give a detailed account of any reported breach(es) of the legislation and the remedial action(s) subsequently taken, to address the breach(es).

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1. Contractor Information	
1.1 Contractor details	Answer
Full name of the Contractor completing the tender	
Registered company address	
Registered company number	
Registered charity number	
Registered VAT number	
Name of immediate parent company	
1.3 Contact details	
Contractor contact details for enquiries about this tender	
Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

2. Grounds for Mandatory Exclusion		
<u>Convictions</u> 2.1 Within the past five years, has your organisation, Director(s), or partner(s) been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		

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(b) the common law offence of bribery;		
(c) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;		
<u>Non-payment of taxes</u> 2.2 Has it been established by a judicial or administrative decision that your organisation is in breach of obligations related to the payment of tax contributions?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
If you have answered "yes" to this question, please use a separate Appendix to provide further details.		
<u>Gerda Approved Installer and FIRAS accreditation</u> 2.3 Please confirm that you are both a Gerda approved installer and that you are FIRAS accredited	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
If you have answered "no" to this question, please use a separate Appendix to provide details on how you can evidence that you will be able to achieve this requirement		

3. Grounds for Discretionary Exclusion		
3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) your organisation is bankrupt or is the subject of insolvency or winding-up proceedings.		
(b) your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(c) your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(d) your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract.		

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4. Economic and Financial Standing							
Financial Information							
4.1	Please provide one of the following to demonstrate your economic / financial standing, indicating your answer with an 'X' in the relevant box.						
	(a) A copy of the audited accounts for the most recent two years						
	(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation						
	(c) A statement of the cash flow forecast for the current year						
	(d) Alternative means of demonstrating financial status if any of the above is not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).						
4.3	<p>(a) Are you are part of a wider group (e.g. a subsidiary of a holding / parent company)?</p> <p>If yes, please provide the name below:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">Name of the organisation</td> <td></td> </tr> <tr> <td>Relationship to the Contractor completing the TENDER</td> <td></td> </tr> </table> <p>If yes, would the Ultimate / parent willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (eg from a bank?)</p>		Name of the organisation		Relationship to the Contractor completing the TENDER		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Yes
Name of the organisation							
Relationship to the Contractor completing the TENDER							
5. Technical and Professional Ability							
Relevant experience and contract examples							
Please provide details of up to three contracts, in any combination from either the public or private sector, that are relevant to the works proposed under this contract. Contracts for supplies or services should have been performed during the past three years.							
		Contract 1	Contract 2	Contract 3			
5.1	Name of customer organisation:						
5.2	Point of contact in customer organisation: Position in the organisation:						

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	E-mail address			
5.3	Contract start date: Contract completion date: Estimated Contract Value:			
5.4	In no more than 500 words, please provide a brief description of the contract delivered, including evidence as to your technical capability in this market.			

5.5 If you cannot provide at least one example for questions 5.1 to 5.4, please provide an explanation for this – eg, your organisation is a new start-up – in no more than 500 words

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6. Additional Modules

Contractors who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking "x" in the relevant boxes.

(A) Further project-specific questions to assess Technical and Professional Ability

1. **Delivery of Installation of Fire Doors and General Safety Works** - What steps do you take on and off site to ensure that works are delivered in compliance with the specification and current fire regulations?

(20% weighting – Maximum 1.5 pages A4)

2. **Appointments** – How did you make and keep appointments with residents' and what procedures did you employ for managing missed appointments?

(15% weighting – Maximum 1 page A4)

3. **Quality Assurance** – How effective have your quality assurance systems been in ensuring the delivery of good workmanship? What steps have you taken to ensure this?

(20% weighting – Maximum 1.5 pages A4)

4. **Customer Care** – What action have you taken to ensure compliance with clients' service requirements for with elderly, vulnerable and volatile residents', and residents' who have English as a second language

(10% weighting – Maximum 1 page A4)

5. **Environmental Issues** – What steps have you taken to improve the level of waste production from your sites?

(10% weighting – Maximum 1 page A4)

6. **Health & Safety** - What training, monitoring and inspection procedures have you employed to ensure compliance with your Health & Safety Policy?

(10% weighting – Maximum 1 page A4)

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(B) Insurance		
1.	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £10M Public Liability Insurance = £5M Professional Indemnity Insurance = £2M</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

(C) Compliance with Equality Legislation		
1.	<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered "yes" to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>You may be excluded if you are unable to demonstrate to SHP's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

(D) Sustainability		
<p>SHP requires all of its Contractors to have regard to the economic, social and environmental wellbeing of its citizens when procuring public contracts.</p>		
1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to the this question is "Yes", please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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3.	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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(F) Health and Safety		
1.	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement / remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three (3) years?</p> <p>If your answer to this question was “yes”, please provide details in a separate Appendix of any enforcement / remedial orders served and give details of any remedial action(s), or changes to procedures, you have made as a result.</p> <p>SHP will exclude bidder(s) that have been in receipt of any enforcement / remedial action orders unless the bidder(s) can demonstrate to SHP’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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7. Declaration							
	<p>I declare that, to the best of my knowledge, the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of..... (Insert name of organisation).</p> <p>I understand that SHP may reject my submission if there is a failure to answer all relevant questions fully or if I provide false / misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</p> <p>I also declare that there is no conflict of interest in relation to SHP's requirements.</p> <p>The following appendices form part of our submission (please expand as necessary):</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #0070C0; color: white;">Section of Questionnaire</th> <th style="background-color: #0070C0; color: white;">Appendix number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td style="text-align: center;">[Please advance tab key to create more rows, as necessary]</td> </tr> </tbody> </table>	Section of Questionnaire	Appendix number				[Please advance tab key to create more rows, as necessary]
Section of Questionnaire	Appendix number						
	[Please advance tab key to create more rows, as necessary]						
Tender completed by							
7.1	Name						
7.2	Role in organisation						
7.3	Date						
7.4	Signature						

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Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

Section 1 : Preliminaries

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A13	Description of the Works
A20	JCT Measured Term Contract (MTC) 2016
A30	Tendering / Subletting / Supply
A32	Management of the Works
A33	Quality / Standards / Control
A34	Security / Safety / Protection
A35	Specific Limitations on Method / Sequence / Timing
A36	Facilities / Temporary Works / Services
A37	Operation / Maintenance of the Finished Works

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Installation of Fire Doors and General Safety Works
- Location:
 - Various properties – see indicative property list in Appendix A
- Length of contract: 2 year initial term with an option for 2 no. extensions of 1 year + 1 year

120 EMPLOYER (CLIENT)

- Name: The London Borough of Sutton
- Address: 45 Westminster Bridge Road, London SE1 7JB
- Contact: Nikki Fahy
- Telephone: 0208 915 2440
- Email: nikki.fahy@suttonhousingpartnership.co.uk

130 PRINCIPAL CONTRACTOR

- Name: TBC
- Address: TBC
- Contact: TBC
- Telephone: TBC
- Email: TBC.

140 PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER

- Title: Contract Administrator
- Name: Sutton Housing Partnership
- Address: Sutton Gate, 1 Carshalton Road, Sutton, SM1 4LE
- Contact: Nikki Fahy
- Telephone: 0208 915 2440
- Email: nikki.fahy@suttonhousingpartnership.co.uk

150 PRINCIPAL DESIGNER

- Name: Focus Consultancy Services
- Address: 4 Capricorn Centre, Cranes Farm Road, Basildon, Essex, SS14 3JJ
- Contact: Martin Murray
- Telephone: TBC
- Email: TBC

160 QUANTITY SURVEYOR

- Name: Focus Consultancy Services
- Address: 4 Capricorn Centre, Cranes Farm Road, Basildon, Essex, SS14 3JJ
- Contact: Dan Lovegrove
- Telephone: 07715 382762
- Email: dan@focus-consult.co.uk

190 CLERK OF WORKS

- Name: TBC
- Address: TBC
- Telephone: TBC

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are:
As included in Appendix C

120 CONTRACT DRAWINGS

- The contract drawings: Same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction Information is included in Appendix L

180 OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of 9.00-17.00 .
- The documents may include: Fire Risk Assessments - where available.
Contact: Nikki Fahy – Sutton Housing Partnership

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description:
The proposed sites relate to circa 1,000 addresses spread across the London Borough of Sutton. The indicative address list is included in Appendix A. The sites are not restricted to these sites however and other addresses are likely to be added to this list.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description:
The addresses are generally located within residential areas. The Contractor is to assume that the properties and the neighbouring properties will remain occupied for the duration of the works.

140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): N/a

180 HEALTH AND SAFETY FILE

- Availability for inspection: No information available.
- Arrangements for inspection: N/a

200 ACCESS TO THE SITE

- Description: Sites have various access arrangements. Most will be easily accessible from adjacent road access.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles:
The Contractor should note that there will be parking restrictions in place to some of the sites.

220 USE OF THE SITE

- General: Site may be used for the duration of the works as Site Compound/Welfare facilitates only as agreed with SHP prior to works commencing. Aside from such, do not use site for any other purpose other than carrying out the Works
- Limitations: The Contractor is to allow in his provisions for such skips as necessary for undertaking the works, including application to the Local Authority for placing skips on highway, regular collection and security.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - Mainly residential accommodation & office spaces.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the sites / buildings cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
 - Asbestos containing material, SHP will conduct Refurbishment and Demolition Surveys before works commence. The Contractor is not permitted to progress works without this information being provided.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

- Removal of the existing doorsets will require a risk assessment and method statement to be conducted
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the sites, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: If required, Nikki Fahy of Sutton Housing Partnership

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

A13 DESCRIPTION OF THE WORKS

120 THE WORKS

- Description: The works comprise of the following:
 - Resident liaison function including undertaking resident assessments and making appointments
 - Undertaking initial surveys
 - Note:** Refurbishment and Demolition Asbestos surveys will be carried out outside of this contract
 - Asbestos removal works associated with the door installation
 - The installation of new Front Entrance Door-sets (manufactured by Gerda) including side screens and fanlights where required
 - The new door-sets will meet FD30S standards and 'Secure by Design'
 - Making good and redecoration works where required
 - Fire stopping works
 - General fire safety works

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: Tba

140 COMPLETION WORK BY OTHERS

- Description: Refurbishment and Demolition surveys by SHP

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

A20 JCT MEASURED TERM CONTRACT 2011 (MTC)

- 335 JCT MEASURED TERM CONTRACT 2011 (MTC)
- The Contract: JCT Measured Term Contract 2011
 - Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First

THE WORKS

- Comprise: As Clause A13/120

THE ARTICLES

1st Recital: Properties as detailed in Appendix B of the tender documents.

Article 2: Delete and replace with *“The Employer shall pay the Contractor at the times and in the manner specified in the Conditions, the amounts calculated by reference to the Price Framework at Appendix A”*

Article 3: The Contract Administrators shall be nominated officers of Sutton Housing Partnership.

Article 4: The Contractor shall carry out the role of Principal Designer for the purposes of the CDM Regulations 2015, for all Work covered by this Contract.

Article 5: The Principal Contractor shall be the Contractor for the purposes of the CDM Regulations 2015.

Article 7: Does not apply.

Article 9: N/A

Article 10: N/A

Article 11: N/A

Article 12: Amend reference to “Schedule 5” with “Appendix C, paragraph 6”

Article 13: Each period of extension shall be of 12 months, subject to a maximum extension of 36 months.

Article 14: N/A

Article 15: N/A

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

CONTRACT PARTICULARS

Item	Insertion
1.1 List of Properties in the Contract Areas	Indicative list included in Appendix A
1.2 Description of types of work	Fire Door Replacement and General Fire Safety Works
2. Supplemental provisions	All paragraphs apply. Nominees under paragraph 6 to be agreed at contract start.
3. Contract period	2 years, commencing in January 2018, subject to an extension, at the sole discretion of the Employer, of 12 month periods up to a maximum of 24 months
4. Arbitration	Article 7 and clauses 9.3 to 9.8 do not apply.
5. Minimum order value	£100k
Maximum order value	No Maximum
5. Approximate anticipated value of work to be carried out under this Contract over the Contract Period	Circa £500k per annum The Employer does not warrant or guarantee any level of Works.
7. Priority coding for Orders	N/A.
8. CIS.	The Employer at the commencement of the Contract Period is a 'Contractor' for the purposes of the CIS.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

9.	Progress payments	Will be made on receipt of a monthly application from the contractor and subject to verification and adjustment by the Contract Administrator.
10.	Responsibility for measurement and valuation	The Contractor shall measure all valuations, which may be re-measured at the discretion of the Contract Administrator.
11.1	Schedule of Rates	As detailed in Section 4 of the Tender Documents
11.2	Upon and subject to the addition/ deduction of Adjustment Percentage	N/A
11.3	Rates – Fluctuations	N/A
11.4	Basis and dates of revision	N/A.
12.1	Daywork Valuations – percentage additions	N/A
12.2	Revision to schedule of Hourly Charges	Does not apply
13.	Overtime work	N/A
14.1	Insurance	£10,000,000 Employer's Liability £10,000,000 Public Liability
14.2	Percentage to cover professional fees	15%
14.3	Annual renewal date	N/A

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

- 15. Break provisions (clause 7.1) 13 weeks

- 16.1 Settlement of Disputes Adjudication Nominator of Adjudicator: The Royal Institute of Chartered Surveyors.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

Schedule of Amendments to the JCT Measured Term Contract 2011 Edition, Revision 2.

Definitions

Clause 1.1

Amend definition of “**Conditions**” to read: “the clauses set out in sections 1 to **22** of these Conditions together with and including the Appendices”.

Replace the definition of the “**Core Group**” by ‘The Contract Administrator and the Contractor’s Contract Manager, as notified to and agreed by the Parties.’

Replace the definition of “**Defect Rectification Period**” by: 12 months from handover of an individual property

Insert a definition for “**Hazardous Substances**” by including ‘any substances which are capable of carrying harm to man or any other living organisms supported by the environment (within the meaning of the Environmental Protection Act 1990)’;

Replace the definition of the “KPIs” by ‘as set out in Section 3’

Replace the definition of “**Termination Date**” by ‘the date this Contract is terminated or determined for any reason (including by expiry) in whole or in part’

Replace the definition of “**Valuation**” by an “application for payment”

Replace the definition of “**Workstream**” by ‘any type of work that the Employer may order, as more particularly described in the Specification’

Contractor’s obligations

Clause 2.1 – the clause referencing to the final clause in this section commencing “The Contractor shall...” shall be amended to clause 2.1A.

Insert a new clause 2.1B as follows:

“The Contractor further warrants and undertakes to the Employer that:

.1 the Works comprise or will comprise only materials and goods which are new and of sound and satisfactory quality and all workmanship, and fabrication will be to standards consistent with the Contract requirements; and

.2 the Works shall, when completed, comply with the Specification and any performance specification or other relevant criteria or specifications referred to therein and with Statutory Requirements.”

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

Materials, goods and workmanship

Clause 2.2.3 – Amend reference to “specification” by “Specification”.

Value of work to be carried out under this Contract

Clause 2.5.1 - Replace this clause by:

‘The Employer is not obliged to provide the Contractor with any Orders nor does the Employer give any warranty or undertaking as to the actual amount of work that will be ordered (or of any estimated amount or value set out in the Contract Particulars) and no variance in the actual value of work ordered shall give rise to a change in any rate, price or percentage adjustment. For the avoidance of doubt, the Contractor does not have exclusive rights to any works and services that may be required under the Contract and the Employer may, at its sole discretion, issue instructions to other contractors to carry out works and services in or on Properties within the Contract Area whether or not those works or services are within the scope of this Contract or not. The Employer may engage other contractors to carry out Works or other works to the Properties at the same time the Contractor undertakes the Works.’

2.10A -Delete

Order Completion Date

Clause 2.11.1 – Delete “order” in line 1 and replace with “Order”

Defects

Replace 6 months with 12 months in first sentence

Assignment

Use original contract term.

Delete 3.1.1

Access to the Site

Clause 3.4.1 - replace ‘arranged by, and in accordance with instructions of, the Contract Administrator’ with ‘in accordance with instructions of the Contract Administrator’.

Clause 3.4.2 - after ‘...notify the Contract Administrator...’ delete the remainder of this clause.

3.4.3 - Delete

Cancellation of an Order

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Installation of Fire Doors and General Fire Safety Works

Clause 3.6.2.1 – Delete the words “in accordance with clause 4.4” and replace with “in accordance with clause 4.3”

Insert a new 3.6.3 as follows:

“The provisions of clauses 3.6.2.1 and 3.6.2.2 shall not apply to Orders that are cancelled before being actioned by the Contractor.”

CDM Regulations

Use original contract term

3.9.1-5 - Delete

Progress Payments

Clause 4A – After “commenced and completed” insert ‘...,shall be in accordance with the values set out in the Schedule of Rates.’

[Clause 4.3.1.1 - Replace ‘final Monday’ with ‘first week

Clause 4.3.1.3(b) – Insert at the end “or such other format notified to the Contractor by the Employer”.

[Clause 4.3.1.6 - Delete from “subject to...” in line 2 to the end of the clause.]¹

Final Account

Clause 4.6.2 – In line 2, after “Contract Administrator”, insert “, all information as required”.

Clause 4.6.3 – Insert a new sentence at the end of the clause:

“In the Final Account, the Contract Administrator must set out:

- .1 all amounts valued as due to the Contractor under previous applications for payment;
- .2 all subsequent adjustments to those approved valuations in accordance with this Contract;
- .3 any sums the Employer may recover from the Contractor in accordance with the terms of the Contract
- .4 the amount (even if the amount is zero) of the actual payment proposed to be made by the Employer to the Contractor or of any amount due from the Contractor to the Employer;

¹ As above

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.5 the basis on which that amount is calculated.”

Valuation

Omit 5.4, 5.5, 5.6, 5.7, 5.8

Injury, Damage and Insurance

Clause 6.2 – amend the heading to read "Liability of Contractor – injury or damage to property; nuisance

Delete heading “Nuisance”

Clause 6.2 - Add the following sentence at the end of the clause – “The Contractor shall be responsible for and shall indemnify the Employer against any and all expenses, liabilities, losses, claims and proceedings whatsoever that the Employer may incur resulting from any trespass, nuisance or interference caused or occasioned by the Contractor or the Contractor’s Persons.”

Default by Contractor

Clause 8.4.1.4 – replace “fails to achieve the minimum acceptable score on 2 (two) or more KPIs following a monthly review in accordance with clause 19” with “fails to achieve the KPI targets on 2 (two) or more KPIs following a quarterly review in accordance with clause 19”

8.4.1d - Delete

Clause 8.4.1.8(e) - replace “from a sub-contractor within the period specified in clause 7A.2” with “in accordance with Article 9”

Termination by Employer – valuation, certificate and payment

Clause 8.9.2.1 – Prior to “4.6.10” insert “4.3.1.7 or”

Termination by either party – Obligations of the Contractor

Clause 8.11.2 – Delete

Notification by Contractor of claims

Clause 12.3 and 2.14 - amend references to “clause 15” to “clause 12”

Transferring Employees

Not applicable

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

Monitoring, KPIs, breaches and remedies

Replace clause 19.1 with the following:

“19.1 .1 The Client will review quarterly throughout the Contract Period the performance of the Contractor against the Key Performance Indicators set out at in Section 3 and will consider the extent to which the Employer is obtaining best value from the Contract.

.2 The Contractor shall provide the Employer and the Contract Administrator with all the KPI data accumulated for those KPIs upon completion of each item of Work. The data supplied pursuant to this clause will be discussed further within Progress meetings.

.3 The Contractor must grant access to the Employer and/or Contract Administrator to any premises where Works are being undertaken and for any period required by the Employer and/or Contract Administrator.

.4 The Contract Administrator shall determine whether the information provided by the Contractor in connection with its KPI performance is adequate or accurate and to the extent that it is not the Contractor shall be obliged to provide any further information requested by the Contract Administrator. For the avoidance of doubt, the Contract Administrator’s interpretation of the KPI data shall be final and binding on the Parties.

.5 The Employer may at any time monitor or direct the Contractor to monitor the Contractor’s performance in relation to any KPI over such period as the Employer reasonably determines.

.6 Having considered the outcome of the review set out at clause 19.1.1, if the Contractor fails to achieve the KPI targets in one or more KPIs (as set out at paragraph 6 of Appendix C) for that quarterly period subject to the review, then the Contract Administrator shall, within ten (10) Business Days from the date of the relevant quarterly review, issue to the Contractor and the Employer a report of the outcome of the quarterly review notifying those failures in performance by the Contractor.

.7 Within ten (10) Business Days from the issue of such report by the Contract Administrator, the Contractor shall submit to the Core Group proposals as to how the Contractor intends to rectify those failures (so notified) within a 2 (two) month period from the date of the Contract Administrator’s report under clause 19.1.6.

.8 The Core Group shall following ten (10) Business Days after the date of the Contract Administrator’s report under clause 19.1.6 meet to consider such proposals provided by the Contractor under clause 19.1.7 and amend or clarify them as may be agreed whereupon the Contract Administrator shall issue the agreed finalised proposals as an action plan (the “Action Plan”). In the event the Core Group cannot agree finalised proposals or the Contractor fails to provide its proposals in accordance with clause 19.1.7, the Employer is entitled to exercise all and any of the rights available to it at clause 19.1.9 notwithstanding the lack of an Action Plan.

.9 The Core Group shall meet within three (3) months from the date of the Contract Administrator’s report under clause 19.1.6, to review the performance of the Contractor and the Contract Administrator shall within ten (10) Business Days from the date of such meeting issue a report of the outcome of this review, taking into account any Action Plan that may have

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Installation of Fire Doors and General Fire Safety Works

been agreed pursuant to clause 19.1.8. If this report notifies a continued failure by the Contractor to achieve the KPI targets on one (1) or more of the KPIs then the Employer shall be entitled to terminate this Contract for breach of contract, shorten the Contract Period or reduce the scope of works and services to be carried out by the Contractor under the Contract or remove a Workstream or part thereof in each case by notice with immediate effect and in such circumstances the Contractor shall not have a claim against the Employer (whether under contract, statute, tort or otherwise) in respect of any consequential or indirect loss or any actual or expected loss of profit, loss of revenue, loss of goodwill, or loss of opportunity other than payments for Orders already completed in accordance with the Contract.”

Information Technology Systems

Clause 21.1 - At the start of this clause, insert 'Where necessary'.

Clause 21.2 - In line 2 after '...Employer's IT system...' insert 'if required by the Employer'.

Waiver and Severability

Clause 22.2.3 – Amend “waiting” in line 2 with “waiving”

Additional Clauses Specific to Sutton Housing Partnership

Insert a new clause 22.6 as follows:

“Copyright Licence

The copyright in the Proprietary Material shall remain vested in the Contractor, but the Contractor grants to the Employer an irrevocable royalty-free non-exclusive licence to use and to reproduce any or all of the Proprietary Material for any purpose connected with this Contract and/or any Order, including (without limitation) the execution, completion, maintenance, letting, occupation, management, sale, advertisement, extension, alteration, reinstatement and repair of any works carried out under this Contract and/or any Order. Such right shall also carry a right to grant sub-licences.”

Insert a new clause 22.7 as follows:

“Freedom of Information

.1 The Service Provider recognises that the Employer is subject to legal duties which may require the release of information under Freedom of Information Act 2000 (“FOIA”) or any other applicable legislation or codes governing access to information, and that the Employer may be under an obligation to provide information on request. Such information may include matters relating to, arising out of or under, this Contract in any way.

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Installation of Fire Doors and General Fire Safety Works

.2 Notwithstanding anything in this Contract to the contrary, in the event that the Employer receives a request for information under the FOIA or any other applicable legislation governing access to information, the Employer shall be entitled to disclose all information and documentation (in whatever form) as is necessary to respond to that request in accordance with the FOIA or other applicable legislation governing access to information, save that in relation to any such information that the Employer believes is Exempt Information, the Employer shall use reasonable endeavours to consult the Contractor as soon as practicable after receipt of such a request and shall not:

.1 confirm or deny that the information in question is held by the Employer; or

.2 disclose the information requested, to the extent that in the Employer's opinion (having taken into account the views of the Contractor) that exemption is or may be applicable in accordance with the relevant section of FOIA in the circumstances to all or any of the information requested.

.3 Where the Employer consults with the Contractor, the Contractor shall make its written representations as to whether it believes the information falls within an exemption under the FOIA to the Employer within 14 days of receiving the Employer's request for consultation.

.4 The Contractor shall indemnify the Employer for any costs that the Employer incurs, including but not limited to external legal costs, in seeking to maintain the withholding of information arising out of or under the Contract, or in any way that the Contractor wishes it to withhold, including but not limited to responding to information notices or lodging appeals against a decision of the Information Commissioner in relation to disclosure.

.5 In any event the Employer shall not be liable for any loss, damage, harm or other detriment however caused arising from the disclosure of any Exempt Information or other information relating to this Contract under FOIA or other applicable legislation governing access to information.

.6 The Contractor will at all times assist the Employer to enable the Employer to comply fully with its obligation under FOIA governing access to information or other applicable legislation or related guidelines or codes of practice. In particular the Contractor acknowledges that the Employer is entitled to any and all information relating to the performance of the Contract. In the event that the Employer receives a request for information under the FOIA or any other applicable legislation governing access to information, and requires the Contractor's assistance in obtaining all or any such information, the Contractor will respond to any such request for assistance at its own cost and promptly and in any event within 10 days of receiving the Employer's request (or other reasonable time period specified by the Employer when making the request).

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

.7 Other than as set out above the Employer shall have no obligation to consult the Contractor where any request for information, whether under the FOIA or otherwise, touches or concerns this Contract.

.8 In no event shall the Contractor respond directly to a request for information unless expressly authorised.”

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

145 TENDERING PROCEDURE

- General: In accordance with the principles of JCT Guide to Tendering 2012.
- Arithmetical errors: Alternative 1 is dominant.

155 COLLATERAL WARRANTY

- N/A

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

180 CDM PLANNING PERIOD

- Minimum: 4 weeks ending on date of site possession. .

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 1 month.
- Date for possession/ commencement: See section A20.

195 CONTRACTOR'S DESIGN

- Scope: n/a
- Drawings and supporting documentation: Submit at least 2 weeks prior to commencement of works.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- Measurement rules: Preliminaries/ General Conditions have not been prepared in accordance with NRM2.

220 PRICING OF PRELIMINARIES

- Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries, those charges must be clearly shown against the items.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: With tender.

300 QUANTITIES IN THE PRICED DOCUMENT

- Quantities: Where included in the priced document, these have been prepared in accordance with NRM2 only where and to the extent stated.
- Other items, descriptions and measurements not prepared in accordance with NRM2: Must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.

310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

480 PROGRAMME

- Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
- Submit: With task order

530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

540 QUALITY CONTROL RESOURCES

- Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
- QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
- Submit: 1 week before commencing on site.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
 - A copy of the contractor's health and safety policy document, including risk assessment procedures.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

- Accident and sickness records for the past five years.
- Records of previous Health and Safety Executive enforcement action.
- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: 4 weeks before commencing on site.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:
 - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - Details of the management structure and responsibilities.
 - Arrangements for issuing health and safety directions.
 - Procedures for informing other contractors and employees of health and safety hazards.
 - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - Procedures for communications between the project team, other contractors and site operatives.
 - Arrangements for cooperation and coordination between contractors.
 - Procedures for carrying out risk assessment and for managing and controlling the risk.
 - Emergency procedures including those for fire prevention and escape.
 - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
 - Arrangements for welfare facilities.
 - Procedures for ensuring that all persons on site have received relevant health and safety information and training.
 - Arrangements for consulting with and taking the views of people on site.
 - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
 - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
 - Review procedures to obtain feedback.

590 SITE WASTE MANAGEMENT PLAN

- Person responsible for developing the Plan: The Contractor.
- Content: Include details of:
 - Principal Contractor for the purposes of the regulations.
 - Location of the site.
 - Description of the project.
 - Estimated project cost.
 - Types and quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

- Waste auditing protocols.
- Additional requirements: location of skips.
- Submit with tender.

599 FREEDOM OF INFORMATION

- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
- Confidentiality: Maintain at all times.

SUBLETTING/ SUPPLY

630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: 1 week before commencement on site.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

120 COMMUNICATION

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

130 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 SITE EQUIPMENT

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

140 DRAWINGS

- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with BS 1192.

145 CONTRACTOR'S CHOICE

- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

150 CONTRACTOR'S DESIGN

- Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

155 SUBMIT PROPOSALS

- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted

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materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.

- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply or products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
 - Manufacturer: The firm under whose name the particular product is marketed.
 - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
 - manufacturer and product reference;
 - cost;
 - availability;
 - relevant standards;
 - performance;
 - function;
 - compatibility of accessories;
 - proposed revisions to drawings and specification;
 - compatibility with adjacent work;
 - appearance;
 - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.

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- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF THE DRAWINGS/ DOCUMENTS

- Additional copies: Copies available on request.
Contact: Nikki Fahy – Sutton Housing Partnership

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

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450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS

- Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.
- Action: Inform immediately.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

510 CHANGES/ AMENDMENTS TO EMPLOYER'S REQUIREMENTS

- Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.
- Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after the variation has been carried out, may not be allowed.
- Submit: 2 copies.

550 NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION

- General: Certain Subcontractors are/ will be required to provide design/ production information during the contract as described in the Conditions of Contract, clause 3.7.
- Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including to the Planning Supervisor/ CDM Coordinator), comment, inspection, amendment, resubmission and reinspection.
- Information from Subcontractors:
 - Obtain in time to meet the programme and in accordance with NAM/T where applicable.
 - Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-ordination and documentation.
- Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any

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necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.

- Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.
- Submit before commencing each element of such design work.

600 CONTRACTOR'S DESIGN INFORMATION

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
 - Production information based on the drawings, specification and other information.
 - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including to the CDM Coordinator), comment, inspection, amendment, resubmission and reinspection.
- Information required: Layout drawings of heating, gas, electrical installations. Also kitchen layouts and damp proofing information.
 - Format: Digital (PDF) and hardcopy
 - Number of copies: One of each.
- Submit: Within one week of request and at least 2 weeks before commencing on site.

610 PRODUCTION INFORMATION

- Contractor/ Domestic subcontractor provide: Damp proofing design information; ironmongery details, window samples
- Submit:
 - For comment and make any necessary amendments.
 - Sufficient copies of final version for distribution to all affected parties.

620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:
 - Heating installation
 - Electrical installation.
 - Drainage
- Submit: At least two weeks before date for completion.

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
 - Relevant British Standards.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In the Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: Breakdown and any warranty info.

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650 ENERGY RATING CALCULATION

- Calculation documentation:
 - Number of copies: 2.
 - Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.

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A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

115 CONSIDERATE CONSTRUCTORS SCHEME

- Registration: Before starting work, register the site and pay the appropriate fee:
- Contact:
 - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
 - Tel. 01920 485959.
 - Fax. 01920 485958.
 - Free phone 0800 7831423.
 - Web. www.ccscheme.org.uk
 - E mail. enquiries@ccscheme.org.uk
- Standard: Comply with the Scheme's Code of Considerate Practice.
- Minimum compliance level: good.

120 INSURANCE

- Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required by the Conditions of Contract.

130 INSURANCE CLAIMS

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
 - Daily maximum and minimum air temperatures (including overnight).
 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

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PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
 - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
 - Planning and mobilization by the Contractor.
 - Earliest and latest start and finish dates for each activity and identification of all critical activities.
 - Running in, adjustment, commissioning and testing of all engineering services and installations.
 - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54).
 - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- Submit: At appointment.

230 SUBMISSION OF PROGRAMME

- Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

240 COMMENCEMENT OF WORK

- Notice: Before the proposed date for commencement of work on site give minimum notice of 2 weeks.

250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Monthly
- Location: TBC .
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Nikki Fahy

265 CONTRACTOR'S PROGRESS REPORT

- General: Submit a progress report at least 1 week before the site meeting.

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- Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
 - A progress statement by reference to the master programme for the Works.
 - Details of any matters materially affecting the regular progress of the Works.
 - Subcontractors' and suppliers' progress reports.
 - Any requirements for further drawings or details or instructions.

280 PHOTOGRAPHS

- Number of locations: At each location throughout the sites.
- Frequency of intervals: Bi-weekly.
- Image format: Jpeg.
- Number of images from each location: Minimum 10.
- Other requirements: Keep on file until end of defect rectification period.

285 PARTIAL POSSESSION BY EMPLOYER

- Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): 2 weeks.

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the Contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible, submit:
 - Relevant particulars of the expected effects, if appropriate related to the concurrent causes.
 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the Date for Completion.
 - All other relevant information required.

CONTROL OF COST

410 CASH FLOW FORECAST

- Submission: Before starting work on site submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

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- Include:
 - A detailed breakdown of the cost, including any allowance for direct loss and expense.
 - Details of any additional resources required.
 - Details of any adjustments to be made to the programme for the Works.
 - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
 - Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.
- 440 MEASUREMENT
- Covered work: Give notice before covering work required to be measured.
- 460 INTERIM VALUATIONS
- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
 - Submission: At least seven days before established dates.
- 475 LISTED PRODUCTS STORED OFF SITE
- Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
 - Include for products purchased from a supplier:
 - A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
 - Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
 - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.
- 480 LABOUR AND EQUIPMENT RETURNS
- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
 - Records must show:
 - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
 - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services.

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A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:
 - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - Suitable for the purposes stated or reasonably to be inferred from the project documents.
 - Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

130 QUALITY OF PRODUCTS

- Generally: New.
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
 - Properties tested.
 - Pass/ fail criteria.
 - Test methods and procedures.
 - Test results.
 - Identity of testing agency.

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- Test dates and times.
- Identities of witnesses.
- Analysis of results.

150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - Date of inspection.
 - Part of the work inspected.
 - Respects or characteristics which are approved.
 - Extent and purpose of the approval.
 - Any associated conditions.

160 RELATED WORK

- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
 - Appropriately complete.
 - In accordance with the project documents.
 - To a suitable standard.
 - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
 - Evidence of suitability is provided.
 - Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

210 SAMPLES

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
 - To an express approval.
 - To match a sample expressly approved as a standard for the purpose.

220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.

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- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - Submit proposals; or
 - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

350 LEVELS OF STRUCTURAL FLOORS

- Maximum tolerances for designed levels to be:
 - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
 - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
 - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

360 RECORD DRAWINGS

- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

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SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A statement that the installation complies with the relevant Water Regulations or Byelaws.
 - The name and signature of the individual responsible for checking compliance.
 - The date on which the installation was checked.

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

- Before the completion date stated in the contract: Submit a certificate stating:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - Any special recommendations or instructions for the safe use and operation of appliances and flues.
 - The Contractor's name and address.
 - A statement that the installation complies with the appropriate safety, installation and use regulations.
 - The name, qualification and signature of the competent person responsible for checking compliance.
 - The date on which the installation was checked.
- Certificate location: Health & Safety file.

445 SERVICE RUNS

- General: Provide adequate space and support for services, including unobstructed routes and fixings.
- Ducts, chases and holes: Form during construction rather than cut.

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- Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

520 COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
- Designate: Contract Administrator.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - Minimum period of notice: 1 week.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
 - Hinder access to defective products or work; or
 - Be rendered abortive by remedial work.

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550 ACCESS FOR INSPECTION

- Removal: Before removing scaffolding or other facilities for access, give notice of not less than 2 weeks.

560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

580 CONTINUITY OF THERMAL INSULATION

- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification.
Include:
 - The address of the premises.
 - The Contractor's name and address.
 - The name, qualification and signature of the competent person responsible for checking compliance.
 - The date on which the installation was checked.
- Submit: Before completion of the Works.
- Copy: To be lodged in the Building Manual.

590 RESISTANCE TO PASSAGE OF SOUND

- Method: Pre completion testing.
- Compliance: Submit results of testing.
- Copies: Incorporate in the Building Manual.

595 ENERGY PERFORMANCE CERTIFICATE

- Assessment: Undertaken by a BRE accredited assessor to produce the necessary Code for Sustainable Homes assessments and Certification. Contractor to appoint and pay all fees.
 - Building Type: House
 - Method: Code for Sustainable Homes (CFSH) Assessment
- Format:
 - Certificate: To be incorporated in the Building Manual.
 - Report: Provide on completion – 2 copies.
- Submit: Before the date of Sectional Completion stated in the contract.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

620 MEASURES TO ESTABLISH ACCEPTABILITY

- General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:

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- Will be at the expense of the Contractor.
- Will not be considered as grounds for revision to the completion date.

630 QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
 - Identification of the element, item, batch or lot including location in the Works.
 - Nature and dates of inspections, tests and approvals.
 - Nature and extent of nonconforming work found.
 - Details of corrective action.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.
 - Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with Employer.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

110 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - Description of project: Sections A10 and A11.
 - Client's consideration and management requirements: Sections A12, A13 and A36.
 - Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - Significant design and construction hazards: Section A34.
 - The Health and Safety File: Section A37.

120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
 - Hazard: Asbestos – refer to Pre-construction Information Pack.
 - Precautions assumed: Removal by qualified / specialist only.
 - Specification reference: Refer to Designer Risk Assessment.
 - Drawing reference: N/A.

130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
 - Hazard: Hot Works; Chemical Irritants / toxic material
 - Material: Asphalt; Damp proofings'
 - Specification reference: Refer to product and Manufacturer Health & Safety literature.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than 2 weeks before commencement on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- 160 STABILITY
- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
 - Design loads: Obtain details, support as necessary and prevent overloading.
- 200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT
- Restrictions on use:
 - Not to be used on or around site during heavy plant operation and during erection of groundwork's.
- 210 EMPLOYER'S REPRESENTATIVES SITE VISITS
- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
 - Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

PROTECT AGAINST THE FOLLOWING

- 330 NOISE AND VIBRATION
- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
 - Noise levels from the works: Maximum level: 85dB(A) when measured from 3 metres .
 - Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
 - Restrictions: Do not use:
 - Percussion tools and other noisy appliances without consent during the hours of 8.00 a.m. and 10.00 a.m.
 - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.
- 340 POLLUTION
- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
 - Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.
- 350 PESTICIDES
- Use: Only where specified or approved, and then only suitable products listed on www.pesticides.gov.uk.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

- Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.
 - Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.
 - Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.
- 360 NUISANCE
- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
 - Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.
- 370 ASBESTOS CONTAINING MATERIALS
- Duty: Report immediately any suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or encapsulation.
- 371 DANGEROUS OR HAZARDOUS SUBSTANCES
- Duty: Report immediately suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or remediation.
- 375 ANTIQUITIES
- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.
 - Preservation: Keep objects in the exact position and condition in which they were found.
- 380 FIRE PREVENTION
- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
 - Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').
- 390 SMOKING ON SITE
- Smoking on site: **Not permitted.**
- 400 BURNING ON SITE
- Burning on site: **Not permitted.**
- 410 MOISTURE
- Wetness or dampness: Prevent, where this may cause damage to the Works.
 - Drying out: Control humidity and the application of heat to prevent:
 - Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
- Testing: Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particle, toxins and other micro organisms are within acceptable levels.

430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
 - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

450 LASER EQUIPMENT

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

460 POWER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

470 INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- Duty: Report immediately any suspected species discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe eradication or removal.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
 - Comply with service authority's/ statutory undertaker's recommendations.
 - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
 - Below ground: Use signboards, giving type and depth;
 - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
 - Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
 - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operation's to service authority's/ statutory undertakers recommendations.

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

530 EXISTING TOPSOIL/ SUBSOIL

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- Protection: Before starting work submit proposals for protective measures.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

550 RETAINED TREES

- Protected area: Unless agreed otherwise do not:
 - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
 - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
 - Change level of ground within an area 3 m beyond branch spread.

555 WILD LIFE SPECIES AND HABITATS

- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.

570 EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

580 BUILDING INTERIORS

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- The Contractor must undertake all necessary measures to protect the building fabric, which are not directly affected by the specified works. This shall include where necessary temporary screens, dust sheets, and temporary signage, where necessary. Any damage caused to adjacent areas by the Contractor must be made good at the Contractor's sole expense.
- The Contractor will be required to make good or replace, at his own expense, any damage occasioned to the Client's property to the satisfaction of the Contract Administrator.
- The Contractor is to allow for all necessary protection as described. Where works are specified to windows and doors, those areas are to be left secure and weather tight at the end of each working day to protect the building.
- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
- Extent: Before work in each room starts the Employer will remove the following:
 - Furniture only and any personal possession. Contractor to allow to take up and set aside for duration of works any fixtures fittings as required by CA.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

625 ADJOINING PROPERTY RESTRICTIONS

- Liaise and conduct a schedule of condition of adjoining properties prior to start of work. Include photographic evidence of external elements.
- Precautions:
 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - Pay all charges.
 - Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works.

630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
 - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

110 SCOPE

- General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
The execution of works to each flat within each of the properties.

140 SCAFFOLDING

- Scaffolding: Make available to subcontractors and others at all times.

170 WORKING HOURS

- Specific limitations: 8.00 a.m. – 5.00 p.m. Monday to Fridays inclusive unless stated otherwise in Planning Consent Conditions.

180 COMPLETION IN SECTIONS OR IN PARTS

- General: Where the Employer is to take possession of any section or part of the Works and such section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- Remainder of the Works: During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

A36 FACILITIES/ TEMPORARY WORKS/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- Location: Give notice of intended siting.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

230 TEMPORARY ACCOMMODATION

- Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
 - It is used solely for the purposes of carrying out the Works.
 - The use to which it is put does not involve undue risk of damage.
 - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
 - It is vacated on completion of the Works or determination of the Contract
 - When vacated, to be brought to same condition as the remainder of the property.
- Description: The properties may be used for sanitary facilities.
- Available services and facilities: Sanitary facilities only.

TEMPORARY WORKS

340 NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: Not permitted.

SERVICES AND FACILITIES

410 LIGHTING

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
 - Metering: Take meter readings before commencement and after completion of works.
 - Supply: Photographic evidence at each stage.
 - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

430 WATER

- Supply: The Employer's mains may be used for the Works as follows:
 - Metering: Take meter readings before commencement and after completion of works
 - Supply: Photographic evidence at each stage.
 - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

520 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
- Installation: If used:
 - Take responsibility for operation, maintenance and remedial work.
 - Arrange supervision by and indemnification of the appropriate Subcontractors.
 - Pay costs arising.

530 BENEFICIAL USE OF INSTALLED SYSTEMS

- Permanent systems: Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning.
- Other uses: If permission is given for any other use of a system before the Works are accepted as complete it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10.

540 METER READINGS

- Charges for service supplies: Where to be apportioned ensure that:
 - Meter readings are taken by relevant authority at possession and completion as appropriate.
 - Copies of readings are supplied to interested parties, including photographs at each location.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 2
 - High visibility waistcoats to BS EN 471 Class 2. Number required: 2.
 - Disposable respirators to BS EN 149.FFP1S.
 - Eye protection to BS EN 166.
 - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2.
 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

110 THE BUILDING MANUAL

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
- Scope:
 - Part 1: General: Content as clause 120.
 - Part 2: Fabric: Content as clause 130.
 - Part 3: Services: Content as clause 140.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

- Part 4: The Health and Safety File: (prepared and supplied by the CDM Coordinator). Content as clause 150.
 - Responsibility: The Building Manual is to be produced by the Principal Contractor and must be complete no later than 1 week prior to practical completion.
 - Information provided by others: Details: Sound testing data to ensure compliance; Thermal efficiency data.
 - Compilation:
 - Prepare all information for Contractor designed or performance specified work including as-built drawings.
 - Obtain or prepare all other information to be included in the Manual.
 - Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
 - Final copies of the Manual:
 - Number of copies: 2.
 - Format: 1 CD and 1 Hardcopy
 - Latest date for submission: 1 weeks before the date for completion stated in the contract.
 - As-built drawings and schedules:
 - Number of copies: 2
 - Format: Electronic and Hardcopy.
- 115 THE HEALTH AND SAFETY FILE
- Responsibility: Principal Contractor
 - Format: 1 CD and 1 Hardcopy
 - Delivery to: Nikki Fahy – Sutton Housing Partnership
 - By (date): 1 week before Practical Completion
- 115 HEALTH AND SAFETY INFORMATION
- Content: Obtain and Provide the following information: Method Statement; demolition plans; waste plans; site security; welfare provisions etc. to satisfaction of CDM-C
 - Format: Electronic.
 - Deliver to: Nikki Fahy – Sutton Housing Partnership
- 120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL
- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
 - Index: list the constituent parts of the manual, together with their location in the document.
 - The Works:
 - Description of the buildings and facilities.
 - Ownership and tenancy, where relevant.
 - Health and Safety information - other than that specifically required by the Construction (Design and Management) Regulations.
 - The Contract:
 - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - Overall design criteria.
 - Environmental performance requirements.
 - Relevant authorities, consents and approvals.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

- Third party certification, such as those made by 'competent' persons in accordance with the Building Regulations.
- Operational requirements and constraints of a general nature:
 - Maintenance contracts and contractors.
 - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors, location of emergency alarm and fire fighting systems, services, shut off valves, switches, etc.
 - Emergency procedures and contact details in case of emergency.
- Description and location of other key documents.
- Timescale for completion: As A110

130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
 - Floor and roof loadings.
 - Durability of individual components and elements.
 - Loading restrictions.
 - Insulation values.
 - Fire ratings.
 - Other relevant performance requirements.
- Construction of the building:
 - A detailed description of methods and materials used.
 - As-built drawings recording the construction, together with an index.
 - Information and guidance concerning repair, renovation or demolition/ deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.
- Guarantees, warranties and maintenance agreements - obtain from manufacturers, suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including:
 - Air permeability.
 - Resistance to passage of sound.
 - Continuity of insulation.
 - Electricity and Gas safety.
 - Damp proofing information, product literature including occupier information with precautions.
- Timescale for completion As A110 .

140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria and description of the systems, including:
 - Services capacity, loadings and restrictions
 - Services instructions.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

- Services log sheets.
 - Manufacturers' instruction manuals and leaflets index.
 - Fixtures, fittings and component schedule index.
 - Detailed description of methods and materials used.
 - As-built drawings for each system recording the construction, together with an index, including:
 - Diagrammatic drawings indicating principal items of plant, equipment and fittings.
 - Record drawings showing overall installation.
 - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
 - Identification of services - a legend for colour coded services.
 - Product details, including for each item of plant and equipment:
 - Name, address and contact details of the manufacturer.
 - Catalogue number or reference.
 - Manufacturer's technical literature, including detailed operating and maintenance instructions.
 - Information and guidance concerning dismantling, repair, renovation or decommissioning.
 - Operation: A description of the operation of each system, including:
 - Starting up, operation and shutting down.
 - Control sequences.
 - Procedures for seasonal changeover.
 - Procedures for diagnostics, troubleshooting and fault-finding.
 - Guarantees, warranties and maintenance agreements - obtain from manufacturers, suppliers and subcontractors.
 - Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations - including:
 - Electrical circuit tests.
 - Corrosion tests.
 - Type tests.
 - Work tests.
 - Start and commissioning tests.
 - Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
 - Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems.
 - Lubrication: Schedules of all lubricated items.
 - Consumables: A list of all consumable items and their source.
 - Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
 - Emergency procedures for all systems, significant items of plant and equipment.
 - Annual maintenance summary chart.
 - Timescale for completion: As A110.
- 150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE
- Content: Obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - residual hazards and how they have been dealt with.
 - hazardous materials used.

Section 1 – Preliminaries

Installation of Fire Doors and General Fire Safety Works

- information regarding the removal or dismantling of installed plant and equipment.
 - health and safety information about equipment provided for cleaning or maintaining the structure.
 - the nature, location and markings of significant services.
 - information and as-built drawings of the structure, its plant and equipment.
 - Timescale for completion: As A110.
 - Submit to: Martin Murray – Focus Consultancy Services
- 151 CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE
- Content: Obtain and provide the following:
 - Building services information.
 - Emergency information.
 - Energy & environmental strategy.
 - Water use.
 - Materials & waste policy.
 - Re-fit/ re-arrangement considerations.
 - Reporting provision.
 - Damp proofing information.
 - Links & references.
 - Timescale for completion: As A110.
- 160 PRESENTATION OF BUILDING MANUAL
- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
 - Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
 - As-built drawings: The main sets may form annexes to the Manual.
- 250 TOOLS
- General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.
 - Quantity: Two complete sets.
 - Time of submission: At completion.

SECTION 2

MATERIALS AND WORKMANSHIP

**Installation of Fire Doors and General Fire Safety Works
to Various Properties in the London Borough of Sutton**

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

C10 SITE SURVEY

To be read with Preliminaries/ General conditions.

GENERAL

110 EXTENT OF SURVEY

- Location: To property and surrounding area
- Scope: To check measurements and materials
- Objectives: To confirm critical dimensions and layout details

120 PRELIMINARY WORK BY OTHERS

- Asbestos 'Refurbishment and Demolition' survey

140 ACCESS TO THE SITE

- Details: to be arranged by the Contractors RLO direct with the resident

150 BENCH MARKS

- Unrecorded bench marks and other survey information: Give notice when found.

160 UNFORESEEN HAZARDS

- Unrecorded physical features and hazardous materials: Give notice when found. Do not disturb.

170 SURVEY INSTRUMENTS

- Equipment calibration: In accordance with manufacturer's recommendations.
- Site use calibration: To BS 7334.
- Calibration: Use only persons accredited by the United Kingdom Accreditation Service (UKAS)
- Calibration compliance: Submit evidence prior to use.

180 WORKMANSHIP

- Operatives: Appropriately skilled and experienced for the type of work.
- Evidence: Submit prior to commencement.

320 DESIGN SURVEY

Examine all available information, carry out a survey and submit a report to include the following:

- Vulnerability issues
- Critical measurements for door installation
- Specific limitations on presentation existing and proposed with dimensions.

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

C41 REPAIRING/RENOVATING/CONSERVING MASONRY

To be read with Preliminaries/General conditions.

GENERALLY/PREPARATION

110 SCOPE OF WORK

- Schedule: Brickwork replacement and repointing in isolated areas.
- Records of masonry to be repaired: Before starting work, use measurements and photographs as appropriate to record bonding patterns, joint widths, special features, etc.
- Identification of masonry units to be removed, replaced or repaired: Mark clearly, but not indelibly, on face of masonry units or parts of units to be cut out and replaced. Transcribe markings to drawings/ photographs.

120 SITE INSPECTION

- Purpose: To confirm type and extent of repair/ renovation/ conservation work shown on drawings and described in schedules of work.
- Parties involved: Contract Administrator, Contractor.
- Timing: Prior to specific works commencing.
- Instructions issued during inspection: To be carried out in conjunction with specification document and Section 2, Materials and Workmanship.

120A REVIEWING SCOPE OF THE WORK:

- Mark clearly on face any masonry units or parts of units that are to be cut out and replaced.
- Adequately record the characteristics of existing masonry in areas affected by repair works. Use measurements and photographs as appropriate to record bonding patterns, joint widths, special features, etc.
- The contractor is to ensure that every necessary action is taken in preparation of the surfaces to obtain substrates suitable for coating or repair whether the action is specifically designated or not.

125 REMOVAL OF FITTINGS/ FIXTURES

- Items to be removed, and reinstated on completion of repair work: All items to be removed necessary to facilitate the works.
 - Identification: Attach labels or otherwise mark items using durable, non-permanent means, to identify location and describe re-fixing instructions, where applicable.
 - Treatment following removal: Refurbish or repair as necessary.
 - Storage: Protect against damage, and store until required.
Storage location: Within the Contractor's compound.
 - Reinstatement: Refit in original locations using original installation methods.
- Items unsuitable or not required for reuse: Hazardous or deleterious materials of any kind. Contractor to notify the CA immediately on discovery of any such materials.
 - Disposal: Confirm all other items with the Contract Administrator before disposal.
- Masonry fabric and surfaces: Do not damage during removal and replacement of fittings/ fixtures.

130 REMOVAL OF PLANT GROWTHS FROM MASONRY:

- Carefully remove plants, root systems and associated soil/debris from joints, voids and facework.

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- Use dampened temporary timber wedges or other approved method to assist removal of roots. Where growths cannot be removed completely without disturbing masonry seek instructions.
- Where a plant is to remain in the ground, cut out a section of stem as close to the ground as possible. Peel bark back from stump and apply an approved herbicide paste. Leave stump to wither.

140 RECORD OF WORK

- General: Record work carried out to masonry clearly and accurately using written descriptions, sketches, drawings and photographs, as necessary.
- Specific records: Copies of repair schedules.
- Documentation: Submit on completion of the work.
 - Number of sets: 2

WORKMANSHIP GENERALLY

150 POWER TOOLS FOR REMOVAL OF MORTAR are permitted only where approved by the CA.

160 PROTECTION OF MASONRY UNITS AND MASONRY FOR RE-USE

- Masonry units: Prevent overstressing during transit, storage, handling and fixing. Store on level bearers clear of the ground, separated with resilient spacers. Protect from adverse weather and keep dry. Prevent soiling, chipping and contamination. Lift units at designed lifting points, where provided.
- Masonry: Prevent damage, particularly to arises, projecting features and delicate, friable surfaces. Prevent mortar/ grout splashes and other staining and marking on facework. Protect using suitable non-staining slats, boards, tarpaulins, etc. Remove protection on completion of the work.

165 STRUCTURAL STABILITY

- General: Maintain stability of masonry. Report defects, including signs of movement that are exposed or become apparent during the removal of masonry units.

170 DISTURBANCE TO RETAINED MASONRY

- Retained masonry in the vicinity of repair works: Disturb as little as possible.
- Existing retained masonry: Do not cut or adjust to accommodate new or reused units.
- Retained loose masonry units and those vulnerable to movement during repair works: Prop or wedge so as to be firmly and correctly positioned.

180 WORKMANSHIP

- Skill and experience of site operatives: Appropriate for types of work on which they are employed.
- Documentary evidence: Submit on request.

185 ADVERSE WEATHER

- General: Do not use frozen materials or lay masonry units on frozen surfaces.
- Air temperature: Do not bed masonry units or repoint:
 - In cement gauged mortars when ambient air temperature is at or below 3°C and falling or unless it is at least 1°C and rising, unless mortar has a minimum temperature of 4°C when laid and the masonry is adequately protected.
 - In hydraulic lime:sand mortars when ambient air temperature is at or below 5°C and falling or unless it is at least 3°C and rising.

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- In nonhydraulic lime:sand mortars in cold weather, unless approval is given.
- Temperature of the work: Maintain above freezing until mortar has fully set.
- Rain, snow and dew: Protect masonry by covering during precipitation, and at all times when work is not proceeding.
- Hot conditions and drying winds: Prevent masonry from drying out rapidly.
- New mortar damaged by frost: Rake out and replace.

190 CONTROL SAMPLES

- General: Complete an area of each of the following types of work, and arrange for inspection before proceeding with the remainder: Prepare 1m² sample panel for review and approval by the CA.

MATERIALS/PRODUCTION/ACCESSORIES

215 MATERIAL SAMPLES

- Representative samples of designated materials: Submit before placing orders.
 - Designated materials: Lime. Mortar for use with new brickwork and areas of re-pointing existing brickwork.
- Retention of samples: Unless instructed otherwise, retain samples on site for reference. Protect from damage and contamination.

220 RECORDING PROFILES

- Profiles: Take measurements from existing masonry units, as instructed, to allow accurate matching of replacements.
- Recording in situ: If there are no suitable joints to allow use of inserts, seek instructions.
- Drawings and templates: Prepare as necessary. Templates must be clearly and indelibly marked to identify use and location.

260 BRICKS

- Manufacturer: To match existing.
 - Product reference: Contractor to confirm with CA prior to installation
- Size: Sizes should be carefully matched to existing bricks to prevent coursing.
- Special shapes: As necessary to match existing
- Recycled content: Ensure any re-usable bricks are set by for re-use in replacement or repair. Good level to BSEN 150 14021.

265 SALVAGED AND SECOND HAND BRICKS

- Source: Submit proposals
- Condition: To generally match existing if new bricks not used
 - Free from matter such as mortar, plaster, paint, bituminous materials and organic growths.
 - Sound, clean and reasonably free from cracks and chipped arises.

DISMANTLING/ REBUILDING

310 DISMANTLING MASONRY FOR REUSE

- Masonry units to be reused: Remove carefully and in one piece.
- Treatment: Clean off old mortar, organic growths and dirt, and leave units in a suitable condition for rebuilding.
- Identification: Mark each unit clearly and indelibly on a concealed face, indicating its original position in the construction. Transcribe makings to drawings/ photographs.

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REPLACEMENTS AND INSERTIONS

330 PREPARATION FOR REPLACEMENT MASONRY

- Defective material: Carefully remove to the extent agreed. Do not disturb, damage or mark adjacent retained masonry.
- Existing metal fixings, frame members, etc: Report when exposed.
- Redundant metal fixings: Remove.
- Recesses: Remove projections and loose material; leave joint surfaces in a suitable condition to receive replacement units. Protect from adverse weather if units are not to be placed immediately.

365 REPLACEMENT OF BRICKWORK

- Bricks: Contractors choice to match existing.
- Mortar: As section Z21.
 - Mix: 1:1:6 cement, lime, sand.
- Fixings: Stainless steel butterfly wall ties or “helibars” as necessary.
- Joints: to match existing.
- Other requirements:

385 LAYING REPLACEMENT MASONRY UNITS

- Exposed faces of new material: Keep to agreed face lines.
- Faces, angles and features: Align accurately. Set out carefully to ensure satisfactory junctions with existing masonry and maintain existing joint widths.
- Joint surfaces: Dampen to control suction as necessary.
- Laying units: On a full bed of mortar, all joints filled.
- Exposed faces: Keep clear of mortar and grout.

410 CORRODED METAL FIXINGS

- Removal: Cut out carefully, causing the least possible disturbance to surrounding masonry. Remove associated rust debris.

MORTAR REPAIRS

510 PREPARATION FOR MORTAR REPAIRS:

- Scribe straight horizontal and vertical lines to the repair area with edges parallel to joints. Where the repair area abuts joints, maintain existing joint widths and do not bridge joints.
- Cut back decayed masonry carefully to a depth of not less than 20 mm and to a sound background. Where the depth of removal exceeds 50 mm seek instructions.
- Do not weaken the masonry by removing excessive material. Do not damage adjacent masonry.
- Undercut top and vertical edges of the repair area.

520 MORTAR REPAIRS

- Undercoats: As section Z21.
 - Mix: 1:6 Cement / sand or
 - Sand source/ type: Well graded coarse sharp sand, two parts and one part fine sharp silver sand.
 - Building up: In layers where necessary, each layer not exceeding 12 mm.

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540 APPLYING MORTAR:

- Clean background thoroughly to remove all dust and debris and dampen to control suction.
- Build up mortar in layers to specified thickness. Apply firmly and ensure good adhesion with no voids. Form a mechanical key to undercoat(s) by combing or scratching to produce evenly spaced lines.
- Allow each layer to achieve an initial set before applying subsequent coats. Prevent each layer from drying out too rapidly by covering immediately with plastics sheeting and/or dampening intermittently with clean water.
- Form finishing mortar coat accurately to required planes/profiles and flush with adjacent masonry.
- Protect completed mortar repairs from adverse weather until they have fully set.

550 SCRAPED FINISH TO MORTAR REPAIRS: Apply finishing mortar proud of existing face lines. After mortar has set but before it is too hard, scrape back to required face line using a fine saw blade or other suitable means.

555 FLOAT FINISH TO MORTAR REPAIRS: Finish with a wood float and/or a felt faced float to give an even overall texture. Do not use steel floats.

POINTING/REPOINTING

810 PREPARATION FOR REPOINTING:

- Existing Mortar: Work from the top of the wall downwards, remove mortar carefully and without damaging adjacent masonry or widening joints.
- Rake out existing mortar joints by hand to form a square recess to a depth of 15-20mm.
- Loose or friable mortar: Seek instructions when mortar beyond specified depth is loose and friable and/or if cavities are found.
- Raked joints: Remove dust and debris. Dampen joints to control suction as necessary. Neatly point in 1:1:6 cement:lime:sand mortar to a profile to match existing and agreed by the Contract Administrator in a continuous operation.

840 POINTING WITH TOOLS/IRONS:

- General: Press mortar well into joints using pointing tools/irons that fit into the joints, so that they are fully filled.
- Face of masonry: Keep clear of mortar. Use suitable temporary adhesive tape on each side of joints where necessary. Finish joints neatly as specified.

860 STIPPLE FINISH TO JOINTS: After the initial set has taken place, stipple joints with a stiff brush to remove laitance/excess fines and give a coarse texture.

870 SAND for face work mortar to BS 1200 to be from one source, different loads to be mixed if necessary to ensure consistency of colour and texture. Use lower proportion of sand for Grade G sands and higher proportion for Grade S.

890 When not specified otherwise, use Portland cement or Portland blast furnace cement, to class 42.5 or 52.5, manufactured and supplied under the BSI Kitemark scheme for cement. All cements must comply with the appropriate British Standard. Do not use admixtures to BS 4887 in mortar unless specified or approved. Do not use calcium chloride or any admixtures containing calcium chloride.

900 Measure materials accurately by volume using clean gauge boxes. Proportions of mixes are for dry sand; allow for bulking if sand is damp. Mix ingredients thoroughly

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to a consistence suitable for the work and free from lumps. Do not over mix mortars containing air-entraining admixtures. Do not mix mortar when the air temperature is at or below 3 °C. Use mortar within about two hours of mixing at normal temperatures. Do not use after the initial set has taken place and do not re-temper. Keep plant and banker boards clean at all times.

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G20 CARPENTRY/ TIMBER FRAMING FIRST FIXING

To be read with Preliminaries/ General conditions.

GENERAL

105 TIMBER PROCUREMENT

- Timber (including timber for wood based products): Obtained from well managed forests/ plantations in accordance with:
 - The laws governing forest management in the producer country or countries.
 - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
- Documentation: Provide either:
 - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied, or
 - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood based products.

150 STRENGTH GRADING OF TIMBER

- Grader: A company currently registered under a third party quality assurance scheme operated by a certification body approved by the UK Timber Grading Committee.

160 GRADING AND MARKING OF SOFTWOOD

- Timber of a target/ finished thickness less than 100 mm and not specified for wet exposure: Graded at an average moisture content not exceeding 20% with no reading being in excess of 24% and clearly marked as 'DRY' or 'KD' (kiln dried).
- Timber graded undried (green) and specified for installation at higher moisture contents: Clearly marked as 'WET' or 'GRN'.
- Structural timber members cut from large graded sections: Regraded to approval and marked accordingly.

WORKMANSHIP GENERALLY

402 CROSS SECTION DIMENSIONS OF NONSTRUCTURAL SOFTWOOD

- Dimensions: Dimensions in this specification and shown on drawings are finished sizes.
- Maximum permitted deviations from finished sizes: As stated in BS EN 1313-1:
 - Clause 6 for sawn sections.
 - Clause NA.2 for further processed sections.

403 CROSS SECTION DIMENSIONS OF NONSTRUCTURAL HARDWOOD

- Dimensions: Dimensions in this specification and shown on drawings are finished sizes.
- Maximum permitted deviations from finished sizes: As stated in BS EN 1313-2:
 - Clause 6 for sawn sections.
 - Clause NA.3 for further processed sections.

420 WARPING OF TIMBER

- Bow, spring, twist and cup: Not greater than the limits set down in BS 4978 or BS EN 14081-1 for softwood, or BS 5756 for hardwood.

430 SELECTION AND USE OF TIMBER

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- Timber members damaged, crushed or split beyond the limits permitted by their grading: Do not use.
- 440 PROCESSING TREATED TIMBER
- Cutting and machining: Carry out as much as possible before treatment.
 - Extensively processed timber: Retreat timber sawn lengthways, thickness, planed, ploughed, etc.
 - Surfaces exposed by minor cutting/ drilling: Treat with two flood coats of a solution recommended by main treatment solution manufacturer.
- 450 MOISTURE CONTENT
- Moisture content of wood and wood based products at time of installation: Not more than:
 - Covered in generally unheated spaces: 24%.
 - Covered in generally heated spaces: 20%.
 - Internal in continuously heated spaces: 20%.
- 510 PROTECTION
- Generally: Keep timber dry and do not overstress, distort or disfigure sections or components during transit, storage, lifting, erection or fixing.
 - Timber and components: Store under cover, clear of the ground and with good ventilation. Support on regularly spaced, level bearers on a dry, firm base. Open pile to ensure free movement of air through the stack.
 - Trussed rafters: Keep vertical during handling and storage.
- 520 EXPOSED END GRAIN
- Components: Seal exposed end grain of the following before delivery to site: All external timberwork.
 - Sealer: At contractor's discretion.
- 530 PAINTED FINISHES
- Structural timber to be painted: Primed as specified before delivery to site.
- 540 CLEAR FINISHES
- Structural timber to be clear finished: Keep clean and apply first coat of specified finish before delivery to site.
- 550 EXPOSED TIMBER
- Planed structural timber exposed to view in completed work: Prevent damage to and marking of surfaces and arrises.

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Installation of Fire Doors and General Fire Safety Works

L10 WINDOWS

To be read with Preliminaries/ General conditions.

GENERAL

110 EVIDENCE OF PERFORMANCE

- Certification: Provide independently certified evidence that all incorporated components comply with specified performance requirements including specifically 30 minutes fire resistance for doorsets.

115 TIMBER PROCUREMENT

- Timber (including timber for wood based products): Obtained from well managed forests and/ or plantations in accordance with:
 - The laws governing forest management in the producer country or countries.
 - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
- Documentation: Provide either:
 - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied.
 - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood based products.

120 SITE DIMENSIONS

- Procedure: Before starting work on designated items take site dimensions, record on shop drawings and use to ensure accurate fabrication.

130 DESIGN REQUIREMENTS

- All windows shall be designed to allow the outer face of all glazing to be capable of being safely cleaned from the inside whilst incorporating integral restraining devices to ensure windows are not opened more than 100mm in normal operation mode.
- Trickle ventilators with external canopy and mesh to prevent ingress of rain and insects shall be provided within window frames.
- All opening lights shall be provided with multi-point key operated security locks, which allow opening lights to be locked in a fully closed and semi-open position.
- Windows shall be glazed with hermetically sealed double glazing unit. Laminated glass shall be used where recommended by the local Crime Prevention Design Officer.
- Joints between frames and brickwork shall be bedded/sealed internally and pointed with a suitable sealant.
- The windows together with associated ironmongery and double glazing units shall be provided with a manufacturer's 10 year guarantee.

PRODUCTS

210 SIDE LIGHTS AND FANLIGHTS

- Manufacturer and reference: Gerda 30 minutes fire resisting side lights and fan lights.
- Gerda – Head Office, 53-54 Chiswick Avenue, Mildenhall, Suffolk, IP28 7AY. Tel: 01638 711 028
- Timber species: hardwood to satisfy the requirements of a 10 year guarantee.
- Glazing details: Glazing to be anti-vandal E30 wired glazing and fitted with security screws and to be E30 wired monolithic glazing as standard.

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- Finish as delivered: Factory applied powder paint finish as specified by Gerda
- Fixing: As per Gerda installation details
- Other requirements: Touch in any factory finished decorations to windows, window boards and other factory supplied timber components on site upon completion to match the factory applied finish.
 - Guarantee: A 10 year manufacturers guarantee for all window frames and all other fixtures and fittings shall be required in the name of the Client prior to Project Completion. The guarantee shall uphold the replacement of any failure in part or full any element and shall include the resurvey, re inspection, management and organisation involved in the supply and replacement of such an element.

EXECUTION

710 PROTECTION OF COMPONENTS

- General: Do not deliver to site components that cannot be installed immediately or placed in clean, dry floored and covered storage.
- Stored components: Stack vertical or near vertical on level bearers, separated with spacers to prevent damage by and to projecting ironmongery, beads, etc.

750 BUILDING IN

- General: Not permitted unless indicated on drawings.
 - Brace and protect components to prevent distortion and damage during construction of adjacent structure.

780 FIXING OF WOOD FRAMES

- Standard: As section Z20.
- Fasteners: Stainless steel wood screws.
 - Spacing: As per Gerda installation details

810 SEALANT JOINTS

- Sealant:
 - Manufacturer: per manufacturer's requirements to suit material type.
 - Colour: White around white frames.
 - Application: As section Z22 to prepared joints. Finish triangular fillets to a flat or slightly convex profile.

820 IRONMONGERY

- Fixing: Assemble and fix carefully and accurately using fasteners with matching finish supplied by ironmongery manufacturer. Do not damage ironmongery and adjacent surfaces.
- Checking/ Adjusting/ Lubricating: Carry out at completion and ensure correct functioning.

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Installation of Fire Doors and General Fire Safety Works

L20 DOORS/ SHUTTERS/ HATCHES

To be read with Preliminaries/ General conditions.

GENERAL

110 EVIDENCE OF PERFORMANCE - FIRE RESISTING DOORS/ DOORSETS/ ASSEMBLIES

- Certification: All doorsets must be tested as a complete doorset assembly (including side panels and top lights) at a UKAS accredited test house. Complete assembly includes (CE marked): all intumescent seals and smoke seals integral to the doorset design; all glazing, beading, beading method, hardware including handles, push plates, kick plates, integral door closer and signage.
- Certification: Individual certification to be provided by the installer for each doorset certifying that the specific installation is in line with the manufacturers guidelines and that it will provide the specified level of performance in respect of fire.
- Certification: Individual FENSA certification to be provided by the installer for each doorset certifying that the installation is in line with the Building regulations.

112 TIMBER PROCUREMENT

- Timber (including timber for wood-based products): Obtained from well-managed forests and/ or plantations in accordance with:
 - The laws governing forest management in the producer country or countries.
 - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
- Documentation: Provide either:
 - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied.
 - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood-based products.
 - Certification scheme: Provide independently certified evidence that all specified variants of components comply with specified performance requirements.
 - Other evidence: Not required.

150 SITE DIMENSIONS

- Procedure: Before starting work on designated items take site dimensions, record on shop drawings and use to ensure accurate fabrication.

PRODUCTS

250 FIRE RESISTING DOORS/ DOORSETS/ ASSEMBLIES – FRONT ENTRANCE DOORS

- Manufacturer: Gerda – Head Office, 53-54 Chiswick Avenue, Mildenhall, Suffolk, IP28 7AY. Tel: 01638 711 028
- Product reference: Safer Houses range
 - Wood species: Softwood
 - Preservative treatment: factory primed
 - Finish as delivered: factory primed
 - Glazing details: Glazing to be double glazed with laminated glass to EN356 P1A and to meet relevant safety requirements. Allow for obscure or clear finish – to match existing installation.
- Other requirements: Doors to be hung on 1 ½ pair hinges as P21 and fitted with following furniture:
 - Hinges

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Installation of Fire Doors and General Fire Safety Works

- Safer Homes Locking system
- Concealed door closer
- Door guard
- Lever handle
- Intumescent letter box
- 75mm metal satin finished door numeral
- Door viewer
- AM3 slimline threshold
- Rain deflector
- Intumescent seals/smoke seals
- Automatic drop down smoke seal

250A FIRE RESISTING DOORS/ DOORSETS/ ASSEMBLIES – COMMUNAL DOORS

- Manufacturer: Gerda – Head Office, 53-54 Chiswick Avenue, Mildenhall, Suffolk, IP28 7AY. Tel: 01638 711 028
- Product reference: Safer Houses range
 - Wood species: Softwood
 - Preservative treatment: factory primed
 - Finish as delivered: factory primed
 - Glazing details: Glazing to be double glazed with laminated glass to EN356 P1A and to meet relevant safety requirements. Allow for obscure or clear finish – to match existing installation.
- Other requirements: Doors to be hung on 1 ½ pair hinges and fitted with following furniture:
 - Hinges
 - Safer Homes Locking system
 - Concealed door closer
 - Door guard
 - Lever handle
 - Intumescent letter box
 - 75mm metal satin finished door numeral
 - Door viewer
 - AM3 slimline threshold
 - Rain deflector
 - Intumescent seals/smoke seals
 - Automatic drop down smoke seal

EXECUTION

710 PROTECTION OF COMPONENTS

- General: Do not deliver to site components that cannot be installed immediately or placed in clean, dry, floored and covered storage.
- Stored components: Stacked on level bearers, separated with spacers to prevent damage by and to projecting ironmongery, beads, etc.

730 PRIMING/ SEALING

- Wood surfaces inaccessible after installation: Primed or sealed as specified before fixing components.

760 BUILDING IN

- General: Not permitted unless indicated on drawings.

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790 FIXING OF WOOD FRAMES

- Spacing of fixings (frames not predrilled): Maximum 150 mm from ends of each jamb and at 600 mm maximum centres.

809 FIRE RESISTING/ SMOKE CONTROL DOORS/ DOORSETS/ ROLLER SHUTTERS/ CURTAINS

- Installation: By a firm currently registered as a Gerda approved installer

810 FIRE RESISTING/ SMOKE CONTROL DOORS/ DOORSETS/ ROLLER SHUTTERS/ CURTAINS

- Gaps between frames and supporting construction: Filled as necessary in accordance with requirements for certification and/ or door/ doorset manufacturer's instructions.

820 SEALANT JOINTS

- Seal all external joints between framing and structure with low modulus neutral cure silicone sealant to BS5899 (1989).
Colour: To match finish of frame.
- Prepare joints and apply sealant as section Z22.
- Application: As section Z22 to prepared joints. Triangular fillets finished to a flat or slightly convex profile.

830 FIXING IRONMONGERY GENERALLY

- Fasteners: Supplied by Gerda.
 - Finish/ Corrosion resistance: Stainless steel
- Holes for components: No larger than required for satisfactory fit/ operation.
- Adjacent surfaces: Undamaged.
- Moving parts: Adjusted, lubricated and functioning correctly at completion.

840 FIXING IRONMONGERY TO FIRE RESISTING DOOR ASSEMBLIES

- General: All items fixed in accordance with door leaf manufacturer's recommendations ensuring that integrity of the assembly, as established by testing, is not compromised.
- Holes for through fixings and components: Accurately cut.
 - Clearances: Not more than 8 mm unless protected by intumescent paste or similar.

850 LOCATION OF HINGES

- Primary hinges: Where not specified otherwise, positioned with centre lines 250 mm from top and bottom of door leaf.
- Third hinge: Where specified, positioned in accordance with door leaf manufacturer's recommendations.
- Hinges for fire resisting doors: Positioned in accordance with door leaf manufacturer's recommendations.

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L40 GENERAL GLAZING

To be read with Preliminaries/ General conditions.

GENERAL REQUIREMENTS

130 REMOVAL OF GLASS/ PLASTICS FOR REUSE

- Existing glass/ plastics and glazing compound, beads, etc.: Remove carefully, avoiding damage to frame, to leave clean, smooth rebates free from obstructions and debris.
- Deterioration of frame/ surround: Submit report on defects revealed by removal of glazing.
- Affected areas: Do not reglaze until instructed.
- Reusable materials: Clean glass/ plastics, beads and other components that are to be reused.

150 WORKMANSHIP GENERALLY

- Glazing generally: To BS 6262.
- Integrity: Glazing must be wind and watertight under all conditions with full allowance made for deflections and other movements.
- Dimensional tolerances: Panes/ sheets to be within ± 2 mm of specified dimensions.
- Materials:
 - Compatibility: Glass/ plastics, surround materials, sealers, primers and paints/ clear finishes to be used together to be compatible. Avoid contact between glazing panes/ units and alkaline materials such as cement and lime.
 - Protection: Keep materials dry until fixed. Protect insulating glass units and plastics glazing sheets from the sun and other heat sources.

152 PREPARATION

- Surrounds, rebates, grooves and beads: Clean and prepare before installing glazing.

155 GLASS GENERALLY

- Standards: To BS 952 and relevant parts of:
 - BS EN 572 for basic soda lime silicate glass.
 - BS EN 1096 for coated glass.
 - BS EN 1748-1-1 for borosilicate glass.
 - BS EN 1748-2-1 for ceramic glass.
 - BS EN 1863 for heat strengthened soda lime silicate glass.
 - BS EN 12150 for thermally toughened soda lime silicate safety glass
 - BS EN 12337 for chemically strengthened soda lime silicate glass.
 - BS EN 13024 for thermally toughened borosilicate safety glass.
 - BS EN ISO 12543 for laminated glass and laminated safety glass.
- Panes/ sheets: Clean and free from obvious scratches, bubbles, cracks, rippling, dimples and other defects.
 - Edges: Generally undamaged. Shells and chips not more than 2 mm deep and extending not more than 5 mm across the surface are acceptable if ground out.

165 HEAT SOAKING OF THERMALLY TOUGHENED GLASS

- Standard: BS EN 14179.
 - Holding period (minimum): to manufacturer's requirements for guarding applications.
 - Mean glass temperature: $290^{\circ} \pm 10^{\circ}\text{C}$.

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- Certified evidence of treatment: Submit.

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M60 PAINTING/ CLEAR FINISHING

To be read with Preliminaries/ General conditions.

COATING SYSTEMS

- 110 EMULSION PAINT – Internal walls and ceiling
- Manufacturer: Dulux Trade.
 - Product reference: Vinyl Silk Emulsion.
 - Surfaces: Previously decorated, new and pre-primed.
 - Preparation: Generally as clause 400. Prepare previously painted surfaces within flats where finishes are retained as clause 440. Prepare new surfaces in accordance with clause 580.
 - Initial coats: Plasterboard and plastered surfaces only.
 - Type: Seal new plaster and plasterboard as recommended by paint manufacturer.
 - Number of coats: As recommended by paint manufacturer.
 - Finishing coats:
 - Type: Vinyl Matt Emulsion.
 - Number of coats: 2.
- 130 INTERIOR GLOSS PAINT
- Manufacturer: Dulux Trade.
 - Product reference: Dulux Trade Satinwood
 - Surfaces: Previously decorated, new and pre-primed.
 - Preparation: Surfaces must be clean, dry, free from all defective or poorly adhering material, dirt, grease, wax etc. New or bare surfaces should be primed with an appropriate Dulux Trade primer. Thoroughly rub down previously painted surfaces, using 'wet flattening' methods where possible, then wipe off with a damp, lint free cloth. Treat any knots in wood with an appropriate knotting solution. Any surface defects should be filled with the appropriate Polycell Trade Polyfilla. Remove existing gloss paint to retained surfaces and prepare surfaces as clauses 400 and 440. Prepare pre-primed surfaces where applicable in accordance with clause 471 and 490. Prepare new uncoated surfaces in accordance with clause 481.
 - Initial coats:
 - Type: Dulux Trade Undercoat. Prime all bare and new timber with Dulux Trade Primer prior to application of Flexible Undercoat.
 - Number of coats: 1 coat.
 - Undercoats: Dulux Trade Undercoat
 - Number of coats: Apply 1 coat of the appropriate coloured Dulux Trade Undercoat.
 - Finishing coats:
 - Type: Dulux Trade High Gloss.
 - Number of coats: 1
- 135 EXTERIOR GLOSS PAINT
- Manufacturer: Dulux Trade.
 - Product reference: Dulux Trade Weathershield Exterior High Gloss
 - Surfaces: Previously decorated, new and pre-primed.
 - Preparation: Remove existing gloss paint to retained surfaces and prepare surfaces as clauses 400 and 440. Prepare pre-primed surfaces where applicable in accordance with clause 471 and 490. Prepare new uncoated surfaces in accordance with clause 481.
 - Initial coats:

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- Type: Dulux Trade Weathershield Exterior Flexible Undercoat. Prime all bare and new timber with Weathershield Aquatech Preservative Basecoat prior to application of Flexible Undercoat
- Number of coats: Apply 1 coat of the appropriate coloured Dulux Trade Weathershield Exterior Flexible Undercoat to all primed wood. Apply a second coat of Dulux Trade Weathershield Exterior Flexible Undercoat overall.
- Finishing coats:
 - Type: Dulux Trade Weathershield Exterior High Gloss
 - Number of coats: 2.

170 MASONRY COATING GENERALLY

- Manufacturer: Dulux Weathershield All Seasons Masonry Paint
- Surfaces: render coatings generally
- Preparation: as clause 400
- Initial coats: fungicidal and stabilising solutions
- Finishing coats: 2 full coats
- Undercoats: as recommended by Dulux , at least 1 coat.

GENERAL

215 HANDLING AND STORAGE

- Coating materials: Deliver in sealed containers, labelled clearly with brand name, type of material and manufacturer's batch number.
- Materials from more than one batch: Store separately. Allocate to distinct parts or areas of the work.

280 PROTECTION

- Adequately protect internal and external surfaces, fixtures and fittings which are not to be coated, by covering with dust sheets, masking or other suitable materials.
- 'Wet paint' signs and barriers: Provide where necessary to protect other operatives and general public, and to prevent damage to freshly applied coatings.

290 EXTERNAL DECORATIONS

- Redecorate all existing painted external areas including render, previously painted brickwork, where disturbed by the construction of the new extension.

PREPARATION

400 PREPARATION GENERALLY

- Standard: In accordance with BS 6150.
- Suspected existing hazardous materials: Prepare risk assessments and method statements covering operations, disposal of waste, containment, and reoccupation, and obtain approval before commencing work.
- Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
- Substrates: Sufficiently dry in depth to suit coating.
- Efflorescence salts: Remove.
- Dirt, grease and oil: Remove. Give notice if contamination of surfaces/ substrates has occurred.
- Surface irregularities: Remove.
- Joints, cracks, holes and other depressions: Fill flush with surface, provide smooth finish.
- Dust, particles and residues from preparation: Remove and dispose of safely.

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

- Water based stoppers and fillers:
 - Apply before priming unless recommended otherwise by manufacturer.
 - If applied after priming: Patch prime.
 - Oil based stoppers and fillers: Apply after priming.
 - Doors, opening windows and other moving parts:
 - Ease, if necessary, before coating.
 - Prime resulting bare areas.
- 420 FIXTURES AND FITTINGS
- Removal: Before commencing work remove: all fixtures and fittings.
 - Replacement: Refurbish as necessary, refit when coating is dry.
- 425 IRONMONGERY
- Removal: Before commencing work remove ironmongery from surfaces to be coated.
 - Replacement: Refurbish as necessary; refit when coating is dry.
- 430 EXISTING IRONMONGERY
- Refurbishment: Remove old coating marks. Clean and polish.
- 440 PREVIOUSLY COATED SURFACES GENERALLY
- Preparation: In accordance with BS 6150, clause 11.5.
 - Contaminated or hazardous surfaces: Give notice of:
 - Coatings suspected of containing lead.
 - Substrates suspected of containing asbestos or other hazardous materials.
 - Suspected existing hazardous materials: Prepare risk assessments and method statements covering operations, disposal of waste, containment, and reoccupation, and obtain approval before commencing work.
 - Significant rot, corrosion or other degradation of substrates.
 - Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
 - Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
 - Alkali affected coatings: Completely remove.
 - Retained coatings:
 - Thoroughly clean to remove dirt, grease and contaminants.
 - Gloss coated surfaces: Provide key.
 - Partly removed coatings:
 - Additional preparatory coats: Apply to restore original coating thicknesses.
 - Junctions: Provide flush surface.
 - Completely stripped surfaces: Prepare as for uncoated surfaces.
- 456 PREVIOUSLY COATED SURFACES - BURNING OFF
- Risk assessment and method statement: Prepare, and obtain approval before commencing work.
 - Adjacent areas: Protect from excessive heat and falling scrapings.
 - Exposed resinous areas and knots: Apply two coats of knotting.
 - Removed coatings: Dispose of safely.
- 461 PREVIOUSLY COATED WOOD
- Degraded or weathered surface wood: Take back to provide suitable substrate.
 - Degraded substrate wood: Repair with sound material of same species.
 - Exposed resinous areas and knots: Apply two coats of knotting.

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

- 471 PREPRIMED WOOD
- Areas of defective primer: Take back to barewood and reprime.
- 481 UNCOATED WOOD
- General: Provide smooth, even finish with arrises and moulding edges lightly rounded or eased.
 - Heads of fasteners: Countersink sufficient to hold stoppers/ fillers.
 - Resinous areas and knots: Apply two coats of knotting.
- 570 UNCOATED MASONRY/ RENDERING
- Loose and flaking material: remove.
- 580 UNCOATED PLASTER
- Nibs, trowel marks and plaster splashes: Scrape off.
 - Overtrowelled 'polished' areas: Key lightly.
- 590 UNCOATED PLASTERBOARD
- Depressions around fixings: Fill with stopper/ filler.
- 601 UNCOATED PLASTERBOARD - TO RECEIVE TEXTURED COATING
- Joints: Fill, tape and feather out with materials recommended by textured coating manufacturer.
- 611 WALL COVERINGS
- Previously covered walls: Wash down to remove paper residues, adhesive and size.
- 622 ORGANIC GROWTHS
- Dead and loose growths and infected coatings: Scrape off and remove from site.
 - Treatment biocide: Apply appropriate solution to growth areas and surrounding surfaces.
 - Residual effect biocide: Apply appropriate solution to inhibit re-establishment of growths.
- 631 PREVIOUSLY PAINTED WINDOW FRAMES
- Paint encroaching beyond glass sight line: Remove.
 - Loose and defective putty: Remove.
 - Putty cavities and junctions between previously painted surfaces and glass: Clean thoroughly.
 - Finishing:
 - Patch prime, reputty as necessary, and allow to harden.
 - Seal and coat as soon as sufficiently hard.

APPLICATION

- 711 COATING GENERALLY
- Application: In accordance with BS 6150, clause 9.
 - Conditions: Maintain suitable temperature, humidity and air quality during application and drying.
 - Surfaces: Clean and dry at time of application.
 - Thinning and intermixing of coatings: Not permitted unless recommended by manufacturer.
 - Overpainting: Do not paint over intumescent strips or silicone mastics.
 - Priming coats:

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

- Thickness: To suit surface porosity.
- Application: As soon as possible on same day as preparation is completed.
- Finish:
 - Even, smooth and of uniform colour.
 - Free from brush marks, sags, runs and other defects.
 - Cut in neatly.
- Doors, opening windows and other moving parts: Ease before coating and between

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

P12 FIRE STOPPING SYSTEMS

To be read with Preliminaries/ General conditions.

GENERAL

130 FIRE STOPPING TO PROTECTED AREAS AROUND PERIMETER OF COMPARTMENTATION CEILING/WALLS

- Manufacturer: Hilti 1 Trafford Wharf Road Trafford Park Manchester M17 1BY Tel: 0800886100 Fax: 0800886200
- Joint filler: Intumescent mastic.
- Size or thickness: Per manufacturer's instructions.
- Pipe outside diameter: Varies.
- Sealant: Water-based acrylic dispersion.
- Colour: Anthracite.

135 FIRE STOPPING TO SERVICES PENETRATIONS IN CONCRETE, MASONRY, DRYWALL

- Manufacturer: Hilti 1 Trafford Wharf Road Trafford Park Manchester M17 1BY Tel: 0800886100 Fax: 0800886200
- Product: Firestop Foam CP660
- Pipe outside diameter: Varies.
- Sealant: Two-component polyurethane foam.
- Colour: Red.

PRODUCTS

356 GENERALLY

- Manufacturer: Fire proofing products are to be supplied by Hilti only. No alternatives shall be considered 1 Trafford Wharf Road Trafford Park Manchester M17 1BY Tel: 0800886100 Fax: 0800886200
- Execution: To manufacturer's instructions.

355 MINERAL WOOL RIGID BATTS

- Standard: To BS 3958-5.
- Manufacturer: Rockwool Limited, Pencoed, Bridgend, South Wales CF35 6NY. Tel: 01656 862621.
- Product reference: Rockwool FirePro Intumescent Coated Batt

EXECUTION

620 WORKMANSHIP GENERALLY

- Gaps: Seal gaps between building elements and services, to provide fire resistance and resist the passage of smoke.
- Adjacent surfaces: Prevent overrun of sealant or mortar on to finished surfaces.

650 APPLYING INTUMESCENT FOAM

- New joints: Remove builder's debris, mortar droppings, grease, and the like.
- Old joints: Clean and remove existing sealant from the joint.
- Priming: Lightly moisten substrate with water.
- Application: Fill joint to approximately half its depth, allowing foam to expand to face of joint.
- Trimming: Do not trim or cut the face of the cured foam.

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

680 INSTALLING BATTS

- Installing batts: Fit tight into void between the floor or wall and the penetrating services.
- Face of batts: Flush with the surface of wall, floor or soffit.
- Joints: Closed butt joints bedded together with vermiculite adhesive.
- Gaps between services and bulkhead: Seal with fire resisting sealant.

COMPLETION

910 CLEANING

- Masking tapes: Remove.
- Cleaning: Clean off splashes and droppings. Wipe down finishes.

920 INSPECTION

- Notice for inspection (minimum): 2 days.

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

P21 DOOR/ WINDOW IRONMONGERY

To be read with Preliminaries/ General conditions.

PRE-TENDER

10 QUANTITIES AND LOCATIONS

- Detailed requirements and locations of ironmongery are as indicated below..
- Fixing: As sections L10 and L20.

GENERAL

121 IRONMONGERY FROM SINGLE PROPRIETARY RANGE

- Manufacturer: Gerda – Head Office, 53-54 Chiswick Avenue, Mildenhall, Suffolk, IP28 7AY. Tel: 01638 711 028
- Principal material/ finish: Stainless steel
- Items unavailable within selected range: Submit proposals.

140 SAMPLES

- General: Before placing orders with suppliers submit labelled samples of the following: ironmongery.
- Conformity: Retain samples on site for the duration of the contract. Ensure conformity of ironmongery as delivered with labelled samples.

170 IRONMONGERY FOR FIRE DOORS

- Relevant products: Ironmongery fixed to, or morticed into, the component parts of a fire resisting door assembly.
- Compliance: Ironmongery included in successful tests to BS 476-22 or BS EN 1634-1 on door assemblies similar to those proposed.
 - Certification: Submit CERTIFIRE Certificate.
- Melting point of components (except decorative non-functional parts): 800°C minimum.

PERFORMANCE REQUIREMENTS

- Samples of all proposed ironmongery shall be submitted to the Employer for comment. All proposed lever furniture must have bolt through fixings and secure cover plates.
- Ironmongery to main communal entrance doors, secondary communal doors, external front entrance doors to dwelling and all doors in communal areas shall be stainless steel.
- Appropriate door ironmongery to suit door and location
- Generally: Rigid metal skirting or wall mounted door stops shall be provided, where necessary.

DOOR HANGING DEVICES

320 DOOR HINGES TO INTERNAL DOORS

- Manufacturer: Gerda
- Product reference: TBC
- Type: Stainless Steel Butt Hinge

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

- Size: as per Gerda installation details
- Material/ finish: Stainless Steel

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

Z10 PURPOSE MADE JOINERY

To be read with Preliminaries/ General conditions.

110 FABRICATION

- Standard: To BS 1186-2.
- Sections: Accurate in profile and length, and free from twist and bowing. Formed out of solid unless shown otherwise.
 - Machined surfaces: Smooth and free from tearing, wooliness, chip bruising and other machining defects.
- Joints: Tight and close fitting.
- Assembled components: Rigid. Free from distortion.
- Screws: Provide pilot holes.
 - Screws of 8 gauge (4 mm diameter) or more and screws into hardwood: Provide clearance holes.
 - Countersink screws: Heads sunk at least 2 mm below surfaces visible in completed work.
 - Adhesives: Compatible with wood preservatives applied and end uses of timber.

120 CROSS SECTION DIMENSIONS OF TIMBER

- General: Dimensions on drawings are finished sizes.
- Maximum permitted deviations from finished sizes:
 - Softwood sections: To BS EN 1313-1:-
Clause 6 for sawn sections.
 - Hardwood sections: To BS EN 1313-2:-
Clause 6 for sawn sections.
Clause NA.3 for further processed sections.

130 PRESERVATIVE TREATED WOOD

- Cutting and machining: Completed as far as possible before treatment.
- Extensively processed timber: Retreat timber sawn lengthways, thickened, planed, ploughed, etc.
- Surfaces exposed by minor cutting and/ or drilling: Treat as recommended by main treatment solution manufacturer.

140 MOISTURE CONTENT

- Wood and wood based products: Maintained within range specified for the component during manufacture and storage.

250 FINISHING

- Surfaces: Smooth, even and suitable to receive finishes.
 - Arrises: Eased unless shown otherwise on drawings.
- End grain in external components: Sealed with primer or sealer as section M60 and allowed to dry before assembly.

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

Z12 PRESERVATIVE/ FIRE RETARDANT TREATMENT

To be read with Preliminaries/ General conditions.

110 TREATMENT APPLICATION

- Timing: After cutting and machining timber, and before assembling components.
- Processor: Licensed by manufacturer of specified treatment solution.
- Certification: For each batch of timber provide a certificate of assurance that treatment has been carried out as specified.

120 COMMODITY SPECIFICATIONS

- Standard: Current edition of the Wood Protection Association (WPA) publication 'Industrial wood preservation specification and practice'.

130 PRESERVATIVE TREATMENT SOLUTION STRENGTHS/ TREATMENT CYCLES

- General: Select to achieve specified service life and to suit treatability of specified wood species.

160 ORGANIC SOLVENT PRESERVATIVE TREATMENT

- Solution: To be provided by the contractor
 - Application: Double vacuum + low pressure impregnation, or immersion.
- Moisture content of wood:
 - At time of treatment: As specified for the timber/ component at time of fixing.
 - After treatment: Timber to be surface dry before use.

210 FIRE RETARDANT TREATMENT

- Solution type: To be specified by the contractor .
 - Application: Vacuum + pressure impregnation.
- Moisture content of wood:
 - At time of treatment: As specified for the timber/ component at time of fixing.
 - After treatment: Timber to be dried slowly at temperatures not exceeding 65°C to minimize distortion and degradation.

610 MAKING GOOD TO PRESERVATIVE TREATMENT ON SITE

- Preservative solution: Compatible with off-site treatment.
- Application: In accordance with preservative manufacturer's recommendations.

620 MAKING GOOD TO FIRE RETARDANT TREATMENT ON SITE

- Fire retardant: Compatible with off-site treatment.
- Application: In accordance with fire retardant manufacturer's recommendations.

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

Z20 FIXINGS AND ADHESIVES

To be read with Preliminaries/ General conditions.

PRODUCTS

310 FASTENERS GENERALLY

- Materials: To have:
 - Bimetallic corrosion resistance appropriate to items being fixed.
 - Atmospheric corrosion resistance appropriate to fixing location.
- Appearance: Submit samples on request.

320 PACKINGS

- Materials: Noncompressible, corrosion proof.
- Area of packings: Sufficient to transfer loads.

340 MASONRY FIXINGS

- Light duty: Plugs and screws.
- Heavy duty: Expansion anchors or chemical anchors.

350 PLUGS

- Type: Proprietary types to suit substrate, loads to be supported and conditions expected in use.

390 ADHESIVES GENERALLY

- Standards:
 - Hot-setting phenolic and aminoplastic: To BS 1203.
 - Thermosetting wood adhesives: To BS EN 12765.
 - Thermoplastic adhesives: To BS EN 204.

410 POWDER ACTUATED FIXING SYSTEMS

- Types of fastener, accessories and consumables: As recommended by tool manufacturer.

610 FIXING GENERALLY

- Integrity of supported components: Select types, sizes, quantities and spacings of fixings, fasteners and packings to retain supported components without distortion or loss of support.
- Components, substrates, fixings and fasteners of dissimilar metals: Isolate with washers/ sleeves to avoid bimetallic corrosion.
- Appearance: Fixings to be in straight lines at regular centres.

620 FIXING THROUGH FINISHES

- Penetration of fasteners and plugs into substrate: To achieve a secure fixing.

630 FIXING PACKINGS

- Function: To take up tolerances and prevent distortion of materials and components.
- Limits: Do not use packings beyond thicknesses recommended by fixings and fasteners manufacturer.
- Locations: Not within zones to be filled with sealant.

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

640 FIXING CRAMPS

- Cramp positions: Maximum 150 mm from each end of frame sections and at 600 mm maximum centres.
- Fasteners: Fix cramps to frames with screws of same material as cramps.
- Fixings in masonry work: Fully bed in mortar.

670 PELLETED COUNTERSUNK SCREW FIXING

- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Pellets: Cut from matching timber, match grain and glue in to full depth of hole.
- Finished level of pellets: Flush with surface.

680 PLUGGED COUNTERSUNK SCREW FIXING

- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Plugs: Glue in to full depth of hole.
- Finished level of plugs: Projecting above surface.

690 USING POWDER ACTUATED FIXING SYSTEMS

- Powder actuated fixing tools: To BS 4078-2 and Kitemark certified.
- Operatives: Trained and certified as competent by tool manufacturer.

700 APPLYING ADHESIVES

- Surfaces: Clean. Adjust regularity and texture to suit bonding and gap filling characteristics of adhesive.
 - Support and clamping during setting: Provide as necessary. Do not mark surfaces or distort components being fixed.
- Finished adhesive joints: Fully bonded. Free of surplus adhesive.

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Installation of Fire Doors and General Fire Safety Works

Z21 MORTARS

To be read with Preliminaries/ General conditions.

CEMENT GAUGED MORTARS

- 110 CEMENT GAUGED MORTAR MIXES
- Specification: Proportions and additional requirements for mortar materials are specified elsewhere.
- 120 SAND FOR SITE MADE CEMENT GAUGED MASONRY MORTARS
- Standard: To BS EN 13139.
 - Grading: 0/2 (FP or MP).
 - Fines content where the proportion of sand in a mortar mix is specified as a range (e.g. 1:1: 5–6):
 - Lower proportion of sand: Use category 3 fines.
 - Higher proportion of sand: Use category 2 fines.
 - Sand for facework mortar: Maintain consistent colour and texture. Obtain from one source.
- 131 READY-MIXED LIME:SAND FOR CEMENT GAUGED MASONRY MORTARS
- Standard: To BS EN 998-2.
 - Lime: Natural hydraulic lime (NHL) to BS EN 459-1. Available from Stone Tech, 24 Fairfield Avenue, Ormesby, Middlesborough, Cleveland TS7 9BB. Tel:01642 326097
 - Pigments for coloured mortars: To BS EN 12878; to match existing.
- 160 CEMENTS FOR MORTARS
- Cement: To BS EN 197-1 and CE marked.
 - Types: Portland cement, CEM I.
 - Portland limestone cement, CEM II/A-L or CEM II/A-LL.
 - Portland slag cement, CEM II/B-S.
 - Portland fly ash cement, CEM II/B-V.
 - Strength class: 32.5, 42.5 or 52.5.
 - White cement: To BS EN 197-1 and CE marked.
 - Type: Portland cement, CEM I.
 - Strength class: 52.5.
 - Sulfate resisting Portland cement:
 - Types: To BS 4027 and Kitemarked.
 - To BS EN 197-1 fly ash cement, CEM II/B-V and CE marked.
 - Strength class: 32.5, 42.5 or 52.5.
 - Masonry cement: To BS EN 413-1 and CE marked.
 - Class: MC 12.5.
- 180 ADMIXTURES FOR SITE MADE CEMENT GAUGED MORTARS
- Air entraining (plasticizing) admixtures: To BS EN 934-3 and compatible with other mortar constituents.
 - Other admixtures: Submit proposals.
 - Prohibited admixtures: Calcium chloride, ethylene glycol and any admixture containing calcium chloride.

Section 2 – Materials and Workmanship

Installation of Fire Doors and General Fire Safety Works

Z22 SEALANTS

To be read with Preliminaries/ General conditions.

PRODUCTS

310 JOINTS

- Primer, backing strip, bond breaker: Types recommended by sealant manufacturer.

EXECUTION

610 SUITABILITY OF JOINTS

- Presealing checks:
 - Joint dimensions: Within limits specified for the sealant.
 - Substrate quality: Surfaces regular, undamaged and stable.

620 PREPARING JOINTS

- Surfaces to which sealant must adhere:
 - Remove temporary coatings, tapes, loosely adhering material, dust, oil, grease, surface water and contaminants that may affect bond.
 - Clean using materials and methods recommended by sealant manufacturer.
- Vulnerable surfaces adjacent to joints: Mask to prevent staining or smearing with primer or sealant.
- Backing strip and/ or bond breaker installation: Insert into joint to correct depth, without stretching or twisting, leaving no gaps.
- Protection: Keep joints clean and protect from damage until sealant is applied.

630 APPLYING SEALANTS

- Substrate: Dry (unless recommended otherwise) and unaffected by frost, ice or snow.
- Environmental conditions: Do not dry or raise temperature of joints by heating.
- Sealant application: Fill joints completely and neatly, ensuring firm adhesion to substrates.
- Sealant profiles:
 - Butt and lap joints: Slightly concave.
 - Fillet joints: Flat or slightly convex.
- Protection: Protect finished joints from contamination or damage until sealant has cured.

SECTION 3

SPECIFICATION OF WORKS AND GENERAL CONDITIONS

**Installation of Fire Doors and General Fire Safety Works to
Various Properties in the London Borough of Sutton**

Section 3 – Specification of Works

Installation of Fire Doors and General Fire Safety Works

	<p><u>SECTION 3</u></p> <p><u>GENERAL REQUIREMENTS</u></p>
3.1.	INTRODUCTION
3.1.1.	This specification relates to the installation of fire doors and general safety works to various addresses throughout the London Borough of Sutton.
3.1.2.	These specification clauses are to be read in conjunction with the excel pricing document. The Contractor is not to price this section. Please price the excel document which contains the Schedule of Rates.
3.1.3.	<p>The works to which this specification relates and which should be allowed for in the pricing include the following:</p> <ul style="list-style-type: none">• Resident liaison function including undertaking resident assessments and making appointments• Undertaking initial surveys <p>Note: Refurbishment and Demolition Asbestos surveys will be carried out outside of this contract</p> <ul style="list-style-type: none">• Asbestos removal works associated with the door installation• The installation of new Front Entrance Door-sets (manufactured by Gerda) including side screens and fanlights where required• The new door-sets will meet FD30S standards and ‘Secure by Design’• Making good and redecoration works where required• Fire stopping works• General fire safety works
3.1.4.	All installation works must be undertaken by a FIRAS-accredited contractor.
3.1.5.	The doors will be supplied by Gerda and the successful contractor should be an approved Gerda installer .
3.1.6.	The successful Contractors will be added to SHP’s Northgate system. You will not be expected to administrate the Contract/s via the system however you should allow for the provision of the information in the format required by SHP in order to up-load data to Northgate.
3.2.	GENERAL CONDITIONS
3.2.1.	The schedule of works is to be read in conjunction with the General Conditions and Preliminaries and Materials and workmanship sections described in Sections 1 (Preliminaries) and 2 (Materials and Workmanship) of this specification as well as the drawings, specifications, process maps and installation guides contained in the Appendices.
3.2.2.	If there is any discrepancy with part/s of this document this must be brought to the attention of the CA immediately during the Tender stage. If any discrepancies are noted, for the avoidance of doubt, this specification of works is to take precedence.

Section 3 – Specification of Works

Installation of Fire Doors and General Fire Safety Works

3.2.3.	Where products have been described in this document specifically by name and 'equal or approved' is stated then an alternative product can be used subject to the product being of no lesser quality and that the Contract Administrator (CA) has been consulted.
3.2.4.	Before submission of Tenders the tenderer shall resolve all queries as no claim will be entertained at a later date for inadequacy of information.
3.2.5.	The tenderer is requested to check that all details described in this document are complete and fit for purpose, and the application of materials, fittings and accessories is suitable. Any sizes given in the schedule are approximate and the Contractor shall be directly responsible for taking all dimensions and details required for completion of the works.
3.2.6.	The rates within the schedule of rates are to include for all overheads, profit and preliminary costs.
3.2.7.	All works, materials and components are to fully comply with Current Building Regulations requirements.
3.2.8.	All work must be carried out taking full regard of Current Health and Safety legislation and take full account of COSHH Regulations for all products specified or being used.
3.2.9.	The Contractor shall familiarise himself with this document and provide a fixed price against each Schedule of Rates clause and so to return a fully priced Schedule of Rates. Failure to comply with this request may result in your tender being invalid.
3.2.10.	The Contractor shall include for carrying out the supply of all materials, installation, setting to work, as described in the whole Specification and shown on drawings. This shall include all necessary builders work and all making good (excluding local redecorations).
3.2.11.	Where items are not specifically included within the documents and can reasonably be assumed to normally form part of the works, then the Contractor shall be deemed to have included for any such items.
3.2.12.	The word provision shall be taken to mean the supply and installation of all equipment materials and attendance on works and services in order to form a complete and fully functional system.
3.2.13.	The Contractor is to price for all works to be carried out with the assumed occupation of the properties and neighbouring properties for the duration of the works.
	<p>Building Control</p>
3.2.14.	Building Control approval for the door installations will be obtained through the FENSA self-certification scheme. The Contractor should allow for all associated costs in relation to the provision of the relevant FENSA certification.
3.2.15.	The Contractor is to note that payment will be limited to 80% of the value of the door installation until all of the associated certification is provided.
3.2.16.	The cost of the works to communal doors and fire stopping should include a provision for liaising with Building Control. The Contractor will be entitled to recover the cost of issuing any Building Control notices plus their tendered rate for OH & P, preliminaries etc. (see clause 3.15.3).

Section 3 – Specification of Works

Installation of Fire Doors and General Fire Safety Works

	<p>Works Access</p> <p>3.2.17. The Contractors is to allow for all costs associated with the delivery of all materials required, parking costs, congestion charges, tolls etc.</p> <p>3.2.18. Appropriate delivery methods and material handling procedures are to be agreed with the CA and the Principle Designer before any works commence.</p> <p>3.2.19. Safe and clear access is to be maintained to adjacent buildings/properties at all times for refuse collection, deliveries, and emergency vehicles.</p> <p>3.2.20. Dedicated parking bays, where provided for residents of adjacent properties are not to be used by the contractors (including all sub-contractors) unless specifically allocated for a site compound.</p> <p>3.2.21. Every effort will be made to provide areas for a site compound area and storage facilities however the contractor is to assume that site restrictions will not allow for this and allow for the storage of the doors in an off-site facility and delivery on a 'just in time' basis.</p> <p>3.2.22. All works are to be undertaken in accordance with the relevant regulations, byelaws and acts.</p> <p>Pre-works Surveys and Testing</p> <p>Note: 'Refurbishment and Demolition' asbestos surveys are to be undertaken outside of this contract directly by SHP.</p> <p>3.2.23. The Contractor will be provided with access to SHP's 'Vision' database which contains the client's asbestos management information. It is the contractor's responsibility to review this information prior to any Task Order being prepared.</p> <p>3.2.24. All asbestos 'Refurbishment and Demolition' survey information will be provided by SHP in a timely manner to allow the Contractor sufficient time to carry out his surveys. The Contractor is to make clear to SHP when the asbestos survey information is required in order to minimise any delays to his programme.</p> <p>3.2.25. The Contractor is to allow for all costs associated with arranging access in line with the access process outlined in Appendix B.</p> <p>3.2.26. The Contractor is to carry out a measured survey in relation to the door installation in order to facilitate the design of the new door installation. Access must be obtained internally in order to understand the detail of the wall/plaster finish internally.</p> <p>3.2.27. All doors must be sized and manufactured to suit the specific opening. Any doors installations found to have gaps in excess of 10mm between the frames and the reveal/head will not be accepted and no payment will be certified in relation to the installation until resolved.</p> <p>3.2.28. All surveys should include a photo of the existing door and adjacent finishes (both internally and externally) and photos of any areas which could be affected by the proposed works. Where the contractor is unable to provide pre condition evidence in relation to any subsequent associated claims, the responsibility for making good to the satisfaction of the resident/leaseholder will rest with the Contractor.</p>
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Section 3 – Specification of Works

Installation of Fire Doors and General Fire Safety Works

<p>3.3.</p> <p>3.3.1.</p> <p>3.3.2.</p> <p>3.3.3.</p> <p>3.3.4.</p> <p>3.3.5.</p> <p>3.3.6.</p> <p>3.3.7.</p> <p>3.3.8.</p> <p>3.3.9.</p> <p>3.3.10.</p>	<p>RESIDENT LIAISON SERVICE</p> <p>SHP’s expectation is that the Contractors will provide a high quality resident liaison service, ensuring that residents and leaseholders are kept fully informed of the proposed works and any resident issues dealt with promptly.</p> <p>The Resident Liaison Officer (RLO) will play a key role in the delivery of the programme and will be the main point of contact for the residents and leaseholders.</p> <p>The Contractor is to allow for the provision of a Resident Liaison service in order to comply with the access process detailed in Appendix B.</p> <p>The Contractors will be provided with resident and leaseholder contact details through a secure portal. The Contractor is to be aware this is sensitive information and is restricted by data protection and must be treated in line with the third party access policy in Appendix H.</p> <p>The Contractor and specifically the RLO is to review SHP’s Safeguarding Policy (see Appendix I) and ensure that any suspected issues of abuse or vulnerability are highlighted to SHP immediately.</p> <p>The RLO function will also include, but not be limited to, the following services:</p> <ol style="list-style-type: none"> 1. Undertake a resident profile including identifying any vulnerability issues or special requirements. 2. Making appointments and monitoring access 3. Liaising with residents and absentee leaseholders 4. Obtaining signed resident choices Note: for leasehold properties - choices are to be obtained from leaseholders not residents 5. Keeping residents up to date with proposed works 6. Ensuring disruption to residents is minimised 7. Arranging making good as required 8. Dealing with complaints and claims for damage promptly and efficiently 9. Newsletters and block notices as deemed necessary by SHP 10. Obtaining resident satisfaction details on completion of works 11. Arrange and attend resident open days 12. Liaising with SHP as necessary <p>A typical door choice form is included in Appendix D however the extent of door choices is to be agreed for each address/block prior to issuing the door choices to the residents/leaseholders. The maximum number of choices will be 4 colours and 5 styles although the extent of choice may be restricted by SHP for certain addresses.</p> <p>The RLO is to maintain a shared spreadsheet or database to record the progress of appointments, initial surveys, installations, making good etc., and any other useful relevant information.</p> <p>The statistics in terms of surveys, installs, non-access etc. are to be agreed with SHP prior to progress meetings presented as part of the contractors report for each progress meeting.</p> <p>The RLO is to provide SHP with a list of proposed installs at the start of each week and advise if there are to be any variances to this list.</p>
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Section 3 – Specification of Works

Installation of Fire Doors and General Fire Safety Works

3.3.11.	The RLO is to feedback to SHP if the resident contact number is different to that provided so that SHP's records can be updated.
3.4.	ASBESTOS REMOVAL
3.4.1.	Where any work involves management, handling or disturbance of Asbestos Containing Materials (ACM's) the Contractor shall comply with the Control of Asbestos Regulations 2012 and the Accepted Codes of Practices (ACoP's) as issued by the Health and Safety Executive.
3.4.2.	Prior to any work with ACM's the Contractor shall produce a clear Method Statement and Risk Assessment. This shall be agreed by the Client prior to any start on site.
3.4.3.	If during the course of the building works the Contractor discovers the presence of any material that may be asbestos containing and not included in the Asbestos Register the CA shall be contacted without delay. Work should cease immediately.
3.4.4.	All rates are to include for the extra work involved in the removal and disposal of asbestos products in accordance with the current Health and Safety Regulations.
3.4.5.	All asbestos removal works are to be undertaken by an approved specialist asbestos removal contractor.
3.4.6.	Remove and dispose of existing asbestos containing floor tiles (per layer).
3.4.7.	Remove and dispose of existing asbestos backed linoleum which is stuck to the floor such that the asbestos paper may be damaged releasing asbestos fibres.
3.4.8.	Remove and dispose of any other existing asbestos containing floor covering.
3.4.9.	Remove and dispose of existing asbestos containing textured coated plasterboard ceiling plus skim coat and to provide new plasterboard ceiling and skim on completion.
3.4.10.	Remove and dispose of existing asbestos containing textured coated concrete ceiling.
3.4.11.	Remove and dispose of existing asbestos containing soffit board.
3.4.12.	Carry out air test on completion of works.
3.4.13.	Provide enclosures as required to facilitate safe removal of asbestos.
3.5.	PILOT INSTALLATON
3.5.1.	The Contractor must complete a pilot doorset installation in order to ensure an agreed benchmark in terms of the quality of the products and installation is acceptable to all stakeholders. At least 5 working days' notice is to be given for pilot inspection to ensure all relevant stakeholders can be in attendance. No further installations are to be undertaken until this benchmark is agreed.
3.6.	REMOVAL OF EXISTING DOOR AND FRAME
3.6.1.	Take all necessary action to prevent damage to adjoining properties and areas.
3.6.2.	Carefully remove the existing doors, associated side panels, fixings etc. and the like and cart away from site.

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3.6.3.	The removed door is to be immediately removed from the property and stored in either a secure skip/waste container or taken immediately away from site to be disposed of. At no point is the property to be left unattended and unsecured.
3.6.4.	Clean up the junction where the door has been removed and make good ready to receive new doorset.
3.7.	NEW FRONT ENTRANCE DOORSETS
3.7.1.	All new doorsets and assembly, including side panels and fanlights, are to be supplied by Gerda and in line with the specification and installation details in Appendix E.
3.7.2.	All doorsets must be tested as a complete doorset assembly (including side panels and fanlights) at a UKAS accredited test house. Complete assembly includes (CE marked): all intumescent seals and smoke seals integral to the doorset design; all glazing, beading, beading method, hardware including handles, push plates, kick plates, integral door closer and signage.
3.7.3.	All new doorsets to be FD30S and meet the standards of ‘Secured by Design’ and the performance specification in Appendix F.
3.7.4.	All installers must be Gerda approved installers and carry the relevant FIRAS accreditations.
3.7.5.	Gaps between doors and frames to be less than 3mm. Any more than this and the door will not be accepted.
3.7.6.	Fully fire foam the gap between frame and substrate all round with Gerda supplied product. Foam to slightly protrude from frame and be trimmed back by 10mm when cured. Apply 10mm depth of acrylic intumescent mastic.
3.7.7.	New doors to be from the ‘Safer houses’ range - 54mm external timber engineered construction with factory applied powder paint finish including modular frame and door stop.
3.7.8.	Side panels and fanlights to be from the Gerda ‘Safer Houses’ range and fire rated to 30 mins (as part of complete assembly).
3.7.9.	Glazing to be double glazed with laminated glass to EN356 P1A and to meet relevant safety requirements. Allow for obscure or clear finish – to match existing installation.
3.7.9.1.	The door cost is to include for the supply and fixing of the following hardware: <ul style="list-style-type: none">• Hinges• Safer Homes Locking system• Concealed door closer• Door guard• Lever handle• Intumescent letter box• 75mm metal satin finished door numeral• Door viewer• AM3 slimline threshold• Rain deflector• Intumescent seals/smoke seals• Automatic drop down smoke seal

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	<p>Samples for all the hardware are to be provided for approval before any installations are completed. All fixing screws to be stainless steel.</p>
3.7.9.2.	<p>Supply external and internal trims as necessary to cover any damage, previous fixing holes/lines etc. The maximum trim size acceptable will be 65mm. Any damage or making good in excess of 65mm is to be made good at the contractor's expense and to the satisfaction of the CA. Trims to be colour matched to the frame (i.e. white) and fixed with the intumescent sealant. Seal with white silicone.</p>
3.7.9.3.	<p>The Contractor is to allow for the doorset installation to include the use of the G smart QR code system for monitoring installation. Allow for taking photographic records of the installation including fixing details, gaps between frame and door head/reveal, fire stopping between the frame and reveal/head.</p>
3.8.	<p>MAKING GOOD ON COMPLETION</p>
3.8.1.	<p>The Contractor is to allow for all making good required as a result of the door installation which is not concealed by the trims. Redecoration works will only be undertaken with express agreement from SHP. In normal circumstances any associated plaster/render/brickwork etc. is to be made good ready to receive new decorations.</p>
3.8.2.	<p>Render repairs - carefully hack off defective render back to substrate, cut out any cracks and replace in two coats (15mm & 7mm) in mortar mix to match existing.</p>
3.8.3.	<p>Plaster repairs - carefully hack off defective plaster back to substrate, cut out any cracks and replace with 4mm skim finish to match existing. Allow to feather in with any existing adjacent surfaces ready to receive new decorations.</p>
3.8.4.	<p>Brick re-facing - carefully hack off damaged brick and re-face with proprietary brick re-facing mortar coloured to match adjacent brickwork.</p>
3.8.5.	<p>Note: Any repairs which are not deemed of acceptable quality will be rejected, the installation will not be handed over and no payment will be certified in relation to the door installation.</p>
3.9.	<p>COMPLETION, HANDOVER AND CERTIFICATION</p>
3.9.1.	<p>On completion of the installation the Contractor is to explain the operation of the door and the locks to the resident. Both the resident and the fitter are to complete the Gerda completion paperwork.</p>
3.9.2.	<p>Allow to arrange handover and sign off by a representative of SHP for 100% of all door installations. Handover not to be arranged until all making good and associated works are completed. Photographic records of installation and completion paperwork to be provided prior to handover – handover will not be accepted without this supporting information.</p> <p>Important Note: no payment will be certified for any installation until handover is achieved. It is the contractor's responsibility to ensure access is available on handover. If the resident refuses access to carry out a handover inspection the contractor will need to provide proof of 3 attempts to gain access before any payment will be released.</p>
3.9.3.	<p>SHP will consider moving towards sample handovers however this will only be considered when 20 consecutive doors are handed over first time with zero defects. Should sample handovers be adopted and any significant defects are noted at any subsequent handover this will result in reverting immediately back to 100% handover</p>

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Installation of Fire Doors and General Fire Safety Works

	<p>inspections.</p>
3.9.4.	<p>Supply the following documentation for each individual installation as soon as possible (maximum within 2 weeks) after handover:</p> <ol style="list-style-type: none"> 1. Manufacturers guarantee for each door installation for a minimum period of 10 years. 2. Certification of manufacture and installation in relation to compliance with FD30S standards to be provided for each installation 3. FENSA certification <p>Important Note: until all of the above documentation is received the contractor will only be entitled to 80% of the value of the installation.</p>
3.10.	FREE-SWING DOOR CLOSER
3.10.1.	The Contractor is to allow for identifying at survey stage whether the resident / leaseholder has any vulnerability issues which could affect their ability to open the doors un-assisted. Swing free closers are not to be offered without prior agreement by SHP.
3.10.2.	Allow for the extra over cost of the installation of a TS99 Dorma Door Closer to doors (where agreed by SHP). The Contractor is to ensure that the fire performance is not compromised by the installation of closer and that the certification for the associated doorset will still be valid.
3.11.	COMMUNAL FIRE PROTECTION WORKS
	Fire stopping
3.11.1.	Install BS 476: Part 20: 1987 rated fire stopping products.
3.11.2.	Cable penetrations & metal pipes – fire stopping rated mortar, fire rated polyurethane foam or a fire rated sealant.
3.11.3.	Plastic pipework – fire stopped with galvanised steel intumescent pipe collars installed on both sides of the penetration or with a fire rated pipe wrap installed within the structure where the penetration passes through.
	New Communal Doors
3.11.4.	All new doorsets and assembly, including side panels and fanlights, are to be supplied by Gerda and in line with the specification and installation details in Appendix E.
3.11.5.	All doorsets must be tested as a complete doorset assembly (including side panels and top lights) at a UKAS accredited test house. Complete assembly includes (CE marked): all intumescent seals and smoke seals integral to the doorset design; all glazing, beading, beading method, hardware including handles, push plates, kick plates, integral door closer and signage.
3.11.6.	All doors to be FD30S and meet the standards of the performance specification in Appendix F.
3.11.7.	All installers must be Gerda approved installers and carry the relevant FIRAS accreditations.
3.11.8.	Gaps between doors and frames to be less than 3mm. Any more than this and the door

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	will not be accepted.
3.11.9.	Fully fire foam the gap between frame and substrate all round with Gerda supplied product. Foam to slightly protrude from frame and be trimmed back by 10mm when cured. Apply 10mm depth of acrylic intumescent mastic.
3.11.10.	New doors to be 44mm external timber engineered construction with factory applied powder paint finish including modular frame and door stop.
3.11.11.	Side lights and top lights to be from the Gerda range and fire rated to 30 mins (as part of complete assembly).
3.11.12.	Glazing to be anti-vandal E30 wired glazing and fitted with security screws. Side lights and top lights are to be E30 wired monolithic glazing as standard.
3.11.13.	The door cost is to include for the supply and fixing of the following hardware: <ul style="list-style-type: none"> • 3 no. hinges per door • Stainless steel D handle • Concealed closer • Kicking plates • Push plates • Intumescent seals/smoke seals • Automatic drop down smoke seal <p>Samples for all the hardware are to be provided for approval before any installations are completed. All fixing screws to be stainless steel.</p>
3.11.14.	Supply external and internal trims as necessary to cover any damage, previous fixing holes/lines etc. The maximum trim size acceptable will be 65mm. Any damage or making good in excess of 65mm is to be made good at the contractor's expense and to the satisfaction of the CA. Trims to be colour matched to the frame (i.e. white) and fixed with the intumescent sealant. Seal with white silicone.
3.11.15.	The Contractor is to allow for the doorset installation to include the use of the G smart QR code system for monitoring installation. Allow for taking photographic records of the installation including fixing details, gaps between frame and door head/reveal, fire stopping between the frame and reveal/head.
3.11.16.	Making good subsequent to works to communal doors to be in line with the same requirements as clauses 3.4.29- 3.4.33.
3.11.17.	Handover and certification for communal door works to be in line with the same requirements as clauses 3.4.35- 3.4.37.
	Works to Existing Communal Doors
3.11.18.	Install new intumescent strip – up to one hour application (price per door) and set into existing groove.
3.11.19.	Install new smoke seal – up to one hour application (price per door) and set into existing groove.

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3.11.20.	Router out existing door or frame and install new intumescent strip – up to one hour application (price per door) and set into new groove. Allow for removal and re-instatement of door to facilitate these works and easing and adjusting the door to leave in good working order on completion.
3.11.21.	Router out existing door or frame and install new intumescent strip– up to one hour application (price per door) and set into new groove. Allow for removal and re-instatement of door to facilitate these works and easing and adjusting the door to leave in good working order on completion.
3.11.22.	Ease and adjust existing door, reduce if required, rehang on new hinges, adjust stops or ease rebates and touch up any paintwork on completion (price per door).
Fire Signage	
3.11.23.	Provide and install new directional fire signage throughout the new communal areas (price per sign)
3.11.24.	Supply and install fire signage to all communal corridor doors to comply with BS 5499-5:2002 stating 'Fire Door Keep Shut' or 'Fire Door Keep Locked Shut' (to cupboard doors). Signage to be installed to both sides of door (except for cupboards where they should be marked on the outside).
3.12.	DECORATIONS
Note: any painting to communal areas is likely to be a specialist Class '0' system and as such should be referred to SHP for details of the manufacturer in order to maintain the Class '0' certification.	
All paint systems to be sourced are to be carried out in strict accordance with manufacturer's instructions and Section 2: M60.	
Ceilings	
3.12.1.	Prepare and apply 2 No. mist coats and 2 No. full top coats of matt emulsion. All ceilings to be painted white.
Walls	
3.12.2.	Prepare and apply 2 No. mist coats and 2 No. full top coats of matt emulsion. Colour to be agreed with the resident.
Woodwork	
3.12.3.	Knot, prime and stop all new or existing exposed woodwork, applying proprietary filler where required and rub down all surfaces to a smooth finish. Apply 2 No. coat of undercoat and 1 No. finishing coats of satinwood. All paintwork to be white.
Metal Work	
3.12.4.	All metal work to be thoroughly prepared rubbed down and feathered back to a firm edge. Apply 1 coat of primer, 2 undercoats and 1 finishing coat of gloss.

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3.13.	SCHEDULE OF HOURLY RATES
3.13.1.	A competent labourer
3.13.2.	A competent and qualified electrician
3.13.3.	A competent electrician's mate
3.13.4.	A competent and qualified plumber
3.13.5.	A competent plumber's mate
3.13.6.	A competent painter
3.13.7.	A competent painter's mate
3.13.8.	A competent and qualified carpenter
3.13.9.	A competent carpenter's mate
3.13.10.	A competent and qualified brick layer
3.13.11.	A competent brick layer's mate
3.14.	NATIONAL HOUSING FEDERATION SCHEDULE OF RATES VERSION 6.1
3.14.1.	Any works which cannot be priced in accordance with the tendered schedule of rate will be valued using the National Housing Federation Schedule of Rates Version 6.1 (NHF v.6.1).
3.14.2.	The Contractor should provide tendered adjustments to the NHF v.6.1 which will be used to form part of your pricing score. The percentage adjustments to the NHF v.6.1 include for all attendance, OH & P, preliminaries etc.
3.14.3.	The tendered percentage adjustment against the NHF v.6.1 is overall adjustment that will affect the value of all individual items in the Schedule of Rates.

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 Installation of Fire Doors and General Fire Safety Works

3.14.4.	<table border="1"> <tr> <td data-bbox="288 174 501 353">Order Value</td> <td data-bbox="501 174 700 353">Up to £15,000</td> <td data-bbox="700 174 900 353">£15k - £50k</td> <td data-bbox="900 174 1094 353">Over £50k</td> </tr> <tr> <td data-bbox="288 353 501 501">Percentage adjustment to National Housing Federation Schedule of Rates Version 6.1</td> <td data-bbox="501 353 700 501">+/-</td> <td data-bbox="700 353 900 501">+/-</td> <td data-bbox="900 353 1094 501">+/-</td> </tr> <tr> <td data-bbox="288 501 501 672"></td> <td data-bbox="501 501 700 672">.....%</td> <td data-bbox="700 501 900 672">.....%</td> <td data-bbox="900 501 1094 672">.....%</td> </tr> </table>	Order Value	Up to £15,000	£15k - £50k	Over £50k	Percentage adjustment to National Housing Federation Schedule of Rates Version 6.1	+/-	+/-	+/-	%%%
Order Value	Up to £15,000	£15k - £50k	Over £50k										
Percentage adjustment to National Housing Federation Schedule of Rates Version 6.1	+/-	+/-	+/-										
%%%										
3.14.5.	The above percentage adjustments and rates are deemed to include for each trade to attend upon, cut away for and make good after each other, including decorations and for incidental work not specifically mentioned.												
3.14.6.	The above percentage adjustments and rates are deemed to include for all travelling time and travelling costs to and from sites.												
3.14.7.	The Contractor is deemed to have allowed for the costs of fulfilling all liabilities and obligations referred to in the National Housing Federation Measurement Rules and Preambles thereto and other tender documents within the above percentage adjustments and rates.												
3.14.8.	The NHF v.6.1 consists of composite rates and includes for all necessary tasks to complete the Order, including all necessary making good and reinstatement. The tasks detailed under such items are only indicative of the anticipated tasks required and must not be considered as full descriptions of the tasks.												
3.14.9.	Items in the Measurement Rules and Preambles relating to the NHF v.6.1 are deemed to qualify and be part of every description to which they refer.												
3.14.10.	The Service Provider's percentage adjustment to the NHF v.6.1 shall include for waste as generated by the installations, including cutting of materials to suit, loss, damage and the like.												
3.15.	SPECIALIST WORKS												
3.15.1.	Where specialist works are required which cannot be priced using the tendered schedule of rates or the NHF schedule, the Contractor may be requested to obtain quotations from specialist sub-contractors.												
	Note: For any works items under £5k a minimum of 2 quotations will be required. For any works items over £5k a minimum of 3 quotations will be required.												
3.15.2.	The Contractor should provide a tendered adjustment to the specialist sub-contractors quotation which will be used to form part of your pricing score. The percentage adjustments must include for all attendance, OH & P, preliminaries etc.												

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3.15.3.	<table border="1"> <thead> <tr> <th data-bbox="304 215 501 297">Order Value</th> <th data-bbox="501 215 699 297">Up to £15,000</th> <th data-bbox="699 215 896 297">£15k - £50k</th> <th data-bbox="896 215 1094 297">Over £50k</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 297 501 510">Percentage up-lift for attendance, OH & P, preliminaries etc.</td> <td data-bbox="501 297 699 510">.....%</td> <td data-bbox="699 297 896 510">.....%</td> <td data-bbox="896 297 1094 510">.....%</td> </tr> </tbody> </table>	Order Value	Up to £15,000	£15k - £50k	Over £50k	Percentage up-lift for attendance, OH & P, preliminaries etc.%%%								
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Percentage up-lift for attendance, OH & P, preliminaries etc.%%%														
3.16.	KEY PERFORMANCE INDICATORS																
3.16.1.	<p>Performance Indicators (KPIs) will be used as a measure of contractor performance against 3 criteria:</p> <p>Customer Satisfaction Defects Health and Safety</p> <p>There will be a ‘Minimum Level of Acceptable Performance’(MLAP) for each KPI. The contractor will be expected to provide an improvement plan for any KPI that does not reach the MLAP. The level of KPI’s will also be used to SHP decide whether to award any extension to the contract.</p> <p>The definitions and methods of measurement for each KPI is set out below:</p> <p>KPI 1 – Customer Satisfaction</p> <table border="1"> <tr> <td data-bbox="304 1178 585 1279">Purpose</td> <td data-bbox="585 1178 1444 1279">To measure the satisfaction of the residents with the quality of the works carried out.</td> </tr> <tr> <td data-bbox="304 1279 585 1552">Definition</td> <td data-bbox="585 1279 1444 1552"> How satisfied/dissatisfied were you with the external works? 1. The definition is scored: 2. Very Satisfied 3. Fairly Satisfied 4. Fairly Dis-Satisfied 5. Very Dis-Satisfied </td> </tr> <tr> <td data-bbox="304 1552 585 1756">Method</td> <td data-bbox="585 1552 1444 1756">On completion of the works at each property the Resident Liaison Officer distributes a survey form and a pre-paid envelope to return the forms to Sutton Housing Partnership. The ‘very satisfied’ and ‘satisfied’ are used to determine the rate of satisfaction as a percentage.</td> </tr> <tr> <td data-bbox="304 1756 585 1789">Measurement</td> <td data-bbox="585 1756 1444 1789">Monthly</td> </tr> <tr> <td data-bbox="304 1789 585 1823">Target</td> <td data-bbox="585 1789 1444 1823">95%</td> </tr> <tr> <td data-bbox="304 1823 585 1856">MLAP</td> <td data-bbox="585 1823 1444 1856">90%</td> </tr> <tr> <td data-bbox="304 1856 585 1890">Target Source</td> <td data-bbox="585 1856 1444 1890">Monthly meetings</td> </tr> <tr> <td data-bbox="304 1890 585 1924">Scorer</td> <td data-bbox="585 1890 1444 1924">Sutton Housing Partnership</td> </tr> </table>	Purpose	To measure the satisfaction of the residents with the quality of the works carried out.	Definition	How satisfied/dissatisfied were you with the external works? 1. The definition is scored: 2. Very Satisfied 3. Fairly Satisfied 4. Fairly Dis-Satisfied 5. Very Dis-Satisfied	Method	On completion of the works at each property the Resident Liaison Officer distributes a survey form and a pre-paid envelope to return the forms to Sutton Housing Partnership. The ‘very satisfied’ and ‘satisfied’ are used to determine the rate of satisfaction as a percentage.	Measurement	Monthly	Target	95%	MLAP	90%	Target Source	Monthly meetings	Scorer	Sutton Housing Partnership
Purpose	To measure the satisfaction of the residents with the quality of the works carried out.																
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Measurement	Monthly																
Target	95%																
MLAP	90%																
Target Source	Monthly meetings																
Scorer	Sutton Housing Partnership																

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KPI 2 – Defects on Completion

Purpose	To measure the quality of the work on completion and to ensure the contractor is carrying out adequate quality control prior to handover.
Definition	A maximum of 1 defect per property on handover to client by the client representative.
Method	The client representative will record the number of defects on the handover form.
Measurement	Monthly
Target	0
MLAP	1
Target Source	Monthly meetings and Core Group
Scorer	Sutton Housing Partnership

KPI 3 – Health and Safety

Purpose	To measure the contractor's health and safety compliance.
Definition	There are Zero RIDDOR reportable incidents measured on a monthly basis.
Method	The contractor reports on health and safety incidents at monthly and core group meetings.
Measurement	Monthly
Target	0
MLAP	0
Target Source	Monthly meetings and Core Group
Scorer	Contractor

Priced Schedule of Rates

Note: This schedule of rates is to be priced in line with the information provided in Sections 1,2 and 3 and the Appendices

Note: The general conditions and resident liaison detailed in Section 3 are to apply and be included in all of the rates below.

Note: All rates below are to be all inclusive including attendance, preliminaries, OH & P etc.

Item	Works item	Specification references	Unit	Rate
Asbestos Removal				
1	Remove and dispose of existing asbestos containing floor tiles (per layer).	3.4.6 and 3.4.1 - 3.4.5	m2	
2	Remove and dispose of existing asbestos backed linoleum which is stuck to the floor such that the asbestos paper may be damaged releasing asbestos fibres.	3.4.7 and 3.4.1 - 3.4.5	m2	
3	Remove and dispose of any other existing asbestos containing floor covering.	3.4.8 and 3.4.1 - 3.4.5	m2	
4	Remove and dispose of existing asbestos containing textured coated plasterboard ceiling plus skim coat and provide new plasterboard ceiling and skim on completion.	3.4.9 and 3.4.1 - 3.4.5	m2	
5	Remove and dispose of existing asbestos containing textured coated concrete ceiling.	3.4.10 and 3.4.1 - 3.4.5	m2	
6	Remove and dispose of existing asbestos containing soffit board.	3.4.11 and 3.4.1 - 3.4.5	m2	
7	Carry out air test on completion of works.	3.4.12 and 3.4.1 - 3.4.5	nr	
8	Provide air tight enclosures as required to facilitate safe removal of asbestos.	3.4.13 and 3.4.1 - 3.4.5	m2	
New FED Doorsets				
9	Supply and install new white FED Doorset (any size) - style Waveney	3.5 - 3.9	nr	
10	Supply and install new white FED Doorset (any size) - style Orwell	3.5 - 3.9	nr	
11	Supply and install new white FED Doorset (any size) - style Nene	3.5 - 3.9	nr	
12	Supply and install new white FED Doorset (any size) - style Wharfe	3.5 - 3.9	nr	
13	Supply and install new white FED Doorset (any size) - style Rivelin	3.5 - 3.9	nr	
14	Supply and install new blue FED Doorset (any size) - style Waveney	3.5 - 3.9	nr	
15	Supply and install new blue FED Doorset (any size) - style Orwell	3.5 - 3.9	nr	
16	Supply and install new blue FED Doorset (any size) - style Nene	3.5 - 3.9	nr	
17	Supply and install new blue FED Doorset (any size) - style Wharfe	3.5 - 3.9	nr	
18	Supply and install new blue FED Doorset (any size) - style Rivelin	3.5 - 3.9	nr	
19	Supply and install new red FED Doorset (any size) - style Waveney	3.5 - 3.9	nr	
20	Supply and install new red FED Doorset (any size) - style Orwell	3.5 - 3.9	nr	
21	Supply and install new red FED Doorset (any size) - style Nene	3.5 - 3.9	nr	
22	Supply and install new red FED Doorset (any size) - style Wharfe	3.5 - 3.9	nr	
23	Supply and install new red FED Doorset (any size) - style Rivelin	3.5 - 3.9	nr	
24	Supply and install new green FED Doorset (any size) - style Waveney	3.5 - 3.9	nr	
25	Supply and install new green FED Doorset (any size) - style Orwell	3.5 - 3.9	nr	
26	Supply and install new green FED Doorset (any size) - style Nene	3.5 - 3.9	nr	
27	Supply and install new green FED Doorset (any size) - style Wharfe	3.5 - 3.9	nr	
28	Supply and install new green FED Doorset (any size) - style Rivelin	3.5 - 3.9	nr	
29	Glazed side panel (any size)	3.5 - 3.9	nr	
30	Glazed fan light (any size)	3.5 - 3.9	nr	
31	Solid side panel (any size)	3.5 - 3.9	nr	
32	Solid fan light (any size)	3.5 - 3.9	nr	
33	Extra over cost for free swing door closer	3.1	nr	
Fire Stopping				
34	Cable penetrations & metal pipes – fire stopping rated mortar, fire rated polyurethane foam or sealant.	3.11.1 and 3.11.2	nr	
35	Plastic pipework – fire stopped with galvanised steel intumescent pipe collars	3.11.1 and 3.11.3	nr	
New Communal Doors				
36	Supply and install new fully glazed (top and bottom panels) single leaf communal doorset (any size)	3.11.4 - 3.11.17	nr	
37	Supply and install new partly glazed (vision panels) single leaf communal doorset (any size)	3.11.4 - 3.11.17	nr	
38	Supply and install new fully glazed side panel (any size)	3.11.4 - 3.11.17	nr	
39	Supply and install new solid side panel (any size)	3.11.4 - 3.11.17	nr	
40	Supply and install new fully glazed top panel (to double doors)	3.11.4 - 3.11.17	nr	
41	Supply and install new solid top panel (to double doors)	3.11.4 - 3.11.17	nr	
42	Supply and install new fully glazed top panel (to single doors)	3.11.4 - 3.11.17	nr	
43	Supply and install new solid top panel (to single doors)	3.11.4 - 3.11.17	nr	
Works to Existing Communal Doors				
44	Install 1 hour intumescent strip into existing groove (price per door)	3.11.18	nr	
45	Install 1 hour smoke seal into existing groove (price per door)	3.11.19	nr	
46	Router our door/frame and install 1 hour intumescent strip (price per door)	3.11.20	nr	
47	Router our door/frame and install 1 hour smoke seal (price per door)	3.11.21	nr	
48	Ease and adjust door (price per door)	3.11.22	nr	
Fire Signage				
49	Directional fire signage (any size)	3.11.23	nr	
50	Fire door signage to communal door (any size) both sides - price per door	3.11.24	nr	
51	Fire door signage to cupboard door (any size) - price per door	3.11.24	nr	
Decorations				
52	Ceilings - Prepare and apply 2 No. mist coats and 2 No. full top coats of matt emulsion	3.12.1	m2	
53	Walls - Prepare and apply 2 No. mist coats and 2 No. full top coats of matt emulsion	3.12.2	m2	
54	Woodwork - Prepare and apply 2 No. coat of undercoat and 1 No. finishing coats of satinwood	3.12.3	m2	
55	Metal work - Prepare and apply 1 coat of primer, 2 undercoats and 1 finishing coat of gloss	3.12.4	m2	

	Hourly rates			
56	A competent labourer	3.13.1	hr	
57	A competent and qualified electrician	3.13.2	hr	
58	A competent electrician's mate	3.13.3	hr	
59	A competent and qualified plumber	3.13.4	hr	
60	A competent plumber's mate	3.13.5	hr	
61	A competent painter	3.13.6	hr	
62	A competent painter's mate	3.13.7	hr	
63	A competent and qualified carpenter	3.13.8	hr	
64	A competent carpenter's mate	3.13.9	hr	
65	A competent and qualified brick layer	3.13.10	hr	
66	A competent brick layer's mate	3.13.11	hr	
	Percentage adjustment to NHF v 6.1			
67	Percentage adjustment to NHF v.6.1 - up to £15k order value	3.14	%	
68	Percentage adjustment to NHF v.6.1 - £15k - £50k order value	3.14	%	
69	Percentage adjustment to NHF v.6.1 - over £50k order value	3.14	%	
	Percentage adjustment for specialist works			
70	Percentage up-lift for attendance, OH&P, preliminaries etc - up to £15k order value	3.15	%	
71	Percentage up-lift for attendance, OH&P, preliminaries etc - £15k - £50k order value	3.15	%	
72	Percentage up-lift for attendance, OH&P, preliminaries etc - over £50k order value	3.15	%	

Appendix A

Indicative Property List

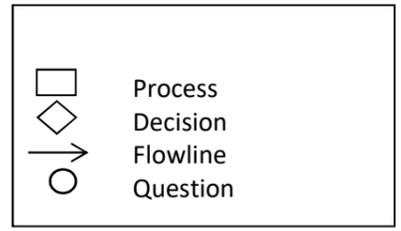
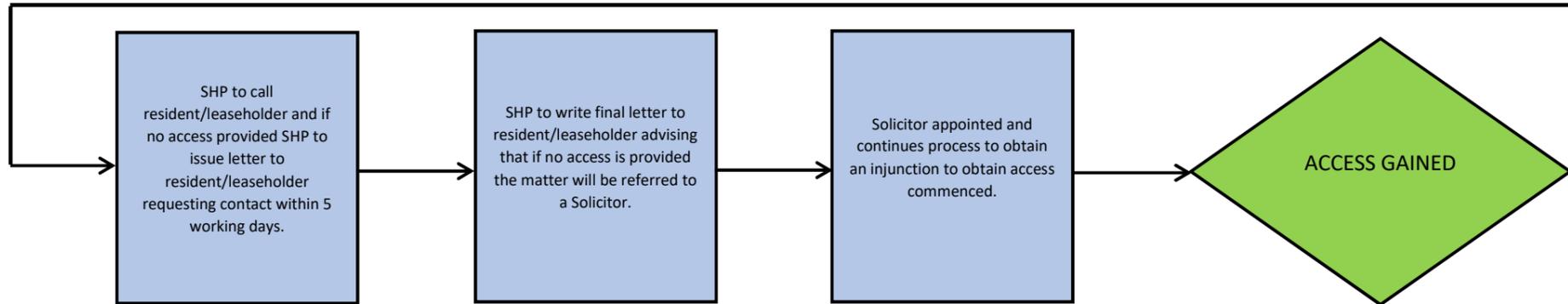
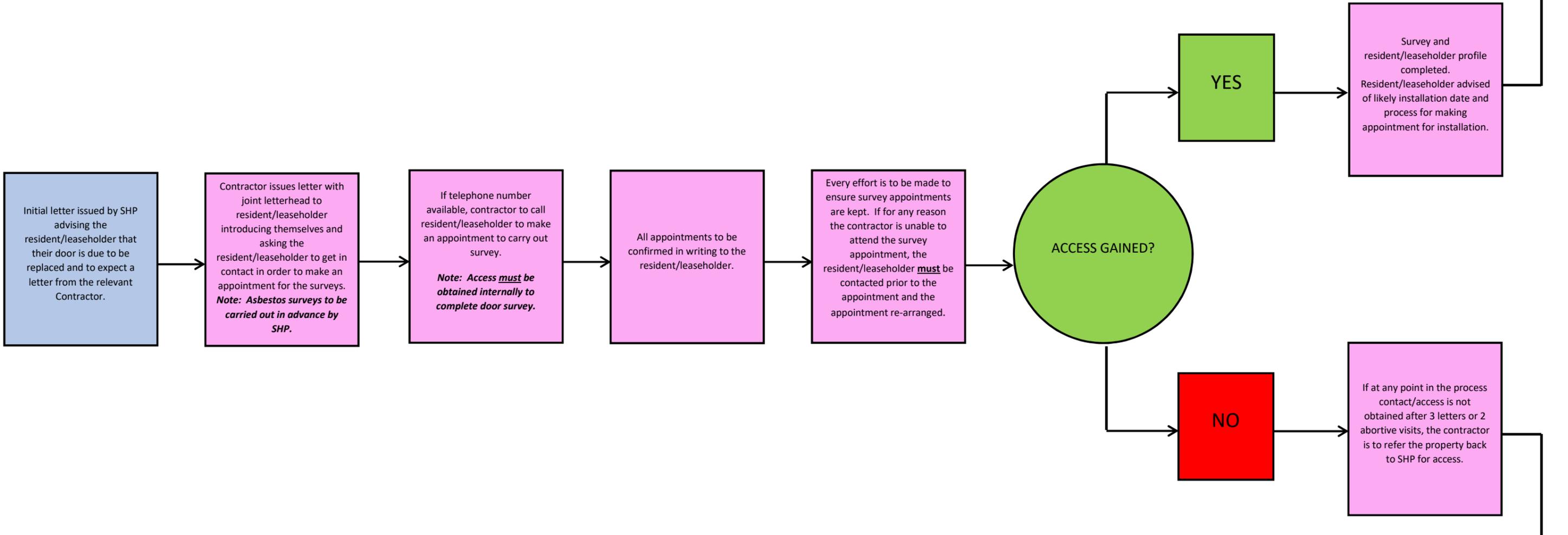
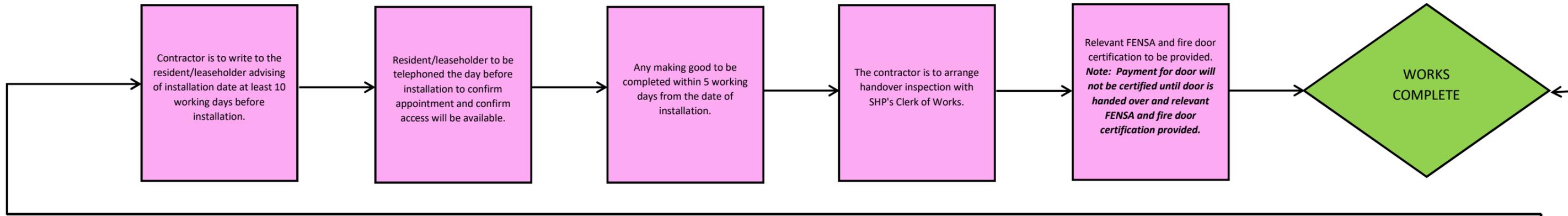
Row Labels	Count of Street 1
ABBOTSLEIGH CLOSE	9
BELMONT ROAD	5
BENHILL AVENUE	35
BENHILL WOOD ROAD	105
BRIGHTON ROAD	183
BRUNSWICK ROAD	204
BUSHEY ROAD	3
CHAUCER GARDENS	82
CLARENDON ROAD	1
COLLINGWOOD ROAD	1
CRESSINGHAM GROVE	116
CROWN ROAD	22
DENMARK GARDENS	21
DEVONSHIRE ROAD	2
ELM GROVE	2
GROVE LANE	4
HARROW ROAD	4
HILLCROOME ROAD	1
HILLIERS LANE	6
HULVERSTON CLOSE	175
HURSTCOURT ROAD	12
LYNWOOD AVENUE	4
MALDON ROAD	4
NORTH STREET	3
OAKHILL ROAD	2
SHAFTESBURY ROAD	1
SHAP CRESCENT	1
ST PHILIPS AVENUE	4
STANLEY ROAD	4
STONECOT HILL	3
TINTERN ROAD	1
WENDLING ROAD	2
WESTMINSTER ROAD	11
WHITETHORN AVENUE	1
WOLSELEY ROAD	1
WORCESTER ROAD	9
Grand Total	1044

Full details of the addresses are available in request

Appendix B

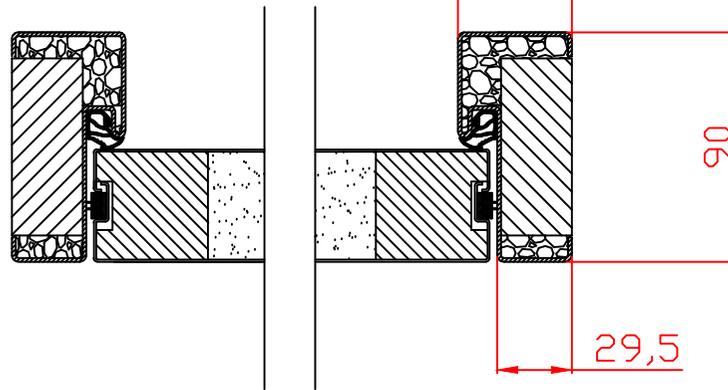
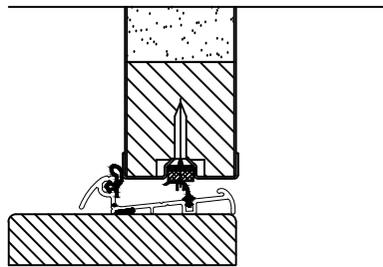
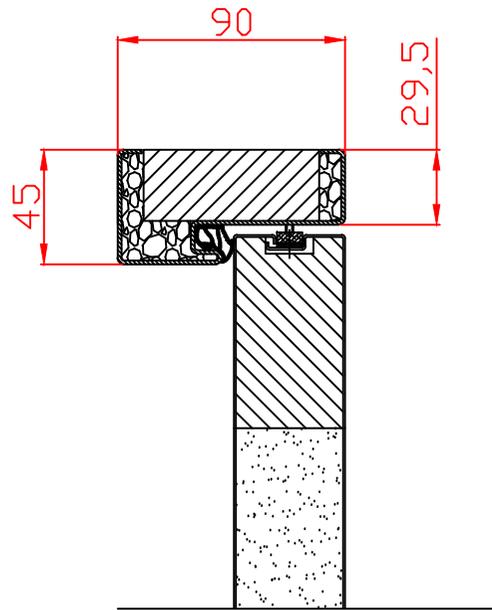
Access Procedure Process Map

ACCESS PROCESS MAP



Appendix C

Section Drawings



Do not scale from this drawing.
All dimensions in millimeters unless
stated otherwise

Legend

GERDA®
uniting fire safety & security™

GERDA SECURITY PRODUCTS
53-54 CHISWICK AVENUE
MILDENHALL
IP28 7AY
EMAIL: enquiries@gerdasecurity.co.uk
WEBSITE: www.gerdasecurity.co.uk
TEL: 01638 711028

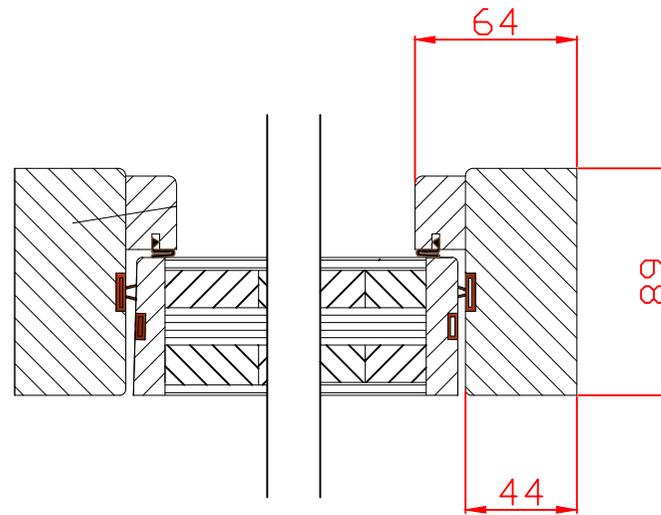
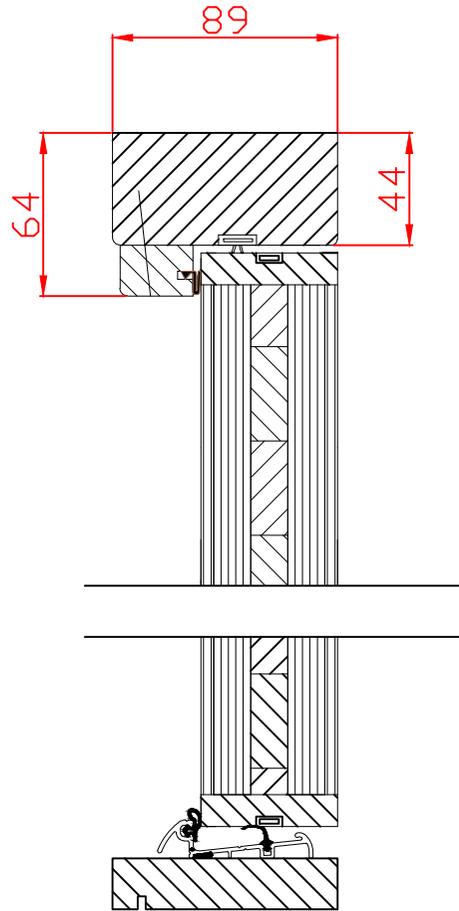
Client: Gerda

Detail: TCR frame section

Date: 01/09/2017 Drawing no: P00308.0

Scale: Not to Scale Drawn by: PZ

This drawing and the information shown is the
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shall not be copied whole, or in part, or used
for any other purpose without written
permission of the company.



Do not scale from this drawing.
All dimensions in millimeters unless
stated otherwise

Legend

GERDA®
uniting fire safety & security™

GERDA SECURITY PRODUCTS
53-54 CHISWICK AVENUE
MILDENHALL
IP28 7AY
EMAIL: enquiries@gerdasecurity.co.uk
WEBSITE: www.gerdasecurity.co.uk
TEL: 01638 711028

Client: Gerda

Detail: SHR frame section

Date: 01/09/2017 Drawing no: P00308.1

Scale: Not to Scale Drawn by: PZ

This drawing and the information shown is the
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permission of the company.

Appendix D

Resident Door Choice Form

OPTIONS FOR NEW FD30s FIRE DOORS

PLEASE SELECT A FIRE DOOR FROM THE LIST BELOW:		
Fire Door Design Options		
FIRE DOOR <i>(tick appropriate box)</i>	XFNG09	XFNG18

All Door furniture will be SAA/Chrome
Note: Due to Fire Regulations, fire doors must be fitted with a self-closing device

Please choose a colour for your Fire Door from the following list: (Actual colours may differ slightly from those shown)				
Outer door face colour options				
	Red	Green	Blue	White
Fire Door <i>(tick appropriate box)</i>				

Personal Details:				
Title	Mr	Mrs	Miss	Ms
Forename				
Surname				
Home Telephone			Mobile:	
Address				
Signature			Date	
All telephone numbers are confidential and used to make appointments for surveying and fitting only				

Appendix E

Gerda Specification and Installation Details



Installation Instructions
For the
Safer Homes Doorset Range
Fire rated doorset to be installed by third
party accredited installers only

Gerda Security Products Ltd
53/54 Chiswick Avenue
Mildenhall, Suffolk, IP28 7AY

enquiries@gerdasecurity.co.uk

www.gerdasecurity.co.uk

0845 200 9435

The Safer Homes Doorset

At time of installation you will receive:

- A door, frame and lock
- The lock box and doorset have a unique code which match.
- You are supplied with installation paperwork: Details of doorset to be fitted / Form to complete and a Welcome Guide for the resident.
- An installation pack can be purchased separately from Gerda, alternatively installation materials meeting the following specification must be used. Failure to use these materials will invalidate the warranty and the fire test data:



- 1.) Fire foam tested to BS476 Part 20/22 or BS EN 1366-4 for linear gaps and fire rating level required for this type of construction.
- 2.) Fire rated sealant (intumescent mastic) tested to BS476 Part 20/22 or BS EN 1366-4 for linear gaps and fire rating level required for this type of construction.
- 3.) Silicone sealant (high quality low modulus neutral silicone sealant) minimum class E reaction to fire.
- 4.) Fixing (appropriate to supporting construction and penetrate at least 40mm depth in to supporting construction).
- 5.) Architraves 15mm thick timber or 5mm PVC architraves overlapping joints by at least 15mm each side.
- 6.) Packers (hardwood with minimum density 640kg/m³, please note that Beech and Ash are excluded for this application).

Doorset size, hand, locations

PRIOR TO REMOVAL OF EXISTING DOOR / FRAME

- Check the aperture height and width prior to removing existing door in situ. Check the new frame against these aperture measurements.
- Check the new door against the new frame. The tolerance between the new frame and the aperture should be kept to a minimum to allow a good installation (no more than 40mm smaller than the overall width and height.).
- Ensure that building regulations for Part M are taken into account
- Check the handing is correct on the new door (matches old door) and check the opening.
- Where thresholds are needed the tolerances will be:
 - ⇒ AM3 22.5mm total
 - ⇒ Slimline 16.5mm total

If for any reason these measurements are incorrect, **DO NOT** continue with the install and report back to Gerda



Doorset size, hand, locations

Frames are surveyed to keep tolerances to a minimum but if for some reason the tolerance between the substrate and new frame is over 20mm each side or at the head, hardwood packers should be used.

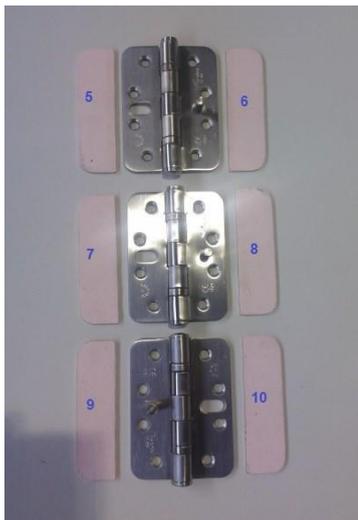


- Remove door from hinges
- Cut down sealant lines with knife
- Remove architrave & trims
- Remove glazing taking care to wear the correct PPE
- Remove frame fixings if possible
- Clear the opening of any dust debris and any old fixings.
- Remove rubbish



Frame Preparation—Locking System

- NB: Where the intumescents are supplied cut to size for the hinges and have self adhesive to one side. The adhesive side is applied to the hinges prior to placing in the groove.



Therm-A-Line 5;6;7;8;9 &10 stick to the 3 hinges as per diagram



- The holes can then be drilled for the hinges

Door Preparation—Locking System

In the Safer Homes Lockbox, intumescent strips are supplied for the handle, apertures for top mounting screws, aperture for cylinder and apertures for bottom mounting screws. Please refer to below diagram.

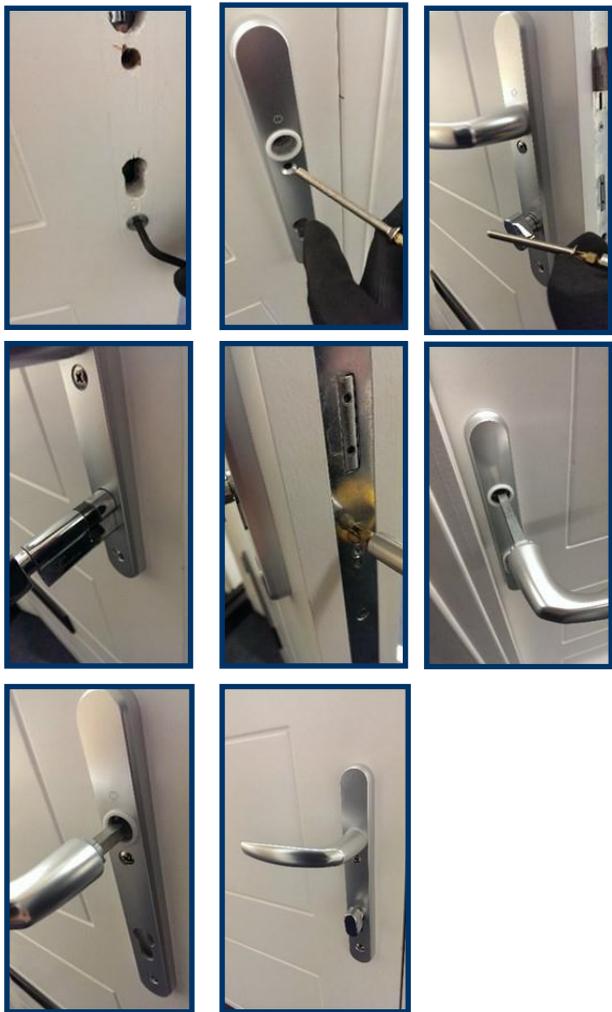


Apertures for Handle needs to be wrapped by Therm-A-Flex 14 & 15 (both sides of door)

Apertures for Top Mounting Screw needs to be wrapped by Therm-A-Flex 16 & 17 (both sides of door)

Apertures for Cylinder needs to be wrapped by Therm-A-Flex 20 & 21 (both sides of door)

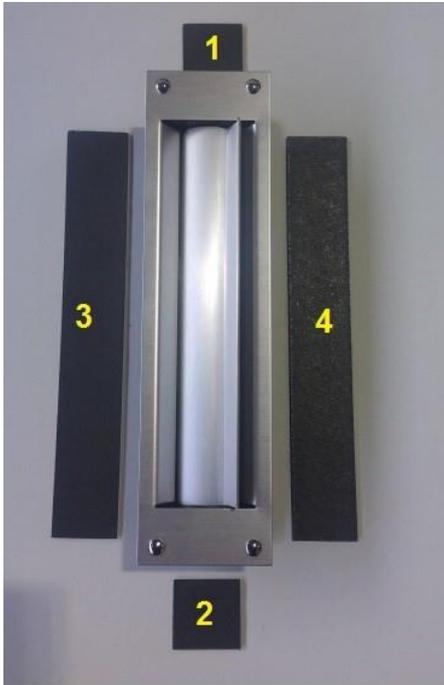
Apertures for Bottom Mounting Screw needs to be wrapped by Therm-A-Flex 18 & 19 (both sides of door)



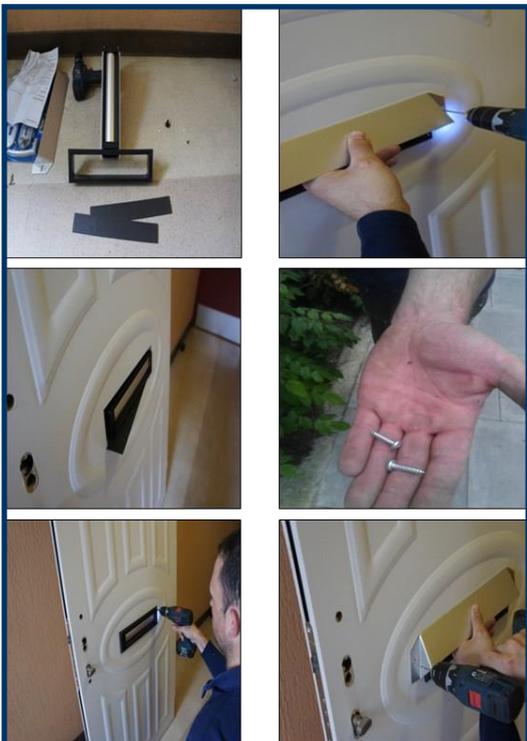
- There is one lock body which is a multi-point lock.
- The lock will need the cylinder and handleset to be fitted
- The apertures for mounting the handle set are pre-drilled.
- Fix the outer plate to the door with M10 screws
- Lightly attach the inner plate
- Ensure the intumescents are inserted into the apertures for handle, top mounting screws, cylinder and bottom mounting screws
- Insert the cylinder and tighten the inner plate
- Check that the lock is working freely and the handle is not sticking

Door Preparation—Letterbox and Security Hood

In the Safer Homes Lockbox, intumescent are supplied for the letterbox. The intumescent (Therm-A-Flex) needs to be inserted around the letterbox . Please refer to below diagram.



Therm-A-Flex 1;2;3 & 4 needs to be inserted around letterbox



Letterbox & Security Hood

- Split the letter box in to the two halves by removing the screws with a small flat head screw driver.
- Place the front half in the aperture in the door. Insert the black intumescent between the letterbox and the door aperture
- Slide the back section off the box into place and fix together with the screw provided
- Place the security hood on the back of the door above the letter box in a central position using a 3mm HSS drill to pilot fixing holes
- Fix the hood to the door using 4 x 25mm round head No.10 Screws provided in the fixing packs

Door Preparation—Placement of Door Knocker and Door Viewer

In the Safer Homes Lockbox, intumescent strips are supplied for the door knocker and the door viewer. Affix door knocker and door viewer with intumescent strips as indicated below into the pre-drilled apertures.



Door Viewer needs to be wrapped by Ther-A-Flex 13

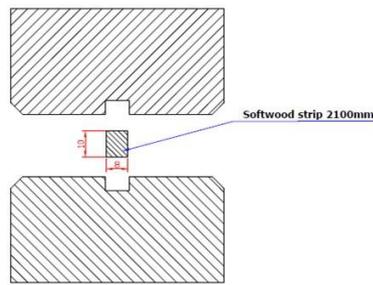
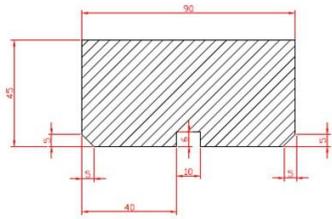
Screws for the door knockers needs to be wrapped by Therm-A-Flex 11 & 12

Door Preparation—Placement of numerals



Pilot drill the holes with a 2mm HSS Drill Bit and affix numerals with PZ1 screws provided.





Fanlights and solid panels

The system used is a modular frame system - so the fanlight or solid panel is a separate frame to the door frame.

Installing fire rated solid panels

If the frame consists of more than the goal post frame, the top and side lights will all need fixing using the 10mm frame fixings at 400mm centres.

- The top light is fixed to the goal post section using the screws supplied making sure the intumescent sealant is applied to the joint.
- The fireglaze tape intumescent is supplied already fitted around the solid panel. **Ensure it is still in place.**
- **Put a line of Arbosil sealant between beading and panel to make weather tight.**
- Fit the panel and fix interior beading.



Glazed fanlight fire rated:

Note: Fanlights/sidelights are supplied with temporary fixed glass for transit. The wooden packers need to be removed before final installation.

The fireglaze intumescent tape is supplied already fitted around the beading for the glazing. **Ensure it is still in place.**

Fitting blocks need to be fitted approx 80mm from each corner. Fit glass into aperture and fix interior beading.

Gap created by fireglaze tape needs to be capped with arbosil sealant to make it weathertight.



Fanlights ○ Sidelights ○ Glazed side panels

In transportation the unit will be separated by transit pads (small foam pads in each corner to separate the units.)

PLEASE NOTE the glazing is very strong on the flat surface, but extremely fragile on the edge, therefore care must be taken not to hit or damage any edges when moving storing or installing. Damage on the edge of the glass could impact performance so any damage must be reported and the glazing must not be installed.

Glazing must be inspected and signed for upon immediate delivery.

Any damage reported thereafter will be the responsibility of the installer.



ALL GLAZING MUST BE INSTALLED FOLLOWING THE GLAZING MANUFACTURER'S INSTRUCTIONS.

The glazing will have a sticker to indicate the correct way up it should be installed according to the glazing manufacturer's instructions.

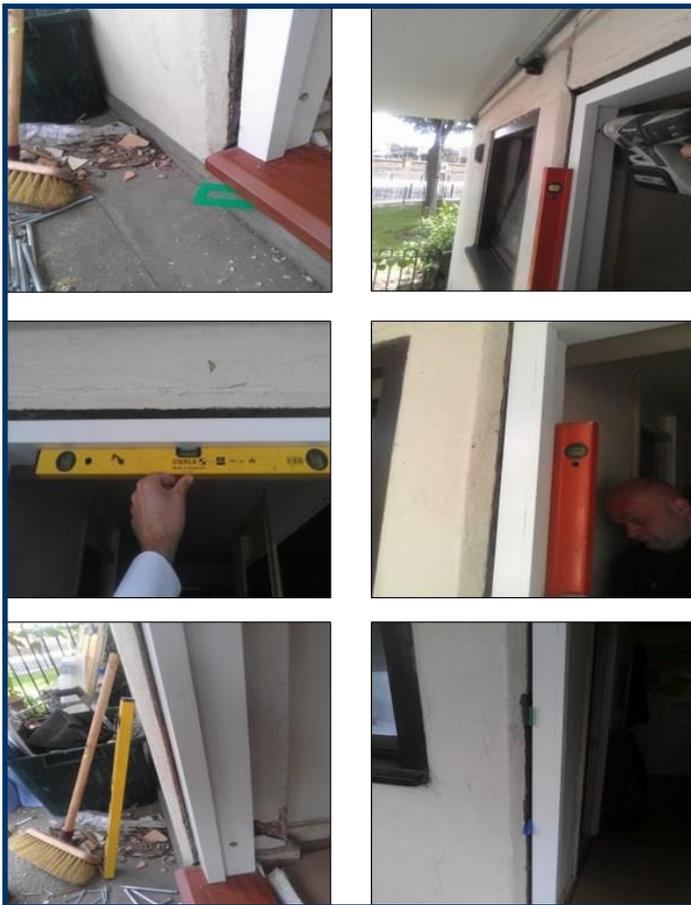
Guidelines as to how to install the glazing in the frame are provided in the following pages.



ANY QUERIES regarding the installation of glazing should be checked with Gerda prior to installation. Ensure the glazing is fitted in accordance with the manufacturing instructions before signing off the doorset.

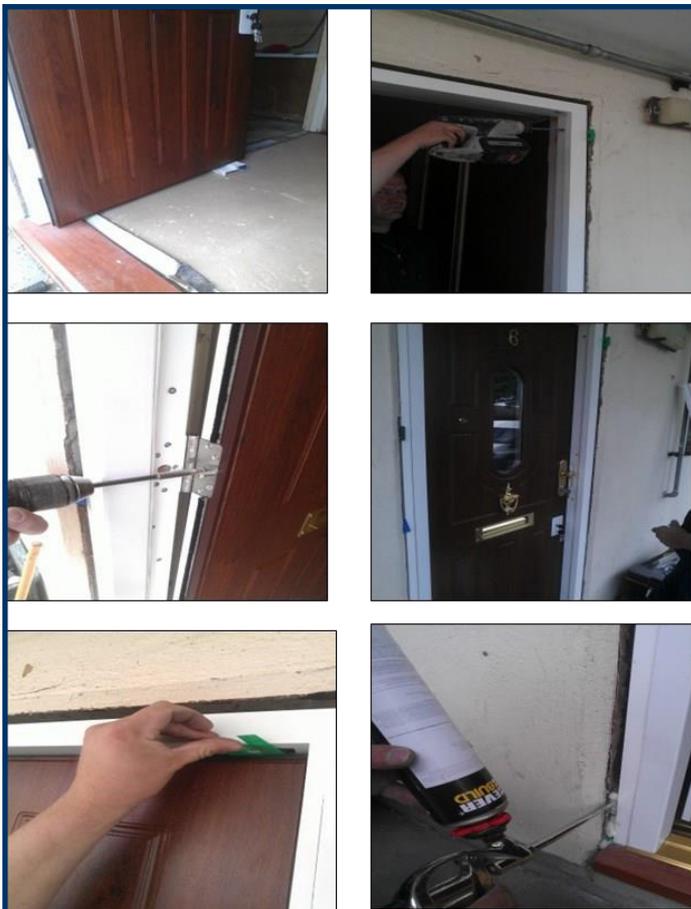
All queries should be advised in writing (email) in order that we can effectively respond.





Frame Fixing—the hanging side

- Make sure that if a cill is fitted that it is bedded on Intumescent sealant.
- Check that the head of the frame is level. Add packing under the cill if needed.
- Fix the top of the jamb first with the 10mm fisher fixing ensuring the plastic packers are in place.
- Check the jamb is plumb in both planes and then fix the bottom fixing packing behind the fixing.
- Fix the middle two fixings and pack. There must not be a bow in the jamb. It is crucial to the installation that this is correct.
- Double check the head for level and adjust if needed. This prevents problems with the locks down the line.



Frame Fixing—the hanging side

- Pack the door up in to position.
- Line up the hinge to the recess in the edge of the door.
- Fix the hinge with the screws supplied.
- Use a 150mm bit holder to avoid damaging the frame with the chuck of the drill.
- Check the head of the frame to the door - make sure the margin is parallel and 4mm maximum.
- Fix the top fixing in the slam leg packing behind making sure the frame is running parallel with the reveal head.
- Close the door. Check that it closes properly.
- Fix the bottom fixing point in the jamb packing behind.
- Fix the middle two fixing points in the jamb packing behind to ensure a parallel margin between the door and frame.
- The margin between the door and frame should be 3.5 mm maximum all round and not exceed 4mm



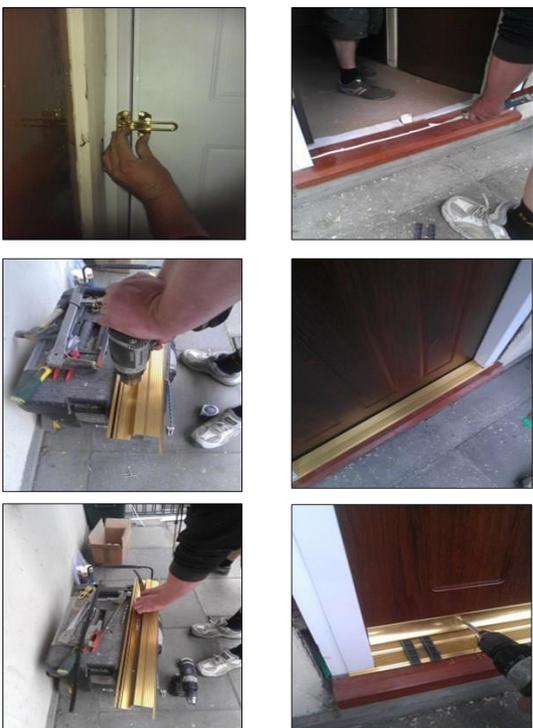
Frame Fixing / Fire Stopping

Fully fire foam the gap between frame and substrate all round with supplied Gerda product only. Make sure it is slightly protruding from the frame face, to be trimmed back by 10mm from the face of the frame when cured. This difference should then be filled fully with a Gerda intumescent sealant. There should be no foam visible once the intumescent is applied.

A **minimum of 2 photos** should be taken using the install paperwork for reference, showing the fire stopping works before the trim is added



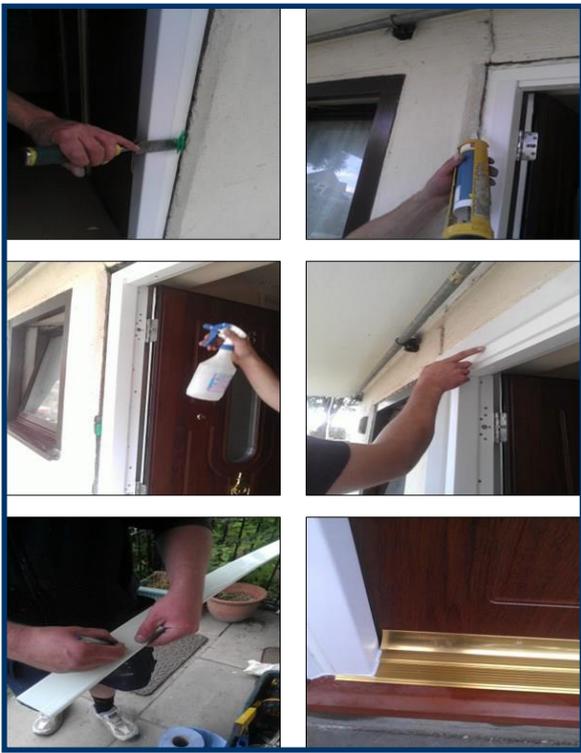
<p>1. Gaps up to 10mm must be sealed on both sides with a 10mm depth of acrylic intumescent mastic, fire tested for this application to BS 476: Part 22: 1987 or BS EN 1634-1 : 2000 or 2008</p>	
<p>2. Gaps between 10mm and 20mm must be tightly packed with fire foam capped on both sides with a 10mm depth of acrylic intumescent mastic, fire tested for this application to BS 476: Part 22 or BS EN 1634-1 : 2000 or 2008</p>	<p>Architrave for joints not filled with fire foam and optional for filled joints</p>



Frame Finishing

The door limiter should be fitted 600mm from the head of the door to the top screw hole.

- The bar section is fixed to the frame and the hook to the door ensuring that they are in line with each other.
- Drill 3 fixing holes in the AM3/Slimline threshold 100mm from each end and centre.
- Apply a bead of silicon to the under side of the threshold making sure not to fill the drainage holes .
- Fix the threshold making sure the rubber hits the face of the door.
- The rain deflector should be cut 8mm shorter than the rebate size.
- Fix the rain deflector using 10mm packer to give an even gap from the threshold with the screws supplied.



Clean Down, Trimming & Sealing

- Clean down frame with window cleaner.
- DO NOT USE WHITE SPIRIT TO CLEAN ANY PART OF THE DOORSET OR ANY OTHER STRONG CLEANING AGENTS. To do so will fail quality control and will invalidate the doorset warranty.
- Special attention should be taken when cleaning seals as they are coated with lubricant for easy operation. Removing the coating will shorten the lifespan of seals. This will invalidate the doorset warranty.
- All trims will be colour matched to the frame.
- Standard sizes are 28mm, 45mm, 65mm, 95mm - bespoke sizes will be picked up at survey.
- Cut all trims with either an over scribe or a mitre where needed.
- Trims should be fixed with the intumescent sealant.
- Seal all trim to frame joints with colour match silicone and finger in.
- Seal all trim to wall joints with colour match silicone or translucent silicone and finger in.
- Seal the threshold joints with silicon.



Door Closer Fixing

- Follow instructions and template supplied with closer. This will either be for a rack & pinion mounted closer or a cam action closer.
- Adjust closer so the door closes smoothly and latches. Set the closer with the minimum amount of force required to make the door latch. This is EN3 minimum if fire rated.

With the cam action closers, it will either be door face fixing or transom fixing.

Final Finish & Sign Off



- Explain the door and locks operation to the resident.
- Ask the resident to complete the relevant Gerda paperwork.
- Complete the fitters sections on the paperwork.
- Sign off of the doorset is carried out by the Installation Company. Gerda accepts no responsibility for the quality of the installation.
- Should you have any queries regarding installation of our product please call our technical team using the details below. It is imperative that these instructions are followed to ensure performance in a fire and the product warranty is valid.
- Gerda doors are supplied with high quality coating to prevent timber degradation; however in case of damage we can also offer a repair kit. Please contact Head Office for more details.



Gerda Security Products Ltd
53/54 Chiswick Avenue
Mildenhall, Suffolk, IP28 7AY

enquiries@gerdasecurity.co.uk

www.gerdasecurity.co.uk

0845 200 9435

FDS Complete Doorsets Range FD30(S) for Stairwells, Lobbies & Corridors Performance Specification

Type

Internal doorsets suitable for stairwells, lobbies and corridor doorsets. Designed for compartmentation, means of escape and to enable the Fire & Rescue Service to carry out their duties in common areas. Tested & certified for single or double doorsets and side panels/screens & fanlights for thirty minutes.

Design

- The nature of these types of doorsets is that they need to be robust to stand the test of time. The FDS Complete range[™] is designed for excellent resilience against misuse and vandalism with innovative features, including the 3tier vision[™] panel and the concealed overhead closer.
- Design is important in the doorset performance for fire and smoke. Up to 50% of fire doorsets fail on their first test (test house statistics), so fire safety design is crucial. Only a full-scale fire test at a UKAS accredited test house will demonstrate primary test evidence. Smoke Control is vital as smoke kills. Fire doorsets have the function to protect from fire, however fire doorsets which are also smoke-rated will save lives.

ALL DOORSETS MUST BE TESTED SUCCESSFULLY AS A COMPLETE ASSEMBLY (including hardware, glazing, intumescents, smoke seals, hinges, beading method, door closer, any drop down seals, signage) IN FULL SCALE TESTS – TESTED WITH SIDE PANELS AND TOPLIGHTS. TEST EVIDENCE AND CERTIFICATION FOR FIRE MUST BE PROVIDED.

Composition

Timber engineered composite construction 44mm with hardwood lippings. Supplied with hardwood modular frame and door stop.

Designed and tested as complete doorset assembly (including side panels and fanlights) at UKAS accredited test houses.

Complete assembly includes hinges (CE marked); all intumescent seals and smoke seals integral to the doorset design; all glazing; beading, beading method, all hardware, including door handles, push plates, kick plates, integral door closer and signage.

Modular Frames

The FDS Complete[™] Range is designed with modular frames to enable easy fitting on site and to assist with the correct installation of the doorset and its side or top screens/panels. When replacing an old door with a new tested and certified fire doorset, it is important that the top and/or side panels perform to the same required level. The level of compartmentation needs to be maintained, so top and side panels whether glazed or solid, need to perform effectively to the required level of 30 minutes.

The FDS Complete[™] Range offers glazed and solid, side and top panels subject to measurements that are within the full scale fire tests and test reports under the certification scheme.

This means:

- The doorset is tailored to specific requirements
- The doorset gives a complete solution that meets Fire, Smoke, Safety and Acoustic standards
- Installation is precise and efficient owing to the specialised modular system.

Glazing

1. Glazing standard specification for internal doorsets comprise the anti-vandal E30 wired glazing in a special 3tier vision[™] panel designed to prevent accidental or deliberate breakage. The glazing panel is fitted with security screws as standard to enable replacement if required.
2. The side screens / fanlights comprise E30 wired monolithic glazing as standard.

3. Non standard options include the above glazing with pins rather than security screws and the option of non-wired monolithic glazing or EI 30/15 (integrity and insulation) or EI 30/30 (integrity and insulation).

Proven system

The doorset system must be PROVEN in actual fire situations. The doorsets have contained severe fire and smoke damage protecting the lobby area and residential flats in actual fires. The glazing panel has functioned as it should after sustaining axe attacks to the glazing panel. The fire safety/smoke control of the doorset has not been compromised – as in actual cases of anti-social behaviour in common areas to flats.

Hardware

Hinges

CE marked stainless steel hinges with security pins are factory fitted to ensure the correct tolerance. Comprising three hinges tested as part of complete doorset test BS476 part 22 1987 and EN1634-1. Each hinge leaf fixed using galvanised steel & stainless steel security screws. Manufactured to Gerda design specification SS403535-S2

Concealed door closer

The door closer is factory fitted and tested to ensure smooth operation and quiet closure. This is a concealed closer preventing not only wanton damage, but accidental damage to walls and making itself less prone to damage. Manufactured to BS EN 1154. Note: the door closer is power size 3 or above. (Power sizes less than this are not suitable for fire resisting doorsets)

There is the option of surface mounted closer if required. Note in place of concealed closers, cam action closers are recommended. This is in order to meet BS8300 and DDA requirements.

Stainless steel D handle

The stainless steel D handle is ergonomically designed and positioned so that it can be reached and gripped by wheelchair users. All hardware is matching in satin chrome finish and aesthetically pleasing.

Kicking plates / Push Plates

Aluminium kick plate external– 250mm high x width of door minus 50mm either end 1.5mm thick

Aluminium kick plate internal – 250mm high x width of door minus 20mm either end, 1.5mm thick

Aluminium push plate 550mm x 140mm x 1.5mm thick

Kick & push plates fastened to the door leaf using stainless steel security screws

(note above are standard sizes – in the case of larger or smaller doorsets the kick plates will be the appropriate size in line with test evidence).

Intumescent seals / smoke seals

It is important that intumescent seals are factory fitted to fire rated doorsets as they and smoke seals are an integral part of a fire doorset design.

All intumescent seals are factory fitted as standard, as per the BS476 part 22 1987 / EN1634 doorset test. The seals are also designed to resist the passage of smoke, meeting the requirements of EN1634-3: 2004. Unlike many other intumescent, they are manufactured from a material that is unaffected by moisture or atmospheric carbon dioxide which may cause them to degrade and become ineffective.

Particular attention is made to the intumescent materials required for the important areas surrounding the door closer and hinges. Double smoke seals and correctly placed intumescent seals ensure this product performs to the highest standard.

Automatic drop down smoke seal

Automatic drop down smoke seal requiring no electrical connection, automatically drops down during the last few millimetres of the door closing, thus preventing the passage of smoke between the bottom of the leaf and the floor.

Finish

- Doorset is supplied factory finished to high standard and ready to use.
- The paint finish is non-toxic, water-based paint offering a flexible and durable microporous protective film. This is for resistance to bacteria, mould and UV attack.
- There is the option of laminate woodgrain finish
- There is the option of laminate with anti-bacterial finish.

Sizes

Doorsets are tailored to size, and offer considerable flexibility within primary test evidence remit. Door sizes are adaptable to meet Part M of building regulations 2015. As a manufacturer we demonstrate survey competence and expertise in this area.

Maintenance

In the event of a doorset being damaged by accidental damage, the FDS Complete range is able to be repaired and/or repainted – refer to manufacturer.

Performance

1) Fire Safety Performance

- Successfully tested to EN1634-1 and BS476 pt 22 1987 in full scale tests for thirty minutes as a complete assembly with side panels/screens and fanlights for both single and double doorsets.
- DGU in door or in any side panel, fanlight, screen, is tested in the full scale test for fire as part of the complete assembly..

2) Smoke Control Performance

- Both the single and double doorsets are successfully tested to EN1634-3 for smoke leakage as a complete doorset.
- Side panels / fanlights are additionally successfully tested to EN16534-3.
- Smoke leakage rate does not exceed 3m³/m/hour at 25Pa as called for by Approved Document B for fire safety.

3) Accessibility

- For Approved Document M compliance, doorsets are manufactured to the opening size of the existing entrance and where necessary maximise the width for refurbishment. For new build doorsets are the required width for wheelchair access.
- Doorsets demonstrate features to assist with sight impairment and door opening forces.

4) Acoustics Performance

The doorsets are successfully tested to EN ISO 10140-2 with results of 33db for both single and double doorsets, exceeding the requirement of 29dB.

5) Installation of Doors

Fire Safety

BS8214 calls for doors to be installed as per manufacturer's instructions. Doors should be installed (as tested) so with door / frame / threshold / glazing / ironmongery according to written instructions. These should ideally include images and reference to materials. Whilst there are third party schemes for fire door installation - they state that manufacturer's installation instructions take precedence. Manufacturer's training provision is necessary.

6) Certification of doors

Doorsets carry third party certification for manufacture for Fire. This is for the complete doorset. The Notification body, Exova BM Trada, is UKAS accredited.

Performance Specification: FDS Service Room Doorset Range: Fire rated FD30(S) internal and Non fire rated external doorsets for Service Room Areas.

Type

Internal doorset or external doorset suitable for service room areas. Designed for compartmentation and to enable the Fire & Rescue Service to carry out their duties in common areas. Tested & certified for single or double doorsets and side panels/screens & fanlights.

Design

- The nature of these types of doorsets is that they need to be robust to stand the test of time. The FDS Complete range™ is designed for excellent resilience against misuse and vandalism with innovative features, including the 3tier vision™ panel and the concealed overhead closer.
- Design is important in the doorset performance for fire and smoke. Up to 50% of fire doorsets fail on their first test (test house statistics), so fire safety design is crucial. Only a full-scale fire test at a UKAS accredited test house will demonstrate primary test evidence. Smoke Control is vital as smoke kills. Fire doorsets have the function to protect from fire, however fire doorsets which are also smoke-rated will save lives.

ALL DOORSETS MUST BE TESTED SUCCESSFULLY AS A COMPLETE ASSEMBLY (including hardware, glazing, intumescents, smoke seals, hinges, beading method, door closer, any drop down seals, signage) IN FULL SCALE TESTS – TESTED WITH SIDE PANELS AND TOPLIGHTS. TEST EVIDENCE AND CERTIFICATION FOR FIRE MUST BE PROVIDED.

Composition

Timber engineered composite construction 44mm (54mm external doorset) with hardwood lippings. Supplied with hardwood interlocking frame and door stop.

Designed and tested as complete doorset assembly (including side panels and fanlights) at UKAS accredited test houses.

Complete assembly includes hinges (CE marked); all intumescent seals and smoke seals integral to the doorset design; all glazing; all hardware, including door handles, push plates, kick plates, integral door closer and signage.

Modular Frames

The FDS Complete™ Range is designed with modular frames to enable easy fitting on site and to assist with the correct installation of the doorset and its side or top screens/panels. When replacing an old door with a new tested and certified fire doorset, it is important that the top and/or side panels perform to the same required level. The level of compartmentation needs to be maintained, so top and side panels whether glazed or solid, need to perform effectively to the required level of 30 minutes.

The FDS Complete™ Range offers glazed and solid, side and top panels subject to measurements that are within the full scale fire tests and test reports under the certification scheme.

This means:

- The doorset is tailored to specific requirements
- The doorset gives a complete solution that meets Fire, Smoke, Safety and Acoustic standards
- Installation is precise and efficient owing to the specialised modular system.

Glazing

1. The FDS Service Room doorsets are supplied as solid flush doorsets as standard
2. If glazing is required the standard specification for internal doorsets comprise the anti-vandal E30 wired glazing in a special 3tier vision™ panel designed to prevent accidental or deliberate breakage. The glazing panel is fitted with security screws as standard to enable replacement if required.
3. The side screens / fanlights comprise E30 wired monolithic glazing as standard.

4. Non standard options include the above glazing with pins rather than security screws and the option of non-wired monolithic glazing or EI 30/15 (integrity and insulation) or EI 30/30 (integrity and insulation).
5. There is the option of glazing for external non fire rated doorsets which comprises attack resistance glass to EN356 as part of a double glazed unit.

Proven system

The doorset system must be PROVEN in actual fire situations. The FDS Complete Range of doorsets have contained severe smoke damage protecting the lobby area and residential flats in actual fires. The glazing panel has functioned as it should after sustaining axe attacks to the glazing panel. The high performance H System locks have sustained axe and drilling attacks and still function. The fire safety/smoke control of the doorset has not been compromised – as in actual cases of anti-social behaviour in common areas to flats.

Hardware

Hinges

CE marked stainless steel hinges with security pins are factory fitted to ensure the correct tolerance. Comprising three hinges tested as part of complete doorset test BS476 part 22 1987 and EN1634-1. Each hinge leaf fixed using galvanised steel & stainless steel security screws. Manufactured to Gerda design specification SS403535-S2

Door closer

Door closers are not called for on service room doorsets under Building regulations guidance. However if required they can be fitted.

Stainless steel D handle

The stainless steel D handle is ergonomically designed. This D handle is designed to suit the aesthetics of the door which can vary in size

Kicking plates / Push Plates

Aluminium kick plate external– 250mm high x width of door minus 50mm either end 1.5mm thick
Kick plate fastened to the door leaf using stainless steel security screws
(note above are standard sizes – in the case of larger or smaller doorsets the kick plates will be the appropriate size in line with test evidence).

Intumescent seals / smoke seals

All intumescent seals are factory fitted as standard, as per the BS476 part 22 1987 / EN1634 doorset test. The seals are also designed to resist the passage of smoke, meeting the requirements of EN1634-3: 2004. Unlike many other intumescent materials, they are manufactured from a material that is unaffected by moisture or atmospheric carbon dioxide which may cause them to degrade and become ineffective.

Particular attention is made to the intumescent materials required for the important areas surrounding the door closer and hinges. Double smoke seals and correctly placed intumescent seals ensure this product performs to the highest standard.

Automatic drop down smoke seal

Automatic drop down smoke seal requiring no electrical connection, automatically drops down during the last few millimetres of the door closing, thus preventing the passage of smoke between the bottom of the leaf and the floor.*

*The external doorset which is non fire rated, has an aluminium threshold in place of a drop down smoke seal.

Locking System

The H System is a high performance security system tested to EN12209, EN1303, BS8621, BS3621 and third party certified through the kitemark system. It offers a key registered system and the key design itself is trademarked to prevent against unauthorised copying. Whilst it is a system that is specifically for the end user to manage their restricted access to types of service rooms, eg: boiler rooms, electrical intake cupboards, water tank rooms etc, it also provides immediate access for the Fire & Rescue Service (and the Ambulance Service in Greater London). It is tested as part of the FDS Service Room Doorset also for Fire & Smoke control – as part of the overall fire and smoke tests and has a PROVEN record in attacks and fires – not being breached and still able to operate as designed. The lock front plate is red finish for a recognised focal point by the Fire & Rescue Service. The H System is a Secured by Design locking system.

Finish

- Doorset is supplied factory finished to high standard and ready to use.
- The paint finish is non-toxic, water-based paint offering a flexible and durable microporous protective film. This is for resistance to bacteria, mould and UV attack.
- There is the option of laminate woodgrain finish.
- There is the option of laminate finish which is anti-bacterial.

Sizes

Doorsets are tailored to size, and offer considerable flexibility within primary test evidence remit. Door sizes are adaptable to meet Part M of building regulations 2015. As a manufacturer we demonstrate survey competence and expertise in this area.

Maintenance

In the event of a doorset being damaged by accidental damage, the FDS Service Room Doorset range is able to be repaired and/or repainted – refer to manufacturer.

Performance

- 1) Fire Safety Performance (Internal FDS Service Room Doorset only)**
 - Successfully tested to EN1634-1 and BS476 pt 22 1987 in full scale tests as a complete assembly with side panels/screens and fanlights for both single and double doorsets.
 - DGU in door or in any side panel, fanlight, screen, is tested in the full scale test for fire.
- 2) Smoke Control Performance (Internal FDS Service Room Doorset only)**
 - Both the single and double doorsets are successfully tested to EN1634-3 for smoke leakage as a complete doorset.
 - Side panels / fanlights are additionally successfully tested to EN1634-3.
 - Smoke leakage rate does not exceed 3m³/m/hour at 25Pa as called for by Approved Document B for fire safety.
- 3) Accessibility**
 - For Approved Document M compliance, doorsets are manufactured to the opening size of the existing entrance and where necessary maximise the width for refurbishment. For new build doorsets are the required width for wheelchair access.
 - Doorsets demonstrate features to assist with sight impairment and door opening forces.
- 4) Acoustics Performance (Internal FDS Service Room Doorset only)**

The doorsets are successfully tested to EN ISO 10140-2 with results of 33db for both single and double doorsets, exceeding the requirement of 29dB.

5) Weathering (external FDS Service Room Doorsets only)

For external doorsets the FDS Service room doorset is tested extensively for weathering and durability to BS6375 parts 1, 2 and 3. This covers water tightness, air permeability and wind resistance. The doorset offers a high classification level 1200. All weathering tests are undertaken with the doorset as a complete unit including any side panels and/or fanlights. The air permeability / water tightness and wind resistance exposure categories for the achieved doorset classification (as per above test standards) are stated on the CE mark.

6) Thermal Insulation (external FDS Service Room Doorsets only)

The doorset is tested to EN ISO10077 as it is external to the building and must have a U value. The U value for FDS Service Room Doorset achieves 1.5 w/m²K solid and 1.6 w/m² glazed (largest pane of glazing)

7) Security (external FDS Service Room Doorsets only)

The doorset is tested to PAS24 (latest test) and certified.

8) Fire Safety

BS8214 calls for doors to be installed as per manufacturer's instructions. Doors should be installed (as tested) so with door / frame / threshold / glazing / ironmongery according to written instructions. These should ideally include images and reference to materials. Whilst there are third party schemes for fire door installation - they state that manufacturer's installation instructions take precedence. Manufacturer's training provision is necessary.

Certification

Doorsets carry third party certification for manufacture for Fire. This is for the complete doorset. The Notification body, Exova BM Trada, is UKAS accredited.

Safer Homes Range (SHR) Entrance Doorset Performance Specification

Type

Entrance doorset suitable for street level, balconies and/or internal buildings. (Note street level will not call for fire or smoke performance)

Composition

Timber engineered composite construction 54mm with hardwood lippings. Threshold options include hardwood, aluminium low profile or slimline for DDA requirements. Supplied with hardwood frame and door stop.

Designed and tested as complete doorset assembly (including side panels and fanlights) at UKAS accredited test houses.

Complete assembly includes hinges (CE marked); all intumescent seals and smoke seals integral to the doorset design; all glazing; locking system/s; all hardware, including door viewer, letterbox and security cowl (if required), door knocker - bolt through; door closer cam action for DDA requirements.

Glazing

Glazing in fire rated entrance doorsets: where doorsets contain glazing either in the door leaf or in the side panel / fanlights, the glazing is: Firemultishield P1A EW multidirectional DGU in either clear or obscure options. This DGU contains glazing which is certified to BS EN356 P1A to meet latest Approved Document Q building regulation as well as Secured by Design requirements. It is a PAS24:2012 requirement.

Glazing in non fire rated entrance doorsets: the DGU contains glazing which is certified to attack resistance standard BS EN356 to meet latest Approved Document Q building regulation as well as Secured by Design requirements. It is a PAS24 requirement.

The above glazing requirement also applies to any side panels or fanlights.

Hardware

All hardware is matching in satin chrome finish and aesthetically pleasing. Good quality and tested as part of complete doorset in performance tests.

Finish

Doorset is supplied factory finished to high standard and ready to use.

Finish is non-toxic, i.e. a water-based paint offering a flexible and durable microporous protective film. This is for resistance to bacteria, mould and UV attack.

Sizes

Doorsets are tailored to size, including heights of up to 2370 (door & frame not fanlight). Door sizes are adaptable to meet Part M of building regulations 2015. As a manufacturer we demonstrate survey competence and expertise in this area.

Maintenance

In the event of a doorset being damaged by accidental damage, it is able to be repaired and/or repainted with the Safer Homes kit.

Performance

1) CE Marking

As an entrance doorset, it is required to be CE marked to the standard EN14351-1. This is a legal requirement. The CE Marking for the doorset denotes the 2 mandatory requirements:

- Dangerous substances
- Thermal Transmittance (U value)

2) Weathering Performance

CE Marking also calls for:

- Air Permeability (EN1027)
- Water tightness (EN1026)
- Wind Resistance (EN12211)

The doorset is suitable for its environment from a weathering performance perspective. As some doorsets may be street level / balcony level as well as internal to a building, the specification is level 1200. All weathering tests are undertaken with the doorset as a complete unit including with the letterbox.

The air permeability / water tightness and wind resistance exposure categories for the achieved doorset classification (as per above test standards) are stated on the CE mark.

3) Durability

- The doorset undergoes tests for impact testing under the latest PAS24 standard. The doorset is classified for durability of resistance to repeated opening and closing at 50 000 cycles minimum.
- Durability demonstrates a high level of performance in soft and hard body impact, static torsion and mechanical handling.

4) Security Performance

- Doorsets are tested to the latest PAS24 standard. This means testing the door with the frame and any side panel/screen or fanlight together, as well as all hardware including letterbox.
- Both fire rated and non fire rated Safer Homes Doorsets contain glazing as part of the DGU which is certified to **the attack resistance standard BS EN356**, as required by Secured by Design and Approved Document Q. This applies to the screens and fanlights also.
- PAS24 test includes the lock having thumbturn operation as well as key operation. NB: The thumbturn operation is a more onerous test.

(Note a new PAS standard is imminent to ensure that manufacturers test to the more onerous option. This does not affect Gerda's ranges of doorsets as we already test to this as standard. Our doorsets are certified to PAS24 latest version through the Q Mark scheme.)

5) Thermal Insulation Performance

- Doors are tested to BS EN ISO 10077-1:2006. As this is a calculation test to be performed on the **door with frame, any glazing and threshold**, the test report must demonstrate that the test has been conducted by an accredited test house with a BRFC certified simulator.
- U values maximum to be achieved:
U value for doors in new build: 2.0 w/m²K or lower (houses) 2.2 w/m²K or lower (flats/apartments) U value for doors in existing / refurbishment: 1.8 w/m²K or lower for houses and flats. The Safer Homes range achieves 1.5 w/m²K solid and 1.6 w/m² glazed (largest pane of glazing).

6) Accessibility

- For Approved Document M compliance, doorsets are manufactured to the opening size of the existing entrance and where necessary maximise the width for refurbishment. For new build doorsets are the required width for wheelchair access.
- Doorsets demonstrate features to assist with sight impairment and door opening forces.

7) Fire Safety Performance

- Successfully tested to EN1634-1: 2014 in full scale tests as a complete assembly with side panels/screens and fanlights.
- Thirty minutes fire integrity and *multi-directional* (protection from fire from both sides) for glazing in doorset and side panels/screens & fanlights.
- Fire Glazing, *Firemultishield* in DGU is EW30 offering 30 minutes integrity (E) and keeps the amount of radiant heat below 15W/m² from toxic gases and fumes for thirty minutes (W)
- DGU in door or in any side panel, fanlight, screen, is tested in the full scale test for fire.
- DGU in door or in any side panel, fanlight, screen, is certificated to BS EN356 P1A for security.
- DGU in door or in any side panel, fanlight, screen, is tested as part of the door to BS EN ISO 10077-1:2006 to meet thermal insulation requirements.

8) Smoke Control Performance

- Doorset is tested to EN1634-3 for smoke leakage as a complete doorset.
- Smoke leakage rate not exceeding 3m³/m/hour at 25Pa as called for by Approved Document B for fire safety.

9) Acoustics Performance

If required sound reduction control should not be lower than 29dB

10) Installation of Doors

- *Security*
PAS24 test standard calls for manufacturer's instructions. Doors should be installed (as tested) so with door / frame / threshold / glazing / ironmongery according to written instructions. These should ideally include images and reference to materials. Ideally a manufacturer's training course is optimum as this demonstrates compliance.
- *Fire Safety*
BS8214 calls for doors to be installed as per manufacturer's instructions. Doors should be installed (as tested) so with door / frame / threshold / glazing / ironmongery according to written instructions. These should ideally include images and reference to materials. Whilst there are third party schemes for fire door installation - they state that manufacturer's installation instructions take precedence. Manufacturer's training provision is necessary.

11) Certification of doors

Doorsets carry third party certification for manufacture for Fire and for Security.

This is for the complete doorset. The notification body, Exova BM Trada, is UKAS accredited.

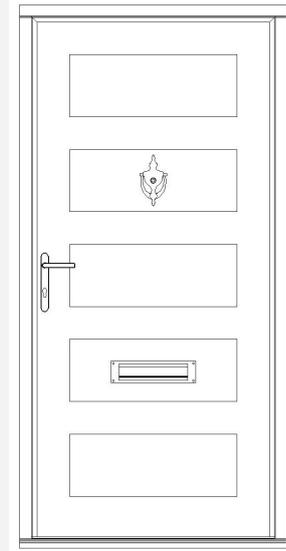
12) Innovation

- Technical innovation includes rotating cylindrical letterbox – assisting with burglary resistance and thermal insulation.
- Wide choice of styles to suit traditional, modern and conservation areas. Bespoke styles can be catered for.

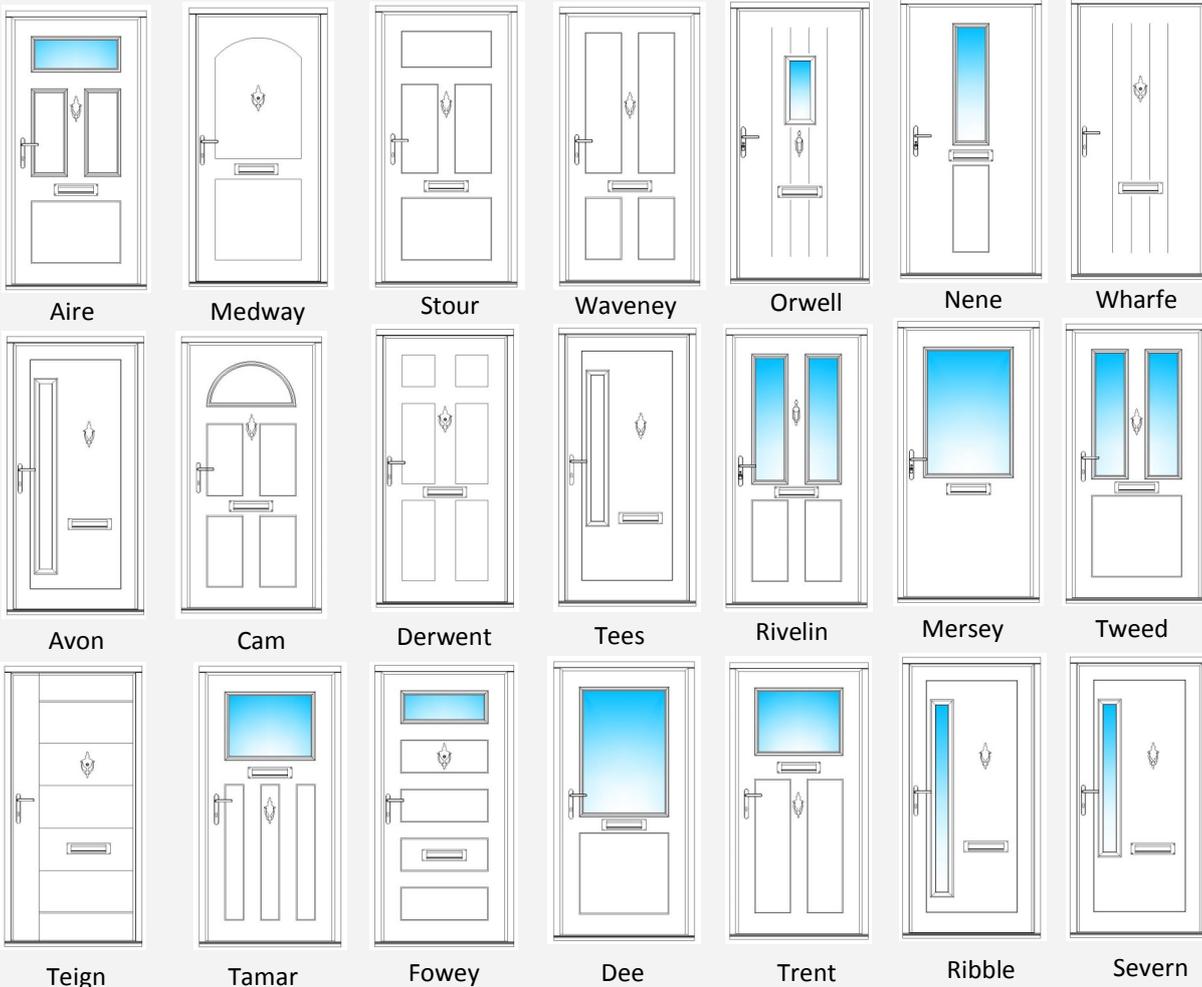
Gerda Safer Homes Doorset Range



This Mersey doorset has been in place nearly 3 years



Mersey



We can offer flush and bepoke styles.

Individually surveyed and manufactured to size to suit your door opening.

A range of frame styles including fanlights, side panels and screens is available.

All tested at UKAS laboratories in full scale performance tests.

*Blue denotes glazing

GERDA[®]
uniting fire safety & security[™]

GERDA G-SMART™ SYSTEM

Gerda introduces the G-Smart™ software system to monitor the installation and on-going maintenance of its fire doorsets ranges. This gives the building provider lower service provision costs whilst future-proofing their investment. The monitoring system is for use with a smart-enabled phone or tablet device to access and interact with the system, so is entirely mobile (with downloadable App). It is user-friendly - ideal for contractors, DLOs, building occupiers (whomever the building provider nominates for information feedback).

The system assists with the requisite duties of the Responsible Person/s under articles 17 and 38(1) of the Regulatory Reform (Fire Safety) Order 2005.

The system tracks the following:

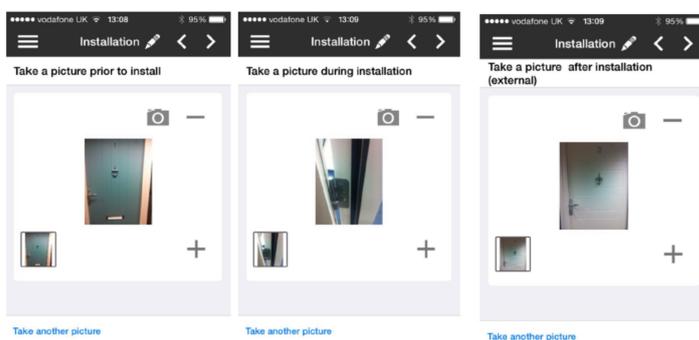
- Installation
- Post-Installation Checks
- Maintenance Inspections
- Reporting Faults
- Repairing Faults
- Checking Faults

The G-Smart™ utilises a fully interactive web based “back office” function which allows users with appropriate credentials to log into the system and review data stored on the system which is tiered in relation to hierarchical user permissions. Information is filtered automatically and in real-time, giving the building provider immediate information upon which to make decisions.

The building asset – the fire doorset – contains a G Smart code which contains the full life cycle of the doorset. All works carried out to the doorset, be it installation, maintenance or repairs are logged through GPS tracking data which also assists in the work being carried out at the agreed time and date.

The monitoring system produces tailored reports allowing for data to be accessed and shared in a multitude of formats with relevant stakeholders.

Installation App



Take photographs to evidence the installation

GERDA G-SMART™ SYSTEM

The Gerda G-Smart™ system is designed to provide an effective management system for the installation and ongoing maintenance of fire doorsets. Tailored to the specific doorset, it provides the 'DNA' and full history of any changes or maintenance. Particularly beneficial in refurbishment, where doorset sizes and functionality may differ, all dimensions, components and important reference information is stored with that doorset's unique code and location. This assists the building provider in the fast identification and replacement of parts where needed.

The system differs to general maintenance or repairs software - in that it is specific to the asset. There are third party certification schemes for doorsets such as installation which provide training on how to fit fire doorsets, but there is no means of recording every doorset's installation ensuring a record in real time with an ensuing traceability for what happens to that door.

Maintenance programmes may be in place to check the doorsets annually – but the Gerda G-Smart™ joins maintenance up with installation and everything that happens inbetween – with the capacity to evaluate and analyse data and feed results into capital spend or repair planning spend analyses.

If we take the example of intumescent – a controversial area which can give concern for building providers. If needing to be replaced, intumescent should be of the type and composition as tested and produced by the fire doorset manufacturer. It is often difficult to identify these and if wrongly replaced can affect the fire safety performance of the doorset. The Gerda G-Smart™ system immediately provides information needed along with dimensions as to what is required.

Throughout the full product life-cycle the doorset is captured at installation stage through photographs – to sign off stage. Whether installation or maintenance, the G-Smart™ Code logs GPS tracking data, recording the position of the engineer. This ensures that the work has been completed on site at the time stated.

Fault Report & Repair

GERDA
uniting fire safety & security™

Fault Details

G-Smart /QR Code: GER DEMO 6
Fault ID: 4377
Fault Log Date: 05-01-2016, 11:49
Fault Problem: Door Closer

Problem Description

Door difficult to open due to closer not operating correctly

Images: **Fault**

Fault ID Created

Fault Repair process is the same as for reporting

Links the two and demonstrates when the problem was resolved

GERDA G-SMART™ SYSTEM

Expected commercial benefits include lower service provision costs for repairs and maintenance. With a relatively high staff turnover in sectors such as social housing, housing stock knowledge, i.e. the types of doorsets as well as their condition, is important in carrying out duties under the RR(FS)O. The G-Smart™ System assists with this data providing complete traceability – so business continuity is maintained and unnecessary costs are avoided.

Installation and maintenance time is optimised – as the system provides a complete doorset life history. The type and composition of any replacement part is immediately available and replacements recorded. This has a knock on effect on reduced wastage on site and reduced labour costs.

Carbon footprint reduction & improved productivity– less staff required to address issues on site and less paper-writing as work is recorded digitally.

Under the RR(FS)O, all building providers have a responsibility to upkeep common areas or areas where fire fighters have to carry out their duties. Consequently the maintenance of doorsets in compartmented areas or communal means of escape is important and a requirement under sections 17 and 38(1). The Gerda G-Smart™ System provides the maintenance engineer with data history for a given doorset immediately through the G-Smart™ code and carries out maintenance based on pre-loaded questions to be completed along with images.

In addition to scheduled maintenance programmes, the G-Smart™ code can be scanned to report a fault and address through planned maintenance or immediately as required. This demonstrates due diligence and management of assets.

The Gerda G Smart™ software system documents effective real-time installation and maintenance of fire doorsets. Providing the 'DNA' and life history of the doorset, it is designed to assist the building provider with accurate traceable data on changes and maintenance, assuring lower service provision costs whilst future-proofing their investment.



G-Smart Specification Summary

Doorset to include use of QR code system for monitoring installation and ongoing maintenance. The monitoring system is for use with a smart enabled phone or tablet device to access and interact with the system.

The online version of the system needs to be used without the need to download any specific application. This system needs to use a QR Code scanner.

An app needs to be available to enable the system to be used offline for upload when an internet connection is available.

The monitoring system is to function by a user scanning a QR Tag using their smart enabled phone or tablet device using an app. The user must have valid user credentials to log in and use the app.

The system needs to enable to track the following

- Installation
- Post-Installation Checks
- Reporting Faults
- Repairing Faults
- Checking Faults
- Maintenance Inspections

Monitoring system to be used during the installation phase.

The monitoring system must have a fully interactive web based “back office” function which allows users with the appropriate credentials to log into the system and review all of the data stored on the system. Data is tiered in relation to hierarchical user permissions, filtering data automatically depending on the user’ permission.

The monitoring system is to produce specific reports in relation to the data stored on the system, allowing for data to be accessed and shared in a multitude of formats with relevant stakeholders.

Appendix F

FED Performance Specification



INSTALLATION SPECIFICATION

All doors to be installed by companies who hold a 3rd Party Certificate for fire door installations from a UKAS accredited test house.

A certificate of installation to be issued after each installation to confirm compliance

All doors to be installed as per manufacturer's installation instructions

If no installations are available then BS8214 2016 or the Architectural and Specialist Door Manufacturers Associations guidance for installing fire doors to be used.

Photographs to be issued detailing before and after photo's

Photographs to be provided showing the correct method of fire stopping between the frame and brick work prior to installation of the architraves

Photograph's of fixing positions to ensure compliance



PERFORMANCE SPECIFICATION SPECIFIC TO NEW FIRE RATED FLAT ENTRANCE DOORSETS FD30(S)/SBD

Requirements

Door-sets are to meet the following requirements:

- Building Regulations Approved Document Part B
 - Building Regulations Approved Document M
 - Building Regulations Approved Document L
 - British Standard BS9999:2008
 - British Standard BS 8214:2016
 - British Standard BS 476 :1987, parts 22 & 31 or EN1634-1 and EN 1634-3 2008
 - Secured by Design PAS 24:2012
 - Requirements of The Regulatory Reform (Fire Safety) Order 2006
 - All door-sets supplied shall have been tested as a complete installed assembly
-
- Fire rated to BS476 part 22 1987 or EN1634-1: 2008 as a complete doorset tested with side frames (glazed or solid) and top frames (glazed or solid) for 30 minutes. **PRIMARY TEST EVIDENCE ONLY**
 - Tested to EN1634-3: 2004 for smoke. Test must include positive and negative chamber pressures including 10 / 25 and 50pa results. **PRIMARY TEST EVIDENCE ONLY**
 - Weather tested to BS6375 parts 1 & 2 (complete doorset assembly) **PRIMARY TEST EVIDENCE ONLY**
 - Tested and certified to PAS24:2012/16 (complete doorset assembly) **PRIMARY TEST EVIDENCE ONLY**
 - Tested for thermal weathering tests (British Board of Agreement testing) **PRIMARY TEST EVIDENCE ONLY**
 - Tested to EN ISO 10140-2 2010 for acoustics. **PRIMARY TEST EVIDENCE ONLY**
 - Tested to EN ISO 10077-2:2005 for thermal resistance. Declaration of Performance to be provided and to meet the standard of EN1435-1 Windows & External Pedestrian Doorsets without resistance to fire and/or smoke leakage **PRIMARY TEST EVIDENCE ONLY**
 - CE Marked to EN-14351-Windows & **External Pedestrian Doorsets** without resistance to fire and/or smoke leakage (hEN standard) where applicable **PRIMARY TEST EVIDENCE ONLY**
 - All glazing in top frame and/or side frames to contain glazing to EN356 – P1A minimum DGU. The overall DGU must also contain fire rated glazing, with partial fire insulation, and the glazed unit is to provide a U value of 1.8 or less. The complete top frame / side frame must be fire tested to BS476 part 22 1987 or EN1634-1 as part of a complete assembly. **PRIMARY TEST EVIDENCE ONLY**



- Doors to be provided by a Secured by Design licence holder
- The doorset must be able to be tailored to maximise the opening width under Part M with level access threshold.
- Doorsets must be part of a UKAS 3rd party certified fire and security scheme for manufacture
- Doorsets for resident's properties to be Blue, Green, Red or White – all with white frames.
- Doorsets must have undergone testing at a UKAS accredited test laboratory.
- Contractor to state name/details of proposed supplier in pricing schedule.
- The Contractor shall include in his tender for all manufacturers charges for producing drawings if required and if necessary shall pay these charges in advance of the Contract upon receipt of the Council letter of intent. NB Contrary to that stated in the letter of intent, if the Contract does not proceed then any charges incurred for drawings shall be reimbursed in full.
- Doors to be installed by 3rd Party certification companies for installation
- A certificate of manufacture must be provided for each door
- A certificate of installation must be provided for each door
- **GLOBALLY ASSESSED PRODUCTS WILL BE EXCLUDED**

INSTALLATION SPECIFICATION

All doors to be installed by companies who hold a 3rd Party Certificate for fire door installations from a UKAS accredited test house.

A certificate of installation to be issued after each installation to confirm compliance

All doors to be installed as per manufacturer's installation instructions

If no installations are available then BS8214 2016 or the Architectural and Specialist Door Manufacturers Associations guidance for installing fire doors to be used.

Photographs to be issued detailing before and after photo's

Photographs to be provided showing the correct method of fire stopping between the frame and brick work prior to installation of the architraves

Photograph's of fixing positions to ensure compliance



Appendix G

Asbestos Removal Specification

<p>1.0</p> <p>1.1</p> <p>1.2</p> <p>2.0</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p>	<p>SPECIFICATION FOR ASBESTOS REMOVAL AND ENCAPSULATION</p> <p>The Contractor will be required to remove various grades of asbestos and to dispose of all waste arising under controlled conditions.</p> <p>The Contractor will also be required to make good the area for reinstatement/renewal of components. Temporary protection/making good may be required in some instances.</p> <p>ASBESTOS REMOVAL AND REMEDIATION</p> <p>The Contractor will be provided access to the results of historical asbestos surveys carried out by the client for each property depending on the nature of the removal/remediation tasks to be carried out. However, the Contractor should be aware that all Asbestos Containing Materials (ACMs) may not have been identified and should take all necessary precautions whilst undertaking any tasks. If asbestos is discovered/suspected that has not previously been identified, work in the immediate area should stop and the CA informed so that appropriate action can be taken.</p> <p>The Contractor is to comply with the latest Health & Safety legislation which includes, but is not limited to, the following:-</p> <ul style="list-style-type: none"> Control of Asbestos Regulations 2006. Approved Code of Practice Work with Materials containing Asbestos L143. Asbestos: the Licensed Contractor's Guide HSG 247. HS(G) 189/1 Controlled stripping techniques for work requiring a licence. HS(G) 189/2 Working with asbestos cement. EH47 Provision, use and maintenance of hygiene facilities for work with asbestos insulation and coatings. EH51 Enclosures for work with asbestos insulation, coatings and insulating board. INDG228 Selection of suitable respiratory protective equipment for work with asbestos. HSG210 Asbestos Essential Task Manual (subject file 265) (containing Equipment and Method Guidance sheets & Task Guidance sheets). Other relevant INDG leaflets and further sector guidance. <p>Asbestos waste is to be disposed of in accordance with the provisions of the Hazardous Waste Regulations 2005. Licenced asbestos removal specialists must have documentary proof they are disposing of waste at a licensed site. No work shall be commenced unless and until these documents have been produced and approved by the Client.</p> <p>For each removal the Contractor is to provide a removal method statement, risk assessment and COSHH assessment. At all times prior to, during sampling, removal and air testing the Contractor is to liaise with the CA and supply the CA with all necessary documentation.</p> <p>The Contractor shall be required to prepare all necessary documentation (and copy to CA) and notify the HSE of all notifiable work to be undertaken in accordance with current legislation and guidance. In the event that a waiver of the 14 day notification period is to be requested the Contractor shall also be required to prepare all necessary documentation and request the waiver.</p> <p>Where work is deemed by the Contractor to be non-notifiable, the Contractor shall be required to confirm this in writing to the CA prior to commencement of tasks.</p>
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2.7	The Contractor is to provide all necessary protective measures and equipment as necessary to carry out the tasks in accordance with the relevant legislation and guidance.
2.8	Where a decontamination unit is required, it will be located as near as possible to the area being worked on, using the shortest direct route possible to minimise contact with unprotected persons. The location to be agreed with the CA. The Contractor is to ensure adequate signage and direction arrows be posted along the transit route. Where no power or water source is available, the Contractor is to make his own arrangements and pay all costs arising.
2.9	All operatives on site will be supplied with suitable Personal Protective Equipment (including RPE) as required to undertake the specified tasks.
2.10	Where necessary a full faced powered respirator will be located on site for use by emergency personnel, and in addition disposable overalls and over-boots will be made available for use by emergency personnel.
2.11	All asbestos and contaminated waste shall be suitably bagged or wrapped and sprayed in accordance with the relevant legislation and guidance.
2.12	All asbestos and contaminated waste is to be removed from the area by the designated route, at a time when contact with the building occupants will be reduced to a minimum. Once removed the waste will be transported at the end of each shift to a lockable waste container, and then to a regulated authority for disposal.
2.13	On completion of the necessary tasks, the Contractor will carry out all necessary testing and submit all reports to the CA.
2.14	A final clearance shall be carried out, and the area shall be thoroughly cleaned including all stripped surfaces.
2.15	The CA may opt to commission independent environmental monitoring by its own asbestos consultant at any stage throughout the tasks. The Contractor is to co-operate fully with the asbestos consultant as required.
2.16	Where the Contractor is found not to have carried out tasks to a satisfactory standard the Contractor shall take all necessary actions required to make good the tasks at his own expense, to include the erection of enclosures, additional air tests etc.
2.17	The Contractor is to put into place procedures in case of an emergency, which will include first aid, fire precautions, emergency spillage and the name and address of the local accident and emergency department.
2.18	The Contractor is to keep on the site the following documentation: <p style="margin-left: 40px;">Visitors to site: All visitors to report to the Supervisor.</p> <p style="margin-left: 40px;">Record Keeping: A site pack will be kept and maintained on site by the Site Supervisor or Senior Operator.</p>
3.0	REGULATIONS
3.1	The Contractor's attention is drawn to the Control of Asbestos Regulations 2006 or any other publications on this matter which he is to follow at all times. The provisions of the Control of Asbestos Regulations 2006, HSE legislation and current codes of practice must be adhered to.
3.2	The asbestos removal tasks will be as identified in surveys carried out by the Contractor. The Contractor is required to co-operate with the CA and to make all necessary arrangements to ensure the CA is kept informed of progress and notified of all key stages in each removal.

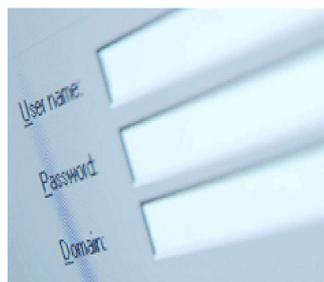
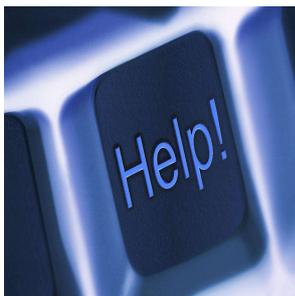
3.3	Any asbestos is to be removed by the Contractor in full accordance with Health and Safety Regulations. The Contractor is to submit risk assessments and method statements to the CA for approval. Following the removal of asbestos containing materials, the Contractor is to provide temporary protection as appropriate.
3.4	On completion of removal/remedial tasks, the Contractor is to provide all required documentation as set out in HSE guidance and legislation and any further client requirements.
3.5	In order that the Client's Asbestos Register may be updated, the Contractor shall promptly notify the CA in writing when any asbestos materials are wholly removed from the property or encapsulated and also if any new suspect asbestos materials are discovered or any asbestos materials are found to have become seriously damaged.
3.6	In this connection the Contractor is reminded of his obligation to indemnify the Employer against any expense, liability, loss, claim or proceedings, etc., in respect of personal injury to any person whomsoever and that the contraction of any industrial disease as a result of exposure to asbestos during the course of the work within this Contract will be deemed to be covered by that condition.
3.7	All the Contractor's operatives, supervisors and specialists must be suitably trained and qualified and must have as a minimum undertaken asbestos awareness training. Any removal Specialist must be qualified and licensed to remove asbestos prior to working on the properties. Written proof of all training, qualifications and licences must be provided prior to starting any tasks. Written proof must be held in the Contractor's office for inspection by the CA. If an employee is found not to be suitably aware, qualified or licensed, they are to be removed from the Contract immediately.

Appendix H

SHP's Third Party Data Access Process

Sutton Housing Partnership Information Security Policy

Third Party Access Policy



SHP INFORMATION SECURITY POLICY

THIRD PARTY ACCESS POLICY

1. POLICY AND CONTEXT

1.1 Purpose

The purpose of this policy is to define standards for all Third Parties seeking to access the Sutton Housing Partnership's ('SHP's') networks or any devices attached to SHP's networks. This policy is designed to minimise the potential exposure to SHP from the risks associated with third party access.

1.2 Scope

This policy applies to all SHP's staff, contractors, consultants and Members who are seeking to allow third parties access to the SHP's networks or devices attached to the network.

The term 'user' means all those who use SHP systems and includes permanent, interim or temporary staff/employees (including those of partner organisations), contractors, third parties, and any other authorised users of SHP systems.

Third parties are defined as any individual, group, contractor, vendor or agent not registered as an SHP employee, Member, contractor or consultant. For the avoidance of doubt this includes suppliers of ICT infrastructure, ICT services and business applications.

Third party access is defined as all local or remote access to the Council's networks or devices attached to the Council's networks for any purpose by third parties.

Third party access to SHP's networks may be made for administrative, business or service purposes only.

1.3 Associated Policies

This policy augments SHP's overall **Data Protection Policy**. All third party users, of any SHP system must comply with the **Information Security Acceptable Use Policy**. Where the type of access to be granted to the network is from a remote device the third party must comply with the security measures as defined in the **Mobile Computing and Remote Working Policy**.

1.4 Access Requests

The Head of ICT is responsible for granting and managing third party

access to SHP's Network. Individual SHP staff with Client Liaison or Management responsibilities are thereafter responsible for granting and monitoring the third parties access to the SHP systems. The Head of ICT or Individual SHP staff with Client Liaison or Management responsibilities if applicable, will ensure, when granting access permission that authorised users and contracted vendors are fully aware of the Information Security Policy and the Acceptable Use Policy. This should be acknowledged in writing and the signed document returned to the Head of ICT.

Requests to allow access to SHP's networks or attached devices must meet the following criteria:

- Requests for third party access must be formally authorised in writing by the Head of ICT and the relevant SHP Client Contract Manager for the area prior to access being granted.
- The requester must agree to act as the sponsor for the third party and take responsibility for the actions of the third party when accessing SHP's network or attached devices.
- Where there is an approved need for third party access, security controls will be agreed and defined in an agreement with the third party as detailed in section 1.5.
- Access to SHP's network facilities by third parties will not be provided until appropriate measures have been implemented and an agreement signed defining the terms for the connection.
- Third party access must be permitted only to the facilities, services and data, which are required to perform the specified tasks as outlined to the appropriate Network Manager/Administrator in the original request for access.

1.5 Security Conditions in Third Party Agreements

Third party access to SHP's ICT facilities must be based on a formal agreement, as in Appendix 1, that must address the following issues:

- A description of each facility, ICT service or type of data to be made available must be included.
- Compliance with SHP's Information Security Policy.
- Permitted access methods and the control and use of unique identifiers (User Ids) and passwords.
- A requirement to maintain a list of individuals authorised to use the service.
- A commitment such that all third parties granted access will inform SHP in writing of staff changes that affect the integrity of security - this includes the rotation and resignation of employees so that SHP can disable User Ids and remove or change passwords in order to secure its resources.
- Permitted times of access and/or arrangements to enable and then disable such access once specific tasks have been completed (in particular for diagnosis and support of business applications).
- Procedures regarding protection of SHP's assets, including

information.

- Responsibilities with respect to legislation including but not limited to the Data Protection Act.
- The right of SHP to monitor and revoke user activity.
- Responsibilities regarding hardware and software installation and maintenance.
- The right to audit contractual responsibilities.
- Restrictions on copying and disclosing information.
- Measures to ensure the return or destruction of information at the end of the agreement.
- Any required physical protection measures.
- Measures to ensure protection against the spread of computer viruses.
- Arrangements for reporting and investigating security incidents.
- An acknowledgement that access to SHP's systems and information will be granted for approved purposes only. The use of this access for personal use or gain is strictly prohibited.

1.6 Confidentiality

Were an individual has direct or indirect access to data or information owned by SHP, this information must not be divulged or distributed to anyone. This is of particular concern when dealing with data that is registered with the Data Protection Commissioner.

Documents which contain personal information including but not limited to names, addresses or telephone numbers, medical records, financial records of SHP staff or customers must be carefully controlled and must not be released or disclosed to any unauthorised individuals or sources.

1.7 Unique Authentication

In order to ensure individual accountability on SHP's network devices and application, all third parties granted access must be given a unique User Id and password.

The third party will at all times be held responsible for any activities which occur on SHP's networks and applications using this unique User Ids.

The third party is solely responsible for ensuring that any username and password that they are granted remains confidential and is not used by unauthorised individuals.

1.8 Host Security

When a third party is logged into SHP's network they should not leave the host they are logged onto unattended.

Workstations/laptops that are used to display SHP data should be located

in such a way that confidential information is not displayed to unauthorised persons or the general public.

Up-to-date virus-checking software must be installed on any relevant devices that are being used to access the SHP's network or attached devices.

APPENDIX 1

THIRD PARTY ACCESS AGREEMENT

1 Introduction

The purpose of this agreement is to agree conditions for third party access for **<CONTRACTOR>** to the Sutton Housing Partnership's ('SHP's') ICT Facilities.

Third party access is defined as all local or remote access to the SHP Data Network or devices attached to the SHP's Network for any purpose.

2 Access Request

Access to the Council's network has been requested by **<NAMED CONTRACTOR MANAGER>**. The requester has agreed to sponsor the third party company and individuals who work for the **<CONTRACTOR>** and takes responsibility for monitoring the third party when accessing SHP's data network or attached device.

3 Access Details

Access is granted to: **<CONTRACTOR> Staff**

Access is granted in the form of:

Network and application access to one or more of the named systems comprising <Systems to be used> via the agreed log on security protocols.

Access is granted to the following device(s)/data:

<Applications>

Remote Access will be granted to: **<All or named contractor Staff >**

4 Security Conditions

- Access to SHP's systems and data is granted for approved purposes only. The use of this access for personal use or gain is strictly prohibited.
- Access to SHP's ICT facilities will not be provided until a signed copy of this agreement has been returned to the Head of ICT.
- The third party is expected to comply with the relevant legislations and all relevant Security and operational policies when connected to SHP's network.
- SHP network access is limited to the facilities, services and data and connection types as defined in section 2.3
- The third party is permitted only to use the access methods as described in section 2.3

- The third party will inform SHP in writing of staff changes. This includes the rotation and resignation of employees so that SHP can disable User IDs and remove or change passwords in order to secure its resources.
- The third party must comply with all relevant government legislation including but not limited to the Data Protection Act.
- The third party is required to maintain a list of all individuals authorised to use the access and make this available to SHP on request.
- SHP reserves the right to monitor and audit activity and revoke access if necessary.
- Where the third party has direct or indirect access to data or information owned by SHP, this information must not be copied, divulged or distributed to any other party without the prior permission of SHP.
- On the completion of this agreement the third Party must return or destroy all data belonging to SHP.
- Any suspected security breaches or other incidents must be reported in a timely manner to the SHP ICT Team.
- The third party will at all times be held responsible for any activities which occur on SHP's network and applications using any unique User IDs granted.
- The third party is solely responsible for ensuring that any username(s) and password(s) that they are granted remain confidential and is not used by unauthorised individuals.
- Access controls will be placed on third party users such that they must request their account to be reset after each connection. SHP will not allow ad-hoc users to retain and re-use passwords because of the risk that SHP may not be notified when a user of such is no longer entitled to such a connection
- When a third party is connected to SHP's network they should not leave the machine/device unattended.
- Workstations/laptops that are used to display SHP's data should be located in such a way that confidential information is not displayed to unauthorised persons or the general public.
- Up-to-date virus-checking software must be installed on any relevant devices that are being used to access SHP's Network or attached devices.
- All hosts that are used for remote access to the SHP's networks must:
 - use the most up-to-date anti-virus software.
 - be protected by a Corporate or private firewall. Not be made available for use to unauthorised third parties.
 - be available for inspection by the Head of ICT or the relevant Client Liaison Manager/Administrator if requested.

Signed on behalf of <CONTRACTOR>

Name

Date

__/__/__

Signed on behalf of Sutton Housing Partnership

Name

Date

__/__/__

Signed Sutton Housing Partnership Head of ICT

Name

Date

__/__/__

Appendix I

SHP's Safeguarding Policy

Sutton Housing Partnership Limited

Safeguarding Vulnerable Adults Policy

Company Registration Number: 05589014

OUR VISION

“By listening to and involving our residents and others, Sutton Housing Partnership will create and maintain **neighbourhoods where people feel at home**”



Safeguarding Vulnerable Adults Policy

Policy statement	Sutton Housing Partnership aims to ensure that abuse of vulnerable residents is not tolerated within its services. Sutton Housing Partnership believes all vulnerable older tenants have a right to live in safety and security free from harassment, coercion, intimidation, aggression, and physical, emotional or sexual harm. It is believed that in adopting a clear policy, Sutton housing Partnership will reduce the risk of abuse within its services, and where abuse does occur it will be managed appropriately.
Objectives	The objective of the policy is to ensure that Sutton Housing Partnership adopts a consistent, fair and transparent approach in the way it deals with alleged or actual abuse of its vulnerable service users.
Scope	<p>This document explains how Sutton Housing Partnership will manage actual or alleged abuse taking place within its sheltered housing schemes including extra care as well as within other services that it provides for vulnerable adults and in particular older people. These services may include emergency mobile response services and services provided within the wider community.</p> <p>The procedures for reporting and identifying abuse situations will follow those issued by London Borough of Sutton Social Services within their policy, 'Sutton Multi-agency, Safeguarding Vulnerable Adults Policy and Procedure 2008' and in particular will use either the Citizen Reporting Toolkit¹ if reporting on behalf of a relative, friend or as a victim or in the case of a staff report, the Staff and volunteer Reporting Toolkit².</p> <p>When considering abuse, in respect of vulnerable older adults, domestic violence (insofar as it meets the definition below), situations will be included.</p>
Definitions	<p>Sutton Housing Partnership has adopted for the purpose of this policy, the definition of abuse quoted by Action on Elder Abuse, the organisation leading on this area nationally and defines Elder Abuse as:</p> <ul style="list-style-type: none">• A single or repeated act or lack of appropriate action,

¹ Appendix 1

² Appendix 2

Safeguarding Vulnerable Adults Policy

	<p>occurring within any relationship where there is an expectation of trust, which causes harm or distress to an older person</p> <p>This definition may include:</p> <ul style="list-style-type: none"> • Physical Abuse • Psychological abuse • Financial abuse • Sexual abuse • Neglect <p>In most incidences, 'abuse' will be defined as a criminal act and will therefore also be subject to criminal proceedings.</p>
<p>Legal Context</p>	<p>Abuse of any vulnerable adult in any form is a criminal act, and will as such be where allegations are made be reported to the Police who will take responsibility for undertaking a criminal investigation and action where this is in their view appropriate.</p> <p>However, independent to this, all allegations or suspicions of abuse of vulnerable adults will be investigated in full as outlined within this policy.</p>
<p>Who is at risk of abuse?</p>	<p>Any older person may potentially be at risk of abuse where they are dependent upon another person for support or assistance, or where there is a relationship of trust.</p> <p>Both women and men may be abused, and abuse is not limited to any one social group be it by race, religion, sexual orientation, or class.</p>
<p>Where does abuse happen?</p>	<p>Abuse may happen anywhere. It can happen in the victim's own home, or somewhere else that they may be visiting. Abuse may also take place whilst vulnerable people are staying in institutional care situations, for example in hospital or in a care home for a short period.</p>
<p>Who Abuses?</p>	<p>The abuser is usually (though not exclusively), well known to the person being abused, the abuser could include:</p> <ul style="list-style-type: none"> • A partner, child or relative • A friend or neighbour • A paid member of staff (both staff of Sutton Housing Partnership and staff of other organisations) • A paid or volunteer care worker • A health or social care worker

Safeguarding Vulnerable Adults Policy

	<ul style="list-style-type: none"> • Someone that the abused person is caring for
<p>Why does abuse happen?</p>	<p>Abuse can happen for a number of reasons and can range from a one off spontaneous action as a result of frustration, through to systematic and premeditated acts. Reasons can include (though not restricted to):</p> <ul style="list-style-type: none"> • Poor quality long term relationships • The abuser's inability to provide the level of support required to the victim • The abuser themselves suffering from a mental or physical health problem • Inadequate training • Poor supervision of staff • Isolation
<p>What signs might suggest that an older person is being abused?</p>	<p>Signs of abuse can be many and in some cases difficult to see but may include the victim showing signs of:</p> <ul style="list-style-type: none"> • Unexplained or frequent injuries • Unexplained weight loss • Withdrawal • Changing habits • Unexplained changes to available income • Reluctance to receive visits from staff • Depression or anxiety • Confusion <p>It should be noted however, that many of the above signs may also be normal consequences of illness or medical conditions.</p>
<p>If abuse is suspected what should you do?</p>	<p>Any concern in relation to a resident or service user in respect of a possible abusive situation should be reported immediately to either one of the Sheltered Housing Managers or the head of Older persons Services who will instigate the 'Sutton Multi-agency, Safeguarding Vulnerable Adults Policy and Procedure 2008'.</p> <p>In the event that no managers are available you should not delay in making the report but should report your actions to one of the Sheltered Housing Managers on their return to the workplace.</p> <p>You can make a report by:</p> <ul style="list-style-type: none"> • Telephoning First Contact on: 02087706080 • Faxing a report to First Contact on: 02087704347

Safeguarding Vulnerable Adults Policy

	<ul style="list-style-type: none">• Emailing a report to safeguardingadults@sutton.gov.uk <p>NB if after 5pm or on a weekend please telephone the above number and ask for the Emergency Duty Team. In all cases, DO NOT WAIT for the next working day.</p> <p>In the event that a resident or service user is considered to be in immediate risk of serious harm, they should be protected through a temporary move to a place of safety.</p> <p>In the event that the alleged abuser is a member of Sutton Housing Partnership staff, the allegation should be immediately reported to The Human Resources Department, who will arrange for the immediate suspension of the staff member from duties and contact with residents and service users pending full investigation.</p> <p>Wherever possible the victim of the alleged abuse should be kept informed of steps being undertaken and wherever possible their permission to investigate should be sought, however if this permission is not forthcoming this should not delay or preclude investigation.</p> <p>In the event that an allegation of abuse is following investigation found to be actual abuse this will result in the immediate dismissal of any staff member involved and where appropriate the findings will be reported to the police.</p>
Support for Victims of Abuse	<p>In some cases the perpetrator of abuse may be a close family member or a carer, or may provide services for the victim. Victims of abuse may frequently be reluctant to report or take steps to report abuse. There are many reasons for this which may include:</p> <ul style="list-style-type: none">• A fear of reprisals or further harm from the alleged perpetrator• A fear that the alleged perpetrator may be punished or harmed in some way• A fear that in the event that the alleged perpetrator is reported they may end contact with them• A fear that they will not be able to manage without the assistance of the alleged perpetrator• A fear that people will not believe them if they make a complaint or report• A fear that they will be deemed unable to manage and will have to face major changes to their life (eg. Admission to institutional care etc.)

Safeguarding Vulnerable Adults Policy

	<ul style="list-style-type: none"> • A fear that they will be forced to take steps that they are unwilling to make • A fear of involvement of external agencies • A fear that they will lose control of their lives. <p>To support victims of abuse it is vital that their wishes are taken into account, however this should not defer from the overriding responsibility to report such incidences.</p> <p>The victim should be given every opportunity to express their concerns and wherever possible to retain control of the situation. All actions should be explained to the victim so that they remain informed and their opinions should be taken into account when deciding actions to be taken.</p> <p>Victims should be given the opportunity to access support services such as Action on Elder Abuse Helpline, victim support etc., where they are able to discuss the issues in confidence with an impartial professional.</p> <p>Where abuse is taking place within the home, steps should be taken to ensure that the victim is safe, in some circumstances this may lead to an offer to move the individual to temporary accommodation as a place of safety.</p> <p>Where the alleged perpetrator of the abuse is someone known to the victim and they are concerned as to the well being of the alleged perpetrator it should be recognised that the alleged perpetrator may themselves be a vulnerable individual acting and that their actions may be unintentional.</p>
<p>Support for Perpetrators of Abuse</p>	<p>It is well recognised that in some cases, perpetrators of abuse are themselves vulnerable or that their actions are the result of a lack of ability to cope with the strain of caring for the victim.</p> <p>Whilst legal and statutory services will take responsibility for investigations, Sutton Housing Partnership will seek to support the perpetrators and treat them with respect.</p> <p>Referrals to support agencies will be made where appropriate to enable the perpetrator to seek and receive appropriate support from impartial professionals</p>
<p>Prevention of Abuse</p>	<p>In an effort to prevent abuse or minimise the impact of abuse within Sutton housing Partnership sheltered schemes and other service users, a number of steps have been undertaken. These include:</p>

Safeguarding Vulnerable Adults Policy

	<ul style="list-style-type: none">• Mandatory regular training in Elder Abuse Awareness for all Older persons Services staff and any other staff in front line roles where they may have significant contact or relationships of trust with older residents or service users• Mandatory Enhanced Criminal Records checks of all Older persons Services staff and any other staff in front line roles where they may have significant contact or relationships of trust with older residents or service users• Availability of information for all older residents living with sheltered housing schemes managed by Sutton Housing Partnership about help and support for victims of abuse• The collection of data relating to Elder abuse within Sutton Housing Partnership services
Equality and Diversity	<p>This policy and associated procedures will apply to all.</p> <p>SHP is committed to promoting equality of opportunity and to eliminating unlawful discrimination on the grounds of race, age, disability, gender, sexual orientation, religion, belief, class, financial status and any other difference that can lead to discrimination or unfair treatment.</p>
Related Documents	<p>The following documents are available to support this Policy:</p> <ul style="list-style-type: none">• Sheltered Housing Procedure Guide• 'Sutton Multi-agency, Safeguarding Vulnerable Adults Policy and Procedure 2008'• What is Elder Abuse? by Action on Elder Abuse• SHP Staff Disciplinary Procedures

Appendix J

SHP's Sustainability Strategy

Environmental Sustainability Strategy

2016-17

OUR MISSION

To deliver excellent, customer focused
and cost effective housing services
to all our residents



Please feel free to get in touch with us if:

- You feel this document is not as clear and easy to read as you would expect; or
- You believe that we aren't doing the things that this document says we will do; or
- You just want to talk to someone about this document

Whatever the reason, if you want to talk to us about this document you should contact:

Head of Asset Management and Compliance on 020 8915 2000

Approved:	July 2016
Effective from:	July 2016
Due for review:	Sept 2017

- Delivering sustainable investment which contributes to reducing carbon emissions and benefits the local community.

Introduction

SHP's Environmental Sustainment Strategy intends to ensure the delivery of local services and our influence in Sutton provides supports environmental sustainability and provides lasting benefits for the community we serve. The strategy identifies our medium term objectives ensuring that we (a) continue to invest in our properties to improve their energy efficiency, (b) identify and deliver initiatives that improve the sustainability of our properties (c) ensure we are at the forefront of environmental sustainability developments, and (d) work with residents, staff, partners and contractors to influence and encourage behaviours and practices that promote environmental sustainability. This is an overarching strategy that will influence how both our direct services and related strategies are delivered.

Our recent focus has been on the delivery of decent homes but as that programme of works draws to a close and the wider environment rapidly changes we intend to place increased emphasis on a holistic approach to asset investment with ever greater customer focus and value for money in an environment of scarce resources. In particular our investment programme will address the wider environment outside residents front doors, fuel poverty, well being, energy usage and sustainability in the widest sense.

Our asset management strategy is based on a number of key principles of which sustainability is a key component. This was agreed by the Board in September 2015 and the principles are summarised below

- A continued focus on improving value for money and maximizing the delivery of resident priorities
- Completing decent homes works
- Investing in better neighbourhoods and communities
- Involving residents and other stakeholders
- Targeting areas of greatest need
- Ensuring flexibility and maximising funding opportunities

Context

Energy

Nationally, three-quarters of the energy used in homes is for heating rooms and water, most of which comes from gas-fired boilers. Together this accounts for 13% of the UK's greenhouse gas emissions.

The government has set a target of a 80% reduction in total CO2 emissions by 2050 . As two-thirds of the homes we will live in by 2050 have already been built, there is a need to make our existing homes much more energy efficient, and heat and power them from low carbon sources.

Water

In the UK, average water consumption per head has increased by about 1% a year since 1930, but has recently stabilised at around 150 litres a day. The development Code for Sustainable Housing regarded 120 litres as the minimum acceptable but this code was withdrawn in April 2015 and now only applies to affordable new build housing. There are no national targets currently set for private households water consumption which varies significantly from household to household. Demand is expected to continue to rise because of population growth (forecast by the National Office of Statistics to increase by 14% from 64.2 million in 2014 to 73.5 million by 2039) and because of a trend towards smaller households, where per capita consumption is higher.

The general pressure on water resources is more marked in the South-East, which (based on rainfall and demand) the Environment Agency classified as an area of water stress in 2007.

Waste water and its treatment is also a concern in the light of proposed housing growth in the region. Sewage treatment works in the South-East are currently already close to capacity.

Consequently there is a need to reduce demand through better building design, more efficient appliances and moving towards water metering in areas where supplies are under pressure..

Waste

The UK produces c. 200 million tonnes of waste every year (2012), 50% from construction. Of this, household waste is responsible for 27 million tonnes, circa one tonne per household.

There is an EU target for the UK to recycle at least 50 per cent of household waste by 2020, this reached 44.9% by 2014, which suggests that progress to this target is on track. Similarly the EU Landfill Directive is aimed at changing the way we dispose of waste by 2013 the UK sent 9.2 million tonnes of Biodegradable Municipal Waste (BMW) to landfill which represents 26 per cent of the 1995 baseline value, which comfortably met the 2013 EU target (no greater than 50 per cent of the 1995 baseline). There is a further EU target to restrict BMW landfilled to 35 per cent of the 1995 baseline by 2020.

The UK compares poorly to some other countries. The figure in Germany in 2006 was under 15%, with less than 1% of municipal waste going to landfill.

Policy Framework

Our Environment and Sustainability Strategy follows from our mission, aims and objectives and is designed to support the delivery of the relevant Council strategies and priorities.

SHP's mission is to deliver excellent, customer focused and cost effective housing services to all our residents with a vision to build a community in which all can take part and all can take pride, and we have 5 key priorities which run through everything that we do:

- Putting Customers First
- Making Services Accessible to All
- Achieving Value for Money
- Providing Quality Homes
- Creating Safe, welcoming neighbourhoods

The Council's wider strategic aims for housing across the borough are to:

- Increase the supply of affordable housing
- Invest in and make best use of the borough's existing housing stock

- Promote excellent housing management standards across all types of housing
- Provide housing options advice and address homelessness Provide housing support and improve the health and wellbeing of residents

Our Environment and Sustainability Strategy will be delivered in the context of these overarching aims and will take into account the wider policy environment which includes:

- The Council's Fuel Poverty Strategy which aims to both reduce the numbers of households living in fuel poverty and the extent or depth of fuel poverty in the borough. Residents in council owned property are disproportionately likely to be in a position to benefit from this objective. The Council's Health and Well Being Strategy also demonstrates a focus on Warm and Healthy Homes. The potential for synergy between these Council strategies and the Environmental and Sustainability strategy is therefore particularly strong.
- The Council's One Planet Sutton framework, which sets out the priorities for developing and maintaining Sutton as a place where residents can live healthy, happy lives whilst reducing impacts on the environment
- The Home Energy Conservation Act 1995 which requires all UK local authorities with housing responsibilities to prepare, publish and submit to the Secretary of State an annual energy conservation report identifying energy conservation measures;
- The European Union Energy Performance of Buildings Directive, which aims to promote the improvement of energy performance;
- The Energy Act 2013 which sets out the Government's international and domestic energy strategy to respond to climate change,
- The UK Fuel Poverty Strategy which sets out the Government's overall goal of seeking an end to the problem of fuel poverty,
- The London "Mayor's Climate Change Mitigation And Energy Annual Report: 2013-2014" which aims

to reduce London’s CO2 emissions and secure its energy supply;

- The Decent Homes Standard which aims to bring all social housing within England into a ‘decent’ condition;

One Planet Sutton

Our contribution to the delivery of the Council’s “One Planet Sutton Framework” is of particular importance and working in close partnership with the borough will be a key to effective delivery.

Building on the London Borough of Sutton’s reputation as a greener, cleaner borough, we are committed to working with the Environmental Sustainability team within the Council to drive policies and measures that will deliver change. We will work with our residents, contractors, suppliers, staff and partners in Sutton, and community organisations to deliver the strategy in a co-ordinated way that complements the strategies of others.

In July 2015 a Housing Zone for Sutton Town Centre and Hackbridge was announced. This will address a range of housing needs with provision for all types of tenures. In addition a £3.5 million investment is proposed for a de-centralised energy network in Hackbridge, which will be used to supply hot water and heating to homes in the area with the potential to benefit up to 19,000 homes in the future. This development may offer further opportunities for synergetic investment decisions in regard to existing stock in the area.

One Planet Sutton has five key themes. These are:

- Cutting carbon emissions
- Cutting waste
- Valuing our natural environment
- Supporting healthy communities
- Supporting the local economy

The contribution that SHP expects to make to these is set out in Appendix A, together with cross cutting themes from the LBS Fuel Poverty Strategy.

Where Are We Now?

Our stock is of an age where thermal efficiency is generally likely to be poor by modern standards, and extensive retrofitting, both in terms of building fabric and heating and energy systems has been and will continue to be required in order to improve performance from the design standards that applied when built.

The profile of the stock is summarized in the table below:-

Tenanted stock by type and age (April 2016)	
Pre 1945 small terraced houses	1050
Pre 1945 semi detached/large terrace/detached	1307
1945-64 small terrace houses	6
1945-64 semi detached/large terrace/detached	122
1965-74 houses	62
Post 1974 houses	99
Non traditional houses	61
Low rise flats	1232
Medium rise flats	1664
High rise flats	246
Bungalows	88
Total	5937

Table 1

Council tenants tend to be older than the wider population with 20% of tenants aged 60+ and 15% aged 75+. These tenants are often the least likely to complain regarding their ability to achieve affordable heating regimes, but will be particularly

vulnerable during the colder winter months. Over 60% of tenants are in receipt of Housing Benefit. For these tenants heating at an affordable price is vital.

Stock energy efficiency

We have invested heavily in the existing housing stock to achieve the decent homes standard and this has resulted in an improvement in thermal efficiency and a reduction in residents running costs. We have summarized the current energy performance of our housing stock in table 2. Prior to 2009/10 the average SAP rating for the stock was 66 out of 100 and in 2006, 58 (SAP is the Government’s Standard Assessment Procedure for Energy Rating), but following recent investment the average SAP rating for the housing stock is now 70.

A breakdown of the housing stock by EPC band (table) and SAP rating can be found below in table 2.

EPC band	SAP range	Number of properties
A	92	0
B	81-91	0
C	69-80	4282
D	55-68	1579
E	39-54	38
F	21-38	38
G	0-20	0
Grand Total	5986	5937

Table 2

Our overall SAP scores are good and improving, and our average rating of 70 is better than average for social housing, much better than the country wide average and compares favourably with the average across all tenures nationally (59.7), and of the social housing (65.6) and the housing association sectors (66.2) as a whole. Similarly, it must be noted that the average carbon footprint for all the dwellings is 2.72 tCO₂ which is low

when compared to the national average of 4.5 tCO₂, though this is relatively typical for a social housing provider.

However, we want to identify fuel poverty and prepare proposals which are directed at helping those in greatest need. We will consider a range of factors in delivering improved sustainability across our services and these are summarized below.

Almost all of the stock (99.04%) has central heating, with 92.46% having Gas boiler fired systems and 6.58% with Electric storage heaters. 96.21%% has double glazed windows;

We have almost completed major insulation and energy related works to the last of our two large tower blocks (Balaam and Chaucer Houses), and received an award for this aspect of the project at Balaam House, arising from the delivery of a dramatic increase in U values. (U values are a measure how effective a material is an insulator. The lower the U-value is, the better the material is as a heat insulator).

97.4% of our properties now have loft insulation present, with the average thickness being 140 mm. However, we continue to look to upgrade this insulation thickness to 270 mm to improve the thermal efficiency of the resident’s homes.

We have upgraded insulation to valves and associated pipe work to communal boiler plant and installed solar water heating at Killick House. As other existing plant reaches the end of its useful life we will have further opportunities to review a range of options for sustainable heating services. ;

We are reviewing the technical feasibility and cost effectiveness of the installation of smart meters at our 16 communal heating schemes.

We are fitting the latest high efficiency condensing boilers in our dwellings. However, if tenants are to get the full benefit of these systems they need to be able to use the controls to their maximum efficiency. We ensure that advice is provided to tenants at handover by the provision of written information and explanation by the attending technician.;

Waste

Mini recycling centres have been set up on a number of housing estates across the SHP stock. We are actively managing major works and related projects to achieve high levels of recycling and waste minimisation;

By products from the landscaping service are recycled wherever possible as mulch for bedding plants and a total of 192,000 kg of green waste were recycled off site in 2015/16 .

As part of their tenders both our Decent Homes contractors were asked to provide information on how they would embrace our green commitment and environmental procurement requirements; Our decent homes contracts have included specifically developed KPIs around reducing traffic growth, increased use of sustainable materials, improving energy efficiency, reducing water consumption, reducing waste and increasing recycling. We have recently procured long-term

partnering relationships with our repairs and gas servicing contractors and these principles will be reflected and developed as these are mobilized.

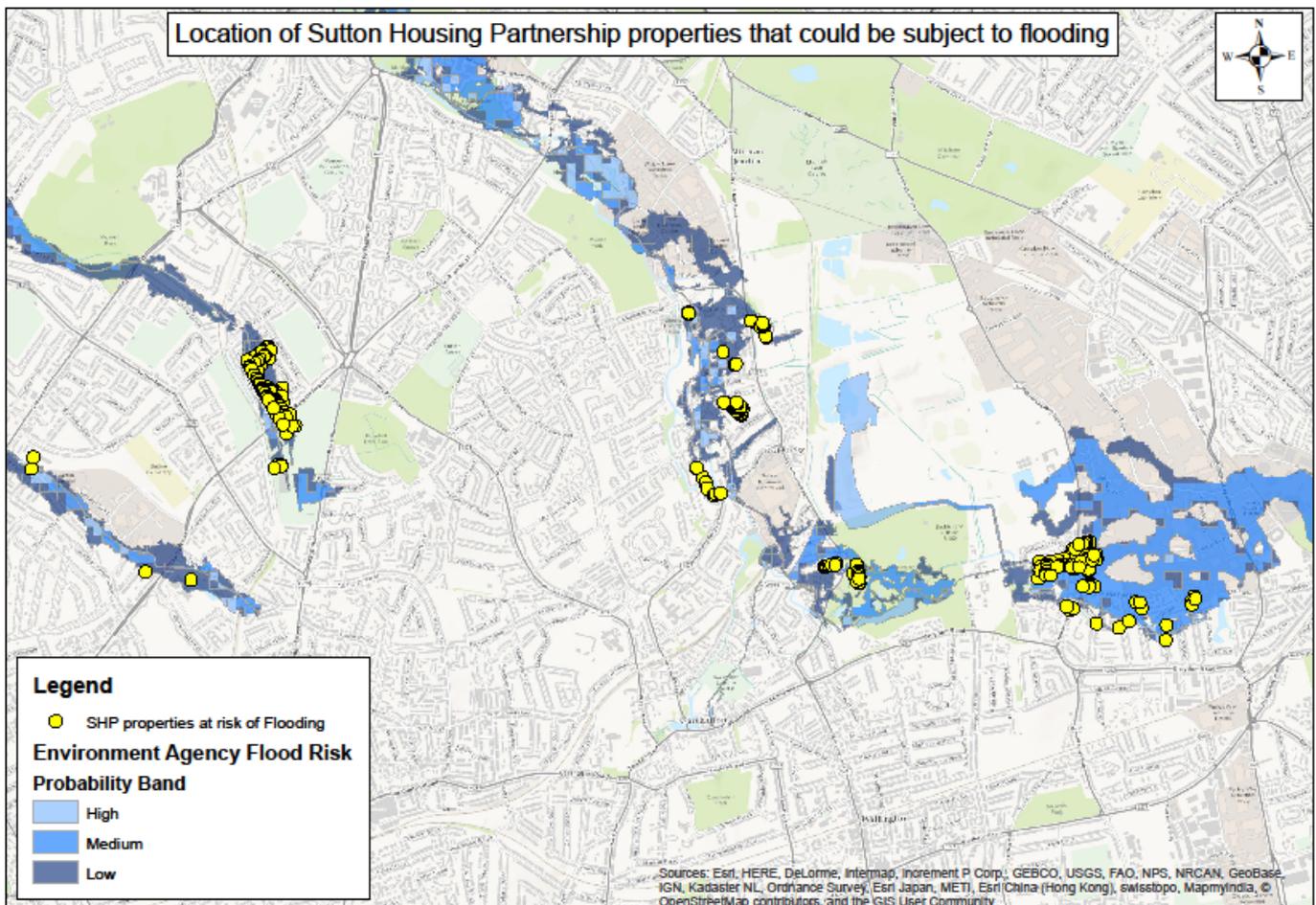
Water and flood risk

In order to assist in reducing water consumption we are installing minimum flush toilet cisterns into void properties.

A number (271) of LBS properties in SHP management are known to be within 20m of the flood risk area. These have been mapped (see below) but only a proportion of those identified are known to have experienced flooding in recent years.

We have taken action to mitigate this risk in these higher risk properties by the installation of sump pumps and other physical measures as appropriate.

We will continue to monitor this risk and improve our understanding and planning of mitigation as our project to deliver digital mapping of the stock develops.



Where Do We Want To Be?

We want to see a service where the environmental sustainability of our properties and of the services we deliver is maximised. This will be achieved by focusing on a number of strategic and operational priorities:

Planning for the improvement of the energy efficiency of our stock

The average SAP rating is relatively high compared with other housing portfolios and there are relatively few properties with an EPC rating of E or lower (76 properties), which is the typical EPC rating of a fuel poor dwelling according to the government's fuel poverty strategy. The Association for the Conservation of Energy (ACE) suggests that the minimum EPC rating required to "proof" a property against fuel poverty is a rating of C. Currently there are 1404 properties in SHP's housing stock that are below this level.

SHP have been working with the Mayor of London's RENEW team to assess the options available for fuel poverty and sustainability targeted investment in the borough's stock and have purchased the "CROHM" tool to enable this..

This will enable the identification of potential measures, lifetime financial costs and payback periods, and SAP benefits for each dwelling and the assessment of relative costs, benefits and priorities of alternative improvement packages and programmes within the evolving investment strategy.

Defining Future Standards

We will aim to agree a Future Standard by March 2017 that reflects local circumstances and that matches the expectations of our residents while being affordable within the business plan. The Future Standard will be substantially based on the current Sutton Standard but in particular will consider revisions in a number of areas, and discussions will include consideration of environmental standards including :

- A more ambitious thermal comfort standard with a focus on energy efficiency, with consideration given to a CO2 target.

- Accessibility standards for the elderly and disabled.
- Internal noise insulation within and between dwellings.
- Standards for communal areas of block, which may include a recycling and waste target
- Improvements to the external environment of estates to support policies for sustainable communities.
- Improved off-road car parking.
- A water usage standard.

Exploring the potential for energy projects and new technologies

SHP have previously levered in significant ECO and CERT funding, have recently worked with the Council to submit a Central Heating Fund and Warm and Healthy Homes proposals. We will continue to seek new innovative funding streams to assist with our improvement programmes, reduce energy bills and improve the thermal efficiency of our stock. We will investigate opportunities to deliver bulk PV/renewable heat schemes for Council housing and continue to explore further options for properties that are not connected to mains gas leveraging in funding and other resources wherever possible to support this and tackle fuel poverty.

Heating and Water systems

These systems use most energy in the home. A large number of heating systems were replaced as part of Decent Homes works and at the time of writing a rump of 373 boilers are over 15 years old. Recently gas boiler renewal has been managed on a reactive basis as part of the gas servicing contract. The new contract will enable the planned replacement of obsolescent boilers on a rapid rolling programme resulting in significant energy savings.

The review of improvement options and upgrades to heating systems in almost 400 properties which currently rely upon electricity for heating will also be prioritized in coming years.

The district heating pipework at Chaucer Gardens is expected to require renewal shortly, and this will be an opportunity to evaluate the costs and

sustainability benefits of a number of options at this site.

A report by the Sustainability Development Commission estimated that water savings of 30% could be made in existing homes through minimisation of demand and retrofitting efficient appliances.

The water conservation group Waterwise has said that a quarter of the average households energy bill is attributable to heating hot water. While the impact of this can be managed through the use of renewable energy, a contribution can also be made to save hot water through the specification of water efficient taps, baths and showers and we will pursue this further in the development of the future standard.

Our policy will support measures to replace devices and appliances with more efficient ones, or, where practicable, altering existing devices to use less water. We will keep abreast of monitoring systems that allow residents to monitor the use of water and other resources.

Decent Homes

We will continue with this programme to ensure that our stock reaches and maintains this minimum standard. To achieve this we continue with double glazing and insulation programmes (above DH standards), generating energy savings of up to £200 annually per dwelling for residents and an average reduction of nearly 1 tonne of CO₂ per annum. Though most homes have already benefitted from cavity wall insulation we will continue to upgrade insulation there whilst other works take place wherever feasible. Currently 2962 properties have received cavity wall insulation and wherever possible we will continue to install this type of insulation to thermally improve our properties.

Sustainability & Procurement

Contractors will continue to be expected to contribute to the Council's vision on sustainability. They will be contractually required where appropriate to minimise, recycle and safely dispose of residual waste; to use durable, renewable,

recyclable materials that are of low toxicity and easy to maintain; and demonstrate how they propose to make use of local suppliers and labour to minimize transporting of goods and services.

Our Drivers

In delivering our services we will seek to embed the organisation's strategic drivers:

- We will consult our **customers** on their sustainability priorities. We will provide them with information to ensure that they can contribute as customers and partners in designing the service
- We will consider the impact of sustainability initiatives on **diversity** groups and take action to address any potential adverse impacts
- We will identify and address the **risks** associated with the implementation of this strategy and any associated actions. The implementation of this strategy is directly driven by reducing the risk to the environment arising from our activities and those of our contractors;
- In pursuing **value for money** we will ensure that the costs of implementing our environmental sustainability initiatives are not excessive and the most cost effective delivery methods are identified. We will minimise the adverse environmental effects and waste caused by our activities and deliver sustainable investment which contributes to reducing climate change.

Expected impacts and monitoring progress

We expect, through the successful implementation of this strategy, to have the following impacts:

- **Customers** will be living in homes which are more environmentally sustainable. They will have greater awareness of sustainability issues and will be taking more positive action in relation to energy efficiency, minimising waste and recycling;
- **SHP** will be taking positive action to reduce its

carbon footprint. It will be improving its own energy efficiency and will be minimising the waste created by its own activities and maximising recycling.

By the September 2017 SHP will have reviewed and revised this strategy including a number of new targets and a related action plan covering the areas where SHP can further contribute to the areas of sustainability as set out in the council's sustainability targets.

We will provide a 6 monthly Progress Report in respect of the action plan contained in this strategy

Appendix A – SHP contribution to Sutton Policy Framework

LBS Policy Objectives One Planet Sutton “Theme” and Fuel Poverty Strategy Objective	SHP Current Activity	SHP New Action
<p>Cutting carbon emissions</p> <p>Cutting carbon emissions is about saving energy in our buildings, and travelling sustainably.</p> <p>Our aim is to reduce the amount of CO2 produced by the borough's buildings as much as possible through energy efficiency, eventually meeting all our energy needs through renewable energy. This will help us reduce our energy bills and help bring residents out of fuel poverty.</p> <p>Travelling around and out of our borough should be as environmentally friendly and fuel efficient as possible, making Sutton a cleaner, greener and healthier place to live.</p> <p>Cross Cutting objectives from fuel poverty strategy <i>To improve the energy efficiency of the borough's housing stock across all tenures, focusing in particular on the homes of fuel poor households.</i></p> <p><i>To promote behaviour change amongst fuel poor households and households generally, encouraging more efficient use of heating systems etc.</i></p>	<ul style="list-style-type: none"> • We are developing improved IT infrastructure which will enable our staff to more effectively work remotely and minimize waste journeys • Bike rack and Oyster cards provided for use of staff at Sutton Court • System established to ensure IT users individually monitored to shut down office equipment at end of day • Continuing programme of energy insulation improvements as part of planned programme 	<ol style="list-style-type: none"> 1. We will review the channels by which we interact with our customers to minimize the need for physical journeys and the resulting carbon emissions. 2. We are installing remote monitoring and telemetry to boiler houses (and where possible to similar plant) to minimize the need to visit site and improve efficiency 3. We will review the efficiency and effectiveness of district heating systems when they require major investment to ensure that carbon emissions are a factor in decision making. 4. We will commence a programme to review communal lighting to understand energy consumption and carbon emissions and upgrade where appropriate 5. To complete and evaluate CROHM analysis of potential improvements to housing stock to delivery energy and carbon reductions and produce a draft programme to deliver a preferred option

		<ol style="list-style-type: none"> 6. Plant trees where appropriate a component of estate planning improvements to improve air and environmental quality 7. Replace company vehicles where possible with fuel efficient models to reduce harmful emissions 8. Explore options to reduce customer traffic and wasted transport journeys through channel shift to online service/self help provision
<p>Cutting waste</p> <p>The aim of this theme is to minimise the use of resources by reducing the amount of waste we produce and to reuse, recycle or use sustainable materials wherever possible.</p> <p>Our aim is to reduce the waste we create through reducing reusing, recycling and using waste as an energy source, eventually sending no waste to landfill.</p> <p>We live in a throwaway culture, where 'disposable' and 'single use' items are cheap and accessible. One Planet Sutton looks at how we reduce the impact of the products we buy, using items which are from sustainable sources, and that have a low impact on the environment.</p>	<ul style="list-style-type: none"> • We will continue to work with the borough to maximize the provision of recycling facilities for residents. • Copiers fitted with paper saving device and recycling containers throughout office, Printer cartridges continue to be recycled • We recycle green waste in the landscaping team via mulching in shrub beds • Tyres separated and recycled • IT equipment recycled to community groups wherever possible • The procurement of contracts includes a requirement incorporating a requirement to maximise the use of sustainable materials and working practices. 	<ol style="list-style-type: none"> 9. Our introduction of mobile cross platform office IT solutions will enable improved access to corporate documents from multiple devices so reducing the need for paper and the resulting energy and resource waste. 10. Review of service channels also intended to reduce use of paper and waste By improving customers digital access to services reducing the need to visit the office or use paper communications. 11. An evaluation of the use of new products based on a balanced view of cost, environmental and sustainability, and durability;

	<ul style="list-style-type: none"> • The use wherever appropriate of recycled and/or environmentally sustainable components and products within all our service contracts; 	
<p>Valuing our natural environment</p> <p>The aim of this theme is to focus on how we treat the natural world, ensuring our food is grown sustainably and sourced locally, that we use water efficiently and that we protect and enhance biodiversity.</p> <p>One Planet Sutton aims to enable residents to access fresh, seasonal and healthy food from local sources.</p> <p>Sutton has 46 Sites of Importance for Nature Conservation, as well as our gardens and green spaces. We want to protect and expand existing local natural habitats, and create new spaces for wildlife.</p> <p>Water uses energy to purify, pump and heat. Our aim is to reduce our use of water across the borough, reducing water stress and the risk of flooding within Sutton.</p>	<ul style="list-style-type: none"> • Our two yearly shrub renewal programme will continue to involve landscaping work and improvement in plant diversity. • Wild flower meadows introduced at a number of sites and options continue and develop this will be evaluated where appropriate • As part of our decent homes programme, we fit new kitchens and bathrooms that incorporate water saving components such as dual flush w.c.'s and install showers where appropriate. 	<p>12.Environmental improvements and the potential for greater biodiversity will be a key component of our plans for the development of plans for estate improvements across the stock in coming years, as set out in the Asset Management Strategy.?</p> <p>13.We will explore resident demand and the potential for community gardens, communal orchards and local food production as part of the estate planning process</p> <p>14.Water usage and demand, specifications for maintenance and upgrade programme,</p>
<p>Supporting healthy communities</p> <p>Supporting healthy communities is about ensuring people are able to lead happy, healthy lives, and the culture and heritage of Sutton's residents is celebrated.</p> <p>Our aim is to increase participation in community life, encouraging and enabling residents to celebrate local identity through our history and culture.</p>	<ul style="list-style-type: none"> • SHP has information about resident incomes and family circumstances on sign up to new tenancy. We operate a tenancy sustainability team to so that any vulnerability can be quickly identified to ensure that residents in need get advice about budgeting or application for government help.SHP have close links with 	<p>15.Our focus on the sustainability and energy efficiency of homes will particularly benefit those in or at risk of falling into fuel poverty</p> <p>16.We have adopted and will deliver a new protocol to address issues of dampness and condensation in residents homes to minimize the health impacts of these issues</p>

<p>We also want to support residents to lead healthy lives, and achieve positive physical and mental wellbeing.</p> <p>Cross Cutting objectives from fuel poverty strategy <i>To identify individual households in fuel poverty or at risk of fuel poverty in order to be able to target interventions.</i></p> <p><i>To raise awareness of fuel poverty and of the advice and assistance available to tackle it within key partner organisations and amongst borough residents.</i></p> <p><i>To lever in funding and other resources to tackle fuel poverty.</i></p> <p><i>To maximise incomes, reduce energy bills and support households in or vulnerable to fuel poverty.</i></p>	<p>residents who fall into fuel poverty and a range of advice can be provided and our programme of heating upgrades, new windows and insulation where appropriate can drastically improve the thermal efficiency of our homes.</p> <ul style="list-style-type: none"> • SHP will continue to raise awareness with residents by means of its magazine Homefront and other components of its communications strategy. • We will continue to work with the services such as the Police and Fire Brigade in order to support individuals and communities who may be at risk from anti-social behavior, hate crime, or from factors arising from vulnerability (such as an increased risk of fire within a dwelling) 	<p>17. We will work with community groups to assist in the development of projects with wider sustainable community benefits wherever possible, for example as in the consideration of future options for Culvers Lodge</p> <p>18. We will continue to work with the Council to seek alternative funding sources for a broad spectrum of sustainability initiatives</p> <p>19. Our estate planning initiatives will develop our work with communities in order to identify physical works that can contribute to health or reduce crime or the fear of crime. These may include new security systems, improved lighting controlled access systems or other measures such as Neighbourhood Watch initiatives, outdoor gyms, and promotional health campaigns,,</p>
<p>Supporting the local economy</p> <p>We aim to support local businesses, ensuring people are fairly paid and all have access to the skills and training they need. This theme is also about ensuring equitability by enabling residents to have their say on issues, and supporting fair trade.</p>	<ul style="list-style-type: none"> • We will continue to support local employment. A high percentage of SHP staff are locally based, and the new SHP procurement strategy for major works increases the likelihood that sub regional or locally based contractors will be engaged in future. • We will continue to ensure that local apprenticeships are delivered via our 	<p>20. Advertise jobs locally, trade with local firms where possible so long as they are competitive, buy locally produced or sourced produce where possible, sponsor worthwhile causes that mutually benefit local communities and SHP</p>

	maintenance and investment programmes.	
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Appendix B – Action plan

Sustainability Action Plan 2016/17

Ref	Strategic Objective	Actions	Date	Outcome	Measurement
1	Cutting carbon emissions & Cutting Waste	We will review the channels by which we interact with our customers to minimize the need for physical journeys and the resulting carbon emissions	March 2017	Reduction in the number of face to face visits and subsequent reduction in the mileage claims for business purposes.	Reduction in £ of staff care mileage claims for business purposes. Increase in digital interactions / self service
2	Cutting carbon emissions	We are installing remote monitoring and telemetry to boiler houses (and where possible to similar plant) to minimize the need to visit site and improve efficiency	June 2016	Remote access available to live boiler house data from 6 sites”	Availability of remote data
3	Cutting carbon emissions	We will review the efficiency and effectiveness of district heating systems when they require major investment to ensure that carbon emissions are a factor in decision making.	March 2017	Minimising travel Improving Heating Efficiency	We will undertake a review of Chaucer Gardens DHS, prior to a decision regarding the replacement of distribution mains
4	Cutting carbon emissions	To complete and evaluate CROHM analysis of potential improvements to housing stock to delivery energy and carbon reductions	October 2016	Data and modelling techniques inform effectively targeted energy & sustainability investment	Availability of data to inform 2017/18 investment programme based on CROHM data and models

5	Cutting carbon emissions	Review efficiency of estate lighting systems	Dec 2016	Understand potential for reducing costs and CO2 emissions arising from landlords lighting	Analysis of communal lighting and potential for savings
6	Cutting carbon emissions	<p>We will assess baselines, draft targets and associated actions for delivery in relation to :</p> <ul style="list-style-type: none"> • Corporate building CO2 reduction, Water usage reduction and Waste reduction and recycling • CO2 reduction from Corporate fleet, staff travel plan in place 	March 2017	Action plan and targets in place	Documentary evidence
7	Cutting Waste	Our move to Office 365 will enable improved access to corporate documents from multiple devices so reducing the need for paper and the resulting energy and resource waste.	June 2016	Reduced travel and greater efficiency arising from more effective mobile working.	Availability of Office 365 to all staff
8	Valuing our natural environment	We will explore resident demand and the potential for enhancing bio-diversity, community gardens and local food production as part of the estate planning process	March 2017	Improved use of communal spaces, health, diet, community engagement etc	Number of estate plans commenced
98	Supporting healthy communities	We have adopted and will deliver a new protocol to address issues of dampness and condensation in residents homes to minimize the health impacts of these issues	March 2017	Improved remediation and mitigation of condensation problems	Number of instances protocol invoked
10	Supporting healthy communities	We will work with community groups to assist in the development of projects with wider sustainable community benefits wherever possible, for example as in the consideration of future options for Culvers Lodge	March 2017	Improved community awareness of and engagement in wider sustainability issues	Number of projects supported

11	Supporting healthy communities	We will continue to work with the Council to seek alternative funding sources for a broad spectrum of sustainability initiatives	March 2017	Increased potential for new initiatives to be funded and delivered	Number of partnership bids developed/submitted
12	Supporting healthy communities	We will continue to work with communities in order to identify physical works that can reduce crime or the fear of crime, such as new security doors, improved lighting controlled access systems or other design measures	March 2017	Reduced fear of crime, improved security with resulting health and related benefits	Number of households benefitting from projects
13	All	We will review the Environmental Strategy and Action Plan prior to the 2017/18 HRA business plan	Sept 2017	Updated Strategy and Action Plan	Clear revisions and updates to Strategy and Action Plan

Appendix K

Designers Risk Assessment

Designer's Risk Assessment

Principle Designer: Archway Building Consultancy – Daniel Griggs				Job No.: 0011			Rev: -	Rev Date: -			
Project: Fire Door Installations and General Fire Safety Works				Date: September 2017							
Ref No	Activity /Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Control Options (Contractors)	Residual Risk		
				L	S	R			L	S	R
1.0	Working at Height										
1.1	Access to high level works	Falling from height	Contractor operatives and residents/visitors	1	3	3	Work at height is unavoidable.	Use of scaffolds, towers and all access equipment to be regularly inspected by suitably qualified individuals for safety. All site staff to be suitably trained in the use of access equipment where applicable.	1	3	3
2.0	Slips, Trips & Falls										
2.1	Works activities generally.	Surfaces which may become slippy when wet.	Contractor operatives and residents/visitors	2	3	6	N/a	The contractor is to take care when wet, and ensure the surfaces are inspected prior to the commencement of works.	1	3	3
3.0	Collision/Entrapment/Collapse										
3.1	Movement of materials around site	Collision with building fabric	Contractor operatives and residents/visitors	2	2	4	Movement of materials unavoidable.	The contractor's programme of work should allow for adequate and appropriate separation of tasks. Method statements to be provided in relation to these tasks.	1	3	3

Key:

Probability: 1, 2, 3
 = L Likelihood (Low, Medium, High)
 = S Severity (Low, Medium, High)
 = R Risk (Likelihood x Severity)

Designer's Risk Assessment

Principle Designer: Archway Building Consultancy – Daniel Griggs				Job No.: 0011			Rev: -	Rev Date: -			
Project: Fire Door Installations and General Fire Safety Works				Date: September 2017							
Ref No	Activity /Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Control Options (Contractors)	Residual Risk		
				L	S	R			L	S	R
3.2	Access and Egress from site	Collision	Contractor operatives and residents/visitors	2	3	6	Access to site to be controlled. Access to site is from one area only. Clear signage to be used, and banksman to be utilised during deliveries to/from site.	Method statements to be provided in relation to these tasks.	1	3	3
3.3	Operating in an occupied building	Collision with building users.	Contractor operatives, residents/visitors	2	3	6	Working areas and access routes to be closed off to building users.if possible	Method statements to be provided in relation to this risk. Physical barriers and signage to be provided.	2	3	6
4.0	Manual Handling										
4.1	Access for Materials and Equipment	Lifting of large heavy doors	Contractor operatives and residents/visitors	3	3	9	The contractor should allow for the provision of lifting equipment fit for purpose	Method statements to be provided in relation to these tasks. Specialist operator to be appointed to manage logistics.	1	3	3
5.0	Electrocution										
5.1	Disconnection and reconnection of various items of electrical equipment as work proceeds	Wiring associated with the door installations elements.	Contractor operatives and residents/visitors	2	3	6	All work is to be carried out by suitably qualified operatives in accordance with IEE regs 17th edition and Part P of the building regulations.	Method statements to be provided in relation to these tasks.	1	3	3

Key:

Probability: 1, 2, 3
 = L Likelihood (Low, Medium, High)
 = S Severity (Low, Medium, High)
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Designer's Risk Assessment

Principle Designer: Archway Building Consultancy – Daniel Griggs				Job No.: 0011			Rev: -		Rev Date: -		
Project: Fire Door Installations and General Fire Safety Works				Date: September 2017							
Ref No	Activity /Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Control Options (Contractors)	Residual Risk		
				L	S	R			L	S	R
							All installations are to be completion and an Electrical Installation Certificate provided				
6.0	Dust / Fumes										
6.1	Removal of existing doors	Dust and debris from removal of doors	Contractor operatives and residents/visitors	2	2	4	Appropriate PPE to be provided for all operatives when undertaking this task.	Method statements to be provided in relation to these tasks.	2	1	2
7.0	Noise / Vibration										
7.1	Drilling of new door fixings	Injury by excessive noise or vibrations	Contractor operatives and residents/visitors	2	2	4	Appropriate PPE to be provided for all operatives when undertaking this task.	Method statements to be provided in relation to these tasks.	2	2	4
8.0	Hazardous Materials										
8.1	Asbestos	Contamination during asbestos removal operations	Contractor operatives and residents/visitors	2	3	6	A full R&D Survey to be undertaken prior to the commencement of works. Specialist consultant to be engaged to report and recommend safe	Method statements to be provided in relation to this risk.	1	3	3

Key:

Probability: 1, 2, 3
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 = R Risk (Likelihood x Severity)

Designer's Risk Assessment

Principle Designer: Archway Building Consultancy – Daniel Griggs				Job No.: 0011			Rev: -		Rev Date: -		
Project: Fire Door Installations and General Fire Safety Works				Date: September 2017							
Ref No	Activity /Element	Potential Hazards	Population at Risk	Risk Rating			Action at Design Stage	Control Options (Contractors)	Residual Risk		
				L	S	R			L	S	R
							means of removal. All work to remove & dispose of asbestos elements is to be carried out by specialist asbestos removal contractors. All other operatives to vacate site while such work is in progress.				
9.0	Cuts & Abrasions										
9.1	Cutting materials	Injury caused by manual tasks	Contractors operatives.	2	2	4	The use of tools to undertake these works is unavoidable.	The contractor to provide appropriate training to the operatives to ensure correct use of all hand tools. PPE to be provided to all staff.	1	2	2

Key:

Probability: 1, 2, 3
 = L Likelihood (Low, Medium, High)
 = S Severity (Low, Medium, High)
 = R Risk (Likelihood x Severity)

Appendix L

Pre-tender Information

PRE-CONSTRUCTION INFORMATION

Installation of Fire Doors and General Fire Safety Works to Various Properties in the London Borough of Sutton

Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

The aim of this document is to provide the Principal Contractor, Contractors and Designers with key health and safety information to assist them in planning their work so that construction may be carried out and designs performed presenting minimum health and safety risk.

It contains information about health and safety risks that are considered to be unusual, not foreseeable by competent contractors or designers, or requiring significant effort and/or resources to manage effectively. It does not mention risks that are commonplace, obvious to contractors and designers who are competent in the proposed work, or that can be managed easily.

The Principal Contractor is required by the CDM Regulations to use the information given here to develop the Construction-phase Health and Safety Plan. Designers are required to consider the information and develop their designs to eliminate or minimise the risks concerned.

Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

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Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

1.0 Description of the Project

1.1 Project Description and Programme Details

1.1.1 Site Name and Location:

Various properties throughout the London Borough of Sutton. See indicative property list in Appendix 1 for details although it should be noted that it is anticipated that additional properties will be added to this list.

This pre construction information therefore relates to numerous sites around the borough and as such site specific information is not able to be provided.

For each new site the Principle Contractor is to review the Health and Safety arrangements in line with the guidance in this report and make the necessary provisions to ensure compliance with the CDM Regulations 2017.

1.1.2 Project Programme

Pre-construction programme/key dates:

Appointment of Principal/Main Contractor: 8th December 2017

Construction programme/key dates:

Mobilisation period: 4 weeks

Commencement date: January 2018

Completion date: January 2020 (with the possibility of 2 no. 1 year extensions)

The project will include:

- Resident liaison
- Undertaking initial surveys
- **Note:** Refurbishment and Demolition Asbestos surveys will be carried out outside of this contract
- Asbestos removal works associated with the doors
- The installation of new Front Entrance Door-sets (manufactured by Gerda) including side screens and top panels where required
- Making good and redecoration works where required
- Communal door repairs/replacement
- Fire stopping works
- General fire safety works

Work involving particular risk. (Schedule 3/CDM Reg.12)

The Principal Contractor must specify in the Construction Phase Plan what specific measures will be put in place where work involves one or more of the risks listed in Schedule 3 – The following have been identified at design stage:

- i. Work which puts workers at risk of falling from a height.
- ii. Work which puts workers at risk from electrical services.
- iii. Work near existing services/facilities.

1.1.3 HSE Project Notification

An initial F10 Notification for the proposed construction works will be required for this project.

Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

1.2 Details of Client, Designer, Principal Designer (PD) and Area HSE Office

1.2.1 Client:

Sutton Housing Partnership

Contact: Nikki Fahy
Tel: 0208 915 2440
E-mail: nikki.fahy@suttonhousingpartnership.org.uk

1.2.2 Principal Designer:

Focus Consultancy Services

PD contact: Martin Murray
Tel: TBC
E-mail: TBC

1.2.3 Contract Administrator

Sutton Housing Partnership

PM contact: Nikki Fahy
Tel: 0208 915 2440
E-mail: nikki.fahy@suttonhousingpartnership.org.uk

1.2.4 Principal / Main Contractor:

TBC

1.2.5 Area HSE Office:

Westminster Office
Caxton House
Tothill Street
London
SW1H 9NA

Tel: 0207 227 3802

1.3 Extent and Locations of Existing Records and Plans

The following documents are available:

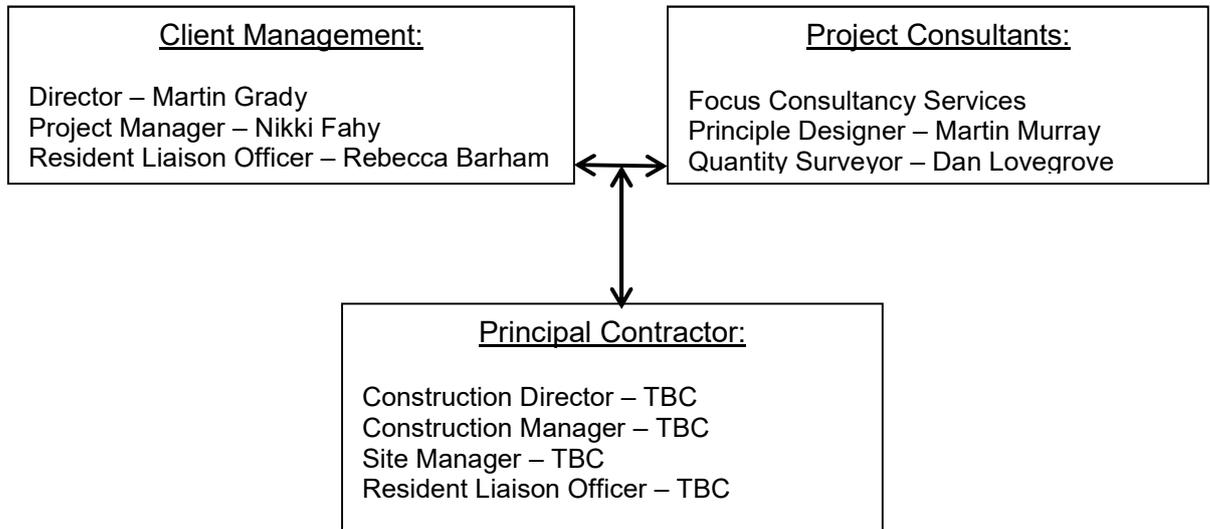
- Asbestos information – the contractor will be given access to SHP's 'Vision' database
- Rules for Contractors – see Appendix J

Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

2.0 Client's Considerations and Management Requirements

2.1 Arrangements Diagram:



2.1.1 Planning for and Managing the Construction Work

Good communication is vital to ensure that the project will be well managed and to minimise risks to health and safety.

The Principal Contractor will be required to liaise regularly with the Contract Administrator and to keep him/her informed of forthcoming works that may affect the existing buildings/users. Producing a weekly look ahead and operate a 'Construction Methods and Site Disruption Assessment' to be submitted at regular intervals to the Client.

The Principal Contractor is expected to allocate sufficient competent staff to manage the project. As a minimum, it is expected that the Principal Contractor's management structure will include a competent full time site supervisor whose duties include implementing the construction health and safety plan

The appointed Principal Contractor must be able to demonstrate how they would manage the health & safety of those working on the contract, and develop procedures that recognise current Government and Health and Safety Executive Strategies for the reduction of accidents on construction sites and to equal or better these targets.

The Client requires all duty holders under the Regulations to collect information in respect of all RIDDOR incidents occurring within its contracts with other parties. To this end the Principal Contractor must within one hour of such an occurrence provide the Site Supervisor / Contract Administrator with all pertinent information available at the time. Where possible this should include the following: (a) type of incident, (b) date and time of the incident, (c) location, (d) names of any injured persons, (e) as much factual information as may be available. Advice in respect of subsequent reporting will be given according to the case.

2.1.2 Communication and Liaison between the Client and Others:

Relevant persons such as contractors, end users and maintenance workers will be included in regular stakeholder reviews.

The Client expects, as part of the Principal Contractors progress reporting, the submission of a Health & Safety report that details site performance.

Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

Health and safety will be on the agenda for all progress meetings. This should include a review of the following matters:

- Any accidents/incidents (including minor accidents and near misses) and actions taken to prevent recurrence.
- Results of site safety inspections and corrective actions taken.
- Any significant high-risk activities due to take place over the next period and how these risks will be managed.
- Feedback on any significant high-risk activities that took place during the last period and how the risks were controlled.
- Report on any amendments made to the Construction Phase Plan during the period.
- Training undertaken during the period, including inductions, toolbox talks and other on-site training.
- Ongoing welfare arrangements.
- Any health and safety/co-ordination meetings, e.g. meetings with the Client's site representative, contractors' co-ordination meetings, activity planning meetings, etc.
- Ongoing site security arrangements and details of any breaches of site security during the period.

Additionally, the Principal Contractor will be expected to keep neighbours, including workers/students/residents living near to the site, informed of forthcoming works. This may require the use of letter drops, visits, newsletters, or meetings. The content of letter drops to residents must be agreed with the Client team in advance.

2.1.3 Security of the Site

All contractors must give prior notice of intended arrival on site and must sign in and out. All contractors' personnel will be required to wear badges at all times whilst on site.

The Principal Contractor shall erect temporary hoarding systems/barriers where appropriate to the site. The Principal Contractor shall ensure that the hoarding/barriers are maintained in good condition for the full duration of the project.

The Principal Contractor will be responsible for security of the designated works area. He shall manage and isolate works zone from adjacent areas.

The Principal Contractor shall also provide and maintain all necessary signage and additional barriers to segregate his working area(s) from public areas.

Outside of normal working hours, if access is required then arrangements must be made in advance with the Client. Any contract personnel working in the buildings out of hours will be required to sign in the out of hours log book.

At the end of each day, the Principal Contractor shall ensure that the site is secured and left in a safe condition. This shall include removing access ladders; covering or barriering-off work areas and isolating and immobilising plant; storing materials safely; and locking away hazardous materials; etc.

2.1.4 Welfare Provision

The Principal Contractor must ensure that suitable and sufficient welfare facilities are provided for the duration of the construction phase and that they comply with Schedule 2 of the Construction (Design & Management) Regulations 2015.

Details are to be provided for review with the Construction Phase Plan.

Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

Further guidance can be obtained from L153 the Guidance on The Construction (Design and Management) Regulations 2015.

2.2 Requirements Relating to the Health and Safety of Clients Employees, The Public, Customers or Those Involved in the Project such as:

The Principal Contractor shall have undertaken sufficient observations and enquiries to be fully satisfied as to the nature, extent and practicality of the works in the context of the occupancy, proximity, form and scale of all existing and adjacent buildings.

The Principal Contractor will be responsible for the safety of all employees and the public within and immediately adjacent to the site and for taking all necessary precautions.

The Principal Contractor is responsible for ensuring building users are kept fully informed of work activities especially where they may be directly affected.

The Principal Contractor is responsible for providing Client staff/visitors with induction training especially those who will need to access the construction site area.

Safe access/egress routes must be maintained at all times.

2.2.1 Site Hoarding Requirements

The Principal Contractor is to note requirements of 2.1.3 and provide full details of security arrangements and hoarding with the Construction Phase Plan for review and approval.

A marked up site plan as part of the Construction Phase H&S Plan showing the location of any hoardings or physical barriers and their intended duration for the associated works will need to be provided for site health and safety management good practice standards.

Hoardings and barriers may also be needed to contain flying debris internally and externally from activities such as demolition, dismantling of existing building fabrics. In addition for all work at height to protect construction personnel within the site from materials or equipment falling from above into working areas below and other pedestrian and vehicular routes.

2.2.2 Site Transport Arrangements or Vehicle Movement Restrictions

The contractor will have to agree all access arrangements to the site with the Contract Administrator prior to commencement of the works. The contractor is to ensure that all deliveries are planned.

The Principal Contractor should develop, implement and maintain a Logistic and Traffic Management Plan.

This project will involve the transport of materials to/from site including but not limited to the following:

- New doors

The suggested route(s) for the safe transport of the above items is yet to be agreed with the Client. This is required prior to commencement if the works.

Traffic routes across the construction site and surrounding roads must be planned to segregate pedestrian and vehicle movements so far as reasonably practicable and to minimise reversing and other dangerous vehicle manoeuvres.

Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

2.2.3 Fire Precautions

The Principal Contractor shall take all necessary precautions to prevent fires from occurring and to minimise the effects should there be a fire. He shall work in accordance with the HSE publication "Fire Safety in Construction Work", ref. HSG 168, available from HSE Books, tel: 01787 881165, fax: 01787 313995.

Fire risks associated with the construction process are different to normal operations and suitable arrangements must be put in place.

The existing fire strategies are available from the Client; the Principal Contractor and Client are to agree fire strategy for the construction phase. The fire strategy is also to be reviewed with the Client team at the start of each new work phase.

Where smoke detectors are affected within the work area, the Contractor shall develop a suitable method of working to prevent this happening. If it is necessary to "bag" individual detectors on a daily basis, the "bagging" must be removed at the end of each working day and the system tested. The proposed method of working shall be agreed with the Client before commencement.

Site specific fire procedures are to be maintained at all times.

The Principal Contractor is to develop a fire prevention, alert and evacuation plan for his employees. Methods of raising the alarm, telephone numbers and locations of nearby civilian fire departments are to be included in the Construction Phase H&S Plan.

The Principal Contractor is to ensure the local fire department is notified of his proposed works.

Fire procedures will be covered at site induction.

The Principal Contractor shall provide details of First Aid cover on site and the name of the responsible persons for first aid is to be included. Method of raising the alarm, telephone numbers and locations of nearby civilian hospitals are to be included in the Construction Phase Health and Safety Plan.

Measures are needed to prevent littering of site and for ignition of fire.

2.2.4 Emergency Procedures and Means of Escape

The Principal Contractor shall prepare emergency procedures for the site, which should be explained to everyone during induction and posted on the site notice board.

It is the responsibility of the contractor to provide sufficient first aid facilities whilst working on the site.

The nearest hospital with minor casualty/accident and emergency facilities is most likely to be:

St Helier Hospital
Wrythe Lane
Sutton
Carshalton
SM5 1AA

The Principal Contractor shall keep a record of all accidents and near misses that occur on site, including copies of any forms sent by contractors to the HSE under RIDDOR. All major

Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

occurrences shall be notified to the CDM PD as soon as possible, and a copy of all accident/near miss records shall be included in the Principal Contractor's regular progress reports.

The existing means of escape must be maintained at all times along with access space for emergency service vehicles unless otherwise authorised.

The Principal Contractor is required to develop his own procedures for the duration of construction.

2.2.5 Smoking and Parking Restrictions

The whole of the Client's site, including all external areas is designated a "no-smoking" zone to Contractors. Contractors must not smoke anywhere on site.

Limited parking is available in the surrounding areas to the sites. The Principal Contractor is to include proposals for vehicle and deliveries etc. within their Construction Management Phase Plan.

3.0 ENVIRONMENTAL RESRICTIONS AND EXISTING ON-SITE RISKS

3.1 Safety Hazards, Including:

3.1.1 Boundaries and Access, Including Temporary Access

The general site activity zones and the physical boundaries of the sites under the contractor's control should be clearly marked.

3.1.2 Adjacent Land Uses

Please note that adjacent dwellings are to remain occupied throughout the contract period. The contractor should therefore take due consideration when preparing risk assessments and method statements.

- All construction work on the project should take into account the inquisitive nature of the public and their lack of safety awareness.
- Arrangements need to be included in method statements to provide for increased foot traffic and parking conditions during the works.

Particular attention should be made to the following items to prevent any disruption or inconvenience to others:

- Noise
- Dust
- Vibration

3.1.3 Location of Existing Services

Particular attention must be given to:

- Utility Services (electric, gas, water, ventilation, sewerage)
- IT/Telecommunications

Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

3.1.4 Existing Structures

Additional information is available upon request to the Contract Administrator from the Client's asset management data.

3.1.5 Restrictions on Deliveries, Waste Collection or Storage

The contractor shall ensure that access for emergency vehicles is maintained at all times during the construction period.

Noisy works between 08:00 and 18:00 hours Monday to Friday and 08:00 to 13:00 on a Saturday. The Client may operate additional restrictions to avoid disruption to employees and timing of activities needs to be agreed within the noise and disruption assessment.

Any works outside of these times must be agreed by the Contract Administrator.

Arrangements for deliveries will be agreed with the Contract Administrator before the works commence. Deliveries and movement of materials, equipment and plant in connection with this project must be done so with great care.

All waste arising is to be disposed of on a daily basis; no stock piling of waste or combustible material is to be permitted on site. No waste materials are to be stored outside the site or at street level unless specifically agreed with the Contract Administrator.

All waste must be disposed of via a licensed waste disposal organisation and all consignment notes retained for record purposes in Site Waste Management Plan.

3.1.6 Health & Safety Information Contained in Earlier Design, Construction or As-Built Drawings

No Health and Safety File has been proffered by the Client.

3.2 Health Hazards Including:

3.2.1 Asbestos, Including Surveys

Asbestos containing material (ACM) will be present in some areas of the existing buildings – refer to the existing Client asbestos register (there is also an electronic asbestos management database updated by the Client which the contractor will be given access to).

Any ACM present during the proposed work must be removed by a licenced asbestos contractor and prior to commencing construction work in the building. Following removal an air test should be undertaken and certification of clearance obtained.

The contractor will review the Asbestos Survey and Report for the premises, in order to determine whether the project is affected by any existing asbestos in the existing building.

At all times the requirements of the Asbestos Regulations 2012 must be adhered to and it is essential that staff, members of the public, employees and contractors are not exposed to free asbestos fibres.

Whilst on site significant care must be taken to ensure that no ACM's are disturbed and that no encapsulation (where present) is broken. In the event of incident or discovering any suspect materials, all works should be stopped and the Contract Administrator informed immediately.

Pre-Construction Information

Installation of Fire Doors and General Fire Safety Works

The HSE have produced an Approved Code of Practice “Managing and working with asbestos” L143 which should be consulted for further information.

3.2.2 Existing Structures Hazardous Materials

Aspergillus is a fungus whose spores are commonly present in the air we breathe, in particular where building works or demolition is being carried out. This does not normally cause illness to a healthy person; however an individual with a weakened immune status may be susceptible to Aspergillus infection.

Weil's disease - Rats, mice, and insect infestation is possible in some plant rooms/refuse areas, such problems can of course lead to obvious health hazards including Weil's disease. It is recommended that in order to deal effectively with the above highlighted hazards, the Contractor should be suitably trained, and should have laid out practical method statements showing how these or other similar situations are to be handled.

Ornithosis - (Pigeons) When undertaking work on outside ledges, roofs guttering and loft spaces, the Principal Contractor/contractor is advised to take note of the guidance provided by the Health and Safety Executive publication “Construction micro-organisms: Psittacosis and other diseases from work involving bird droppings” <http://www.hse.gov.uk/construction/healthrisks/hazardous-substances/harmful-micro-organisms/other-diseases.htm> .

Contractors working on the project need to be aware of these biohazards on site with suitable induction meetings and tool-box health and safety talks.

- Exposed wounds increase the risk of infection and suitable hygiene facilities must be provided for the workforce in addition to PPE and Respiratory Protective Equipment when needed i.e. evidence of pigeon droppings.
- Suitable welfare arrangements are to be agreed before works commence.
- Discarded food and wrappers are to be disposed of at the end of each working shift and removed from the working areas.
- Protective clothing which includes eye and mouth protection must be available and worn where there is evidence of pigeon fouling.

In addition to the matters raised above, the following health hazards might be present within the existing premises:

- Lead in deteriorated condition.
- Lead based paints.
- Bird droppings within any external roof areas.

Existing Structures Hazardous Materials

Details of any known Asbestos containing materials within the buildings are contained within the Asbestos Survey Register on the Client's 'Vision' database.

Regarding the lead levels within some of the paint finishes, the Principal Contractor to carry out their own risk assessments and to apply control measures as far as is reasonably practicable to eliminate, reduce or replace risks to the health and safety of all concerned including and their sub-contractors. Completing risk assessments and implementing sufficient remedial measures to deal with the associated risks to health when working with lead. This is to ensure that a safe system of work has been established for all operatives. If the Principal Contractor has concerns relating to lead levels during construction phases then

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they should request that a lead survey be carried out on site prior to commencing the associated construction activity.

Any other existing hazardous materials identified during construction, on-going building surveys as well as through existing building information documents provided by the Client or site management that becomes apparent at a later date than the issue of this document will then require COSHH data sheets to be provided by the Principal Contractor and remedial measures implemented as and when necessary.

This is in addition to any other requirements as outlined in the Control of Substances Hazardous to Health Regulations 2002 and the Health and Safety at Work Act 1974

Health Risks Arising from the Clients Activities:

Not known at present. However, the Principal Contractor or their subcontractors are required to check with the Client to identify if there are any future planned works or activities that will create any further health risks to those on the site. This is in relation to the proposed construction project works programme. There have been no significant health risks identified by the Client in regards to their usual daily activities or planned maintenance works. If the Client or Principal Contractor becomes aware of any additional health risks due to their planned activities on the site this should be immediately identified to all relevant parties. This is to allow for sufficient and suitable remedial measures to be implemented preventing the risk to any persons health or any personal injury to all those in or around the premises and construction site areas throughout the duration of the proposed works.

Design Assumptions and Control Measures:

Please refer to tender and contractual documentation for a full list of drawings as well as specifications.

The Principal Contractor is to undertake their own risk assessments in accordance with the statutory requirements, and all such risk assessments must be incorporated within their construction phase health and safety plan. The Principal Contractor shall address significant hazards associated within the design and construction of the proposed project.

It is essential that the Construction Phase health and safety plan properly addresses the issues detailed below and any others identified on site in the form of method statements and safe systems of work, before the specific associated contract works actually commence on site.

The Principal Contractor will be advised of any further significant hazards as well as risks relating to work sequences, identified by designers or the Principal Designer. This is if applicable as the detailed design is developed throughout the course of the construction phase. The construction phase health and safety plan is to be updated or amended accordingly, to include any such hazards associated with either the site generally or the relevant specific work packages.

If the Principal Contractor selects any alternatives not accounted for by the design then full details shall be submitted for approval by the design team and Principal Designer.

This is in addition to the Design Risk Management systems in place and used by the Principal Designer throughout the construction phases of the project. Which include any residual risks that are to be documented within the Health and Safety file after this construction project works are completed on the site.

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4.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Design Assumptions and Control Measures

The Principal Contractor is to undertake his own risk assessments in accordance with statutory requirements, and all such risk assessments must be incorporated within the Construction Phase Health and Safety Plan.

The Principal Contractor shall address the significant hazards identified below and which have been identified during the design. It is essential that the Construction Phase Health and Safety Plan properly addresses the issues detailed below in the form of Risk Assessments, Method Statements and safe systems of work, before the specific work commences on site.

The Principal Contractor is to be advised of any further significant hazards / risks or work sequences, identified by designers or the Principal Designer, as the detailed design is developed throughout the course of the construction phase. The Construction Phase Health and Safety Plan is to be updated or amended accordingly to include any such hazards associated with either the site generally or the specific work packages.

4.2 Information on Significant Health or Safety Risks Identified During The Design

The significant risks arising from the design to which contractors, staff and visitors may be exposed are:

Falls

- Falls from height
- Danger of materials, tools (and persons) falling from height and hitting site personnel and/or residents and visitors beneath.
- Manual handling - unloading / moving heavy and awkward materials.

Building

- Unauthorised access to site including Contractor's compound by Others.
- Vehicles accessing/egressing the highway road and risk of collision with local residents and others
- Risk of plant falling through unknown voids/services below ground.
- Unauthorised interference with the works, plant and equipment.
- Manual handling associated with materials and equipment.
- Unexpected/un-surveyed asbestos.
- Service strikes resulting in electrocution, gas release or flooding.

M&E

- Risk of unearthing live electrical services due to previous uncontrolled installations.
- Working at height (plant-rooms and roof areas).
 - Manual handling.
 - COSHH, solvent based products.
 - Noise.
 - Hot working, welding & cutting - (hot works permit to be used).

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General Site Hazards

- Traffic management particularly during peak periods of high pedestrian traffic.
- Ensuring adequate segregation of construction and daily operations.
- Construction and other site transport vehicle manoeuvres.
- Fire – “See Fire Safety in Construction”
<http://www.hse.gov.uk/pubns/priced/hsg168.pdf>

The Principal Contractor is required to ensure risk assessments are carried out to control the risks created by these hazards and have them identified in the Construction Phase H&S Plan.

He is to explain the proposed methods in his Construction Phase H&S Plan and to prepare detailed method statements for managing these aspects of the works.

4.3 Materials Requiring Particular Precautions

The Principal Contractor is to comply with the current Control of Substances Hazardous to Health Regulations (COSHH) and produce risk assessments for handling or storage of any hazardous materials / substances that may be specified as the work proceeds.

Specific hazards may be identified in relation to the materials used in the works, and the Principal Contractor is to obtain the manufacturers product data sheets, and work within the health and safety guidance given.

Designers have a duty to observe the general principals of prevention as outlined in app. 2 of the CDM 2015 and must include any hazards which they cannot eliminate in the design risk register along with details of the steps they have taken to reduce or mitigate the hazard.

The following items are identified as a potential source of risk:

- Cement and gypsum based products.
- Wet concrete/cement.
- Hardwood & softwood dust.
- MDF Board dust.
- Adhesive for floors and tiles.
- Silica dust from masonry working.
- Glass wool or similar mineral fibre insulation.
- Chemical paints, thinners, varnishes etc.
- Timber preservation treatments.
- Lead.

5.0 THE HEALTH AND SAFETY FILE

Format and Content

The principal designer is responsible for preparing the Health and Safety File and issuing it to the Client at the end of the project. The Principal Contractor and all designers (including contractors who have any design aspect to their work) have duties under the CDM Regulations to promptly provide information for the File.

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The Health and Safety File should provide information needed to allow future construction work, which includes cleaning, maintenance, alterations, refurbishment and demolition, to be carried out safely. The information in the File should alert those doing the work to the risks involved and help them to decide how to work safely. The File is to be a separate document to any other documents required under the contract, such as the building manual and/or operating and maintenance manuals.

When preparing the health and safety file, information on the following should be considered for inclusion:

- a brief description of the work carried out;
- any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos);
- hazardous materials used (e.g. lead paints and special coatings);
- health and safety information about equipment provided for cleaning or maintaining the structure;
- the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;

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APPENDIX A

HSE Download Information

The following is for guidance of CDM Duty Holders

L21: Management of health and safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance <http://www.hse.gov.uk/pubns/books/l21.htm>

L140: Hand-arm vibration
<http://www.hse.gov.uk/pubns/books/l140.htm>

L153: Managing health and safety in construction - Construction (Design and Management) Regulations 2015. Guidance on Regulations
<http://www.hse.gov.uk/pubns/books/l153.htm>

INDG305 Lead and you
<http://www.hse.gov.uk/pubns/indg305.htm>

INDG401 Working at height - A brief guide
<http://www.hse.gov.uk/pubns/indg401.pdf>

Industry guidance for Principal Designer
<http://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-principal-designers-interactive.pdf>

Industry guidance for Principal Contractors
<http://www.citb.co.uk/documents/cdm%20regs/industry-guidance-principal-contractors.pdf>

Industry guidance for Designers
<http://www.citb.co.uk/documents/cdm%20regs/industry-guidance-designers.pdf>

Industry guidance for Contractors
<http://www.citb.co.uk/documents/cdm%20regs/industry-guidance-contractors.pdf>