



DECENT HOMES

WINDOWS

TECHNICAL BRIEF AND SPECIFICATION

FOR

CHRISTIAN ACTION HOUSING ASSOCIATION

CONTRACT

PREPARED BY KENAN MEHMET AND KWAME OWUSU [Asset Surveyors]



GENERAL ITEMS OF CONTRACT

1. The scope of the works to be carried out under this contract includes the provision of new windows, in addition to associated services and redecoration, all as detailed below. The properties to be surveyed and tendered will be provided on a separate sheet.
2. The contractor shall provide a liaison officer. Their duties shall include the following:
 - The setting up of appointments for all the different visits to the residents' homes
 - Ensuring that all residents are made aware of all the start dates and likely duration of the works
 - Ensuring that the residents are made aware of the likely impact of the works
 - Ensuring that the residents are made aware of the complaints procedure
 - Ensuring that the residents remove all their possessions from the area for the duration of the works, including assisting them, or ensuring that residents are assisted, where required
3. In all cases, all visits to residents' homes shall be by appointment, and 2 attempts shall be made to gain access to the property. Where the contractor is unable to gain access to the property, the Asset Surveyor (AS) shall be notified for further action.
4. The contractor shall undertake their own Technical Survey (TS) with drawings, within each dwelling identified, to assess the scope of works.
5. The contractor shall, as part of their TS, take photographs of all the elevations of all windows showing the condition, prior to the commencement of the works.
6. Any equipment or fittings which are the property of the resident and which show signs of damage or malfunction should be noted by the contractor when undertaking their TS and the information passed back to the AS. Christian Action shall refuse to reconnect any fittings (such as blinds or curtain rails) which could cause injury to the resident(s) or damage. A letter from Christian Action will advise the resident that such equipment has been identified, and what options are available to the resident.



7. A window will only be replaced in accordance with the programme, and if the resident consents to have the works carried out. The contractor shall obtain the resident's signature indicating either, their consent for the works to be carried out, or their decision not to have the works done.
8. Where a new window is to be provided, the contractor shall organise for the window manufacturer to submit drawings to the AS for approval, as per the design principles.
9. These layouts shall be fully designed by the window manufacturer on behalf of Christian Action, the residents shall sign and date this layout, and a copy passed to the AS for final approval of the layout.
10. Consideration must be given to the presence of asbestos containing materials - within the dwellings, and the possible impact that this might have on the works.
11. The contractor must ensure that all employees and sub-contractors are trained in asbestos awareness, these details of training will need to form part of the contractor's pre-tender health & safety plans.
12. Asbestos details for each property will be given to the contractor from our asbestos register, before any work commences. Any asbestos removal that is required before the window replacement can begin - these works will be undertaken by Christian Actions specialist contractor.
13. If suspect asbestos or any other hazardous material is found after work commences, the contractor must cease any work, which could disturb or damage the suspect material. The Contractor shall immediately notify the AS, who will make the necessary arrangements for the testing, analysis, and removal (if required) of the suspect materials.
14. This contract includes the decoration after the installation - on the interior and exterior.
15. In all cases where decoration is needed, Dulux white or magnolia will be used. It will be down to the resident to redecorate beyond this choice of colour.



- 16.** The contractor shall allow for appropriate and adequate protection of the residents' furnishings and other property in the dwelling within the area of installation, prior to the commencement of the works.
- 17.** The contractor shall ensure that during the works, disruption to the resident is kept to a minimum. At the end of each working day, the contractor shall remove any builder's debris, tools and materials, and ensure that the working area is left in a clean, tidy and safe state.
- 18.** All work is to be checked by AS and the contractor whilst in progress, and signed off on completion.
- 19.** On completion of the works, the contractor and AS will carry out a Customer Satisfaction Survey.



COMPLETION/HAND OVER/POST COMPLETION DOCUMENTATION

1. On completion, the contractor will snag each property with the AS; any defects will be addressed then be handed over.
2. Except in cases where no works were carried out, on completion of each dwelling the contractor shall provide the following:
 - FENSA Certification
 - User Information Manual (e.g. Residents Handbook) containing information such as: Operating Instructions, care and maintenance and cleaning and maintenance
3. On completion of each block, the contractor shall, for EACH dwelling where works took place, submit to AS a bound copy of the following documents:
 - A 2nd copy of the Handover information
 - A copy of the signed agreed layout / design of the window
 - A copy of 'before and after' photographs
 - The BS No. of the paints used



WINDOW SPECIFICATION GENERALLY – uPVC

All windows shall be:-

uPVC formation obtained from a manufacturer acceptable to the Employers and be in full compliance with 'Secured by Design' requirements.

- Windows shall have maximum 640mm wide opening casements
- Glazing units should be dual sealed and certified in accordance with EN1279.
- Windows shall be easily accessible for opening and capable of being cleaned from the inside
- Windows shall use easy clean friction hinges
- Windows shall be capable of opening at least 30° but have child proof devices to limit opening for safety purposes which can be switched off when required
- As a minimum be double glazed with 20 mm units (minimum) (obscure glass to bathroom and W.C.'s), (note consideration of triple glazed units should be considered in order to achieve CSH 4-6).
- Windows shall have frames and locking systems to the approval of 'Secured by Design' and have PAS011 certification
- Windows shall incorporate locking casement fasteners with secure night venting
- Windows shall incorporate trickle ventilators with fly screens and external cover hoods
- Windows shall have full weatherstripping
- Glazing units should be installed in a properly drained and ventilated frame. Solid bedding should only be used if windows are factory glazed or in situations where a drained and ventilated system is impracticable or unavailable.
- Units should comply with BS6262 as described in the Glass and Glazing Federation manual.
- Site installation must ensure effective sealing around window and door frames. Installers should evidence that they have referred to the Energy Saving Trust's publications 'Putting Climate Change at the Heart of Energy Policy' and 'GPG224 Improving airtightness in buildings'.
- Where possible window suppliers should be accredited under an Environmental Management System ISO14001 or similar.
- Where possible Windows should also be ESR, (Energy Saving



- Windows shall have MDF window boards, projecting at least 25 mm beyond the finished face of the wall (except kitchens and bathrooms)
- Windows shall have tiled internal sills to kitchens and bathrooms with 150 x 150 x 5 mm white glazed ceramic tiles, (note tiles should have a minimum 30% recycled content) with plastic trims to all edges
- Windows shall have ex. 25 x 50 mm wrought softwood curtain battens; (note battens should be from FSC or PEFC certified timber) projecting 150 mm beyond the reveals, decorated to match walls

All window frames shall be set back a minimum of 85 mm from the face of the wall and all sills shall be throated and project beyond the face of the wall below or well clear of any sill below. All window frames shall be pointed all round with coloured polysulphide mastic sealant.

Glazing shall as a minimum:-

- use hermetically sealed 20 mm (minimum) double glazed units
- provide for obscure glass to bathrooms and W.C.'s
- ensure that all safety glass used is Kitemarked
- utilise internal beading to ease replacement
- comply with 'Secured by Design'

To meet CSH level 4 Windows must achieve a BFRC (British Fenestration Rating Council) rating in band B or better. Windows (including Rooflights) are to achieve a U value of 1.4 or better.

Purge Ventilation:

Windows are to provide Habitable Rooms an openable area of at least $\frac{1}{20}$ th the floor area of the room they are serving. Windows (including external doors if present) can be added up in each room to achieve the total.

Note: the provision above is for windows that can open at least 30°. If the windows cannot open 30° the Architect is to be notified so that alternative provision can be made.

Background Ventilation:

Trickle vents - Titon Trimvent 4000 Hi Lift or similar approved - are to be fitted to all windows.

The vents are to provide equivalent area ventilation at the rates as stated for each window type.

All ventilators are to be manually controllable and airtight when closed.

Vents over Kitchen counter locations or within Bathrooms are to be provided with pull chords if possible.

Note: if it is not possible to achieve the minimum equivalent area requirements as specified the Architect is to be notified immediately so that adequate provision can be made elsewhere, eg; additional air bricks.

Safety Glass:

Safety glass where noted to the external panes is to be laminated type, 6.4mm thick minimum, certificated to BS EN 356 2000 rating P2A to comply with Secured by Design standards.

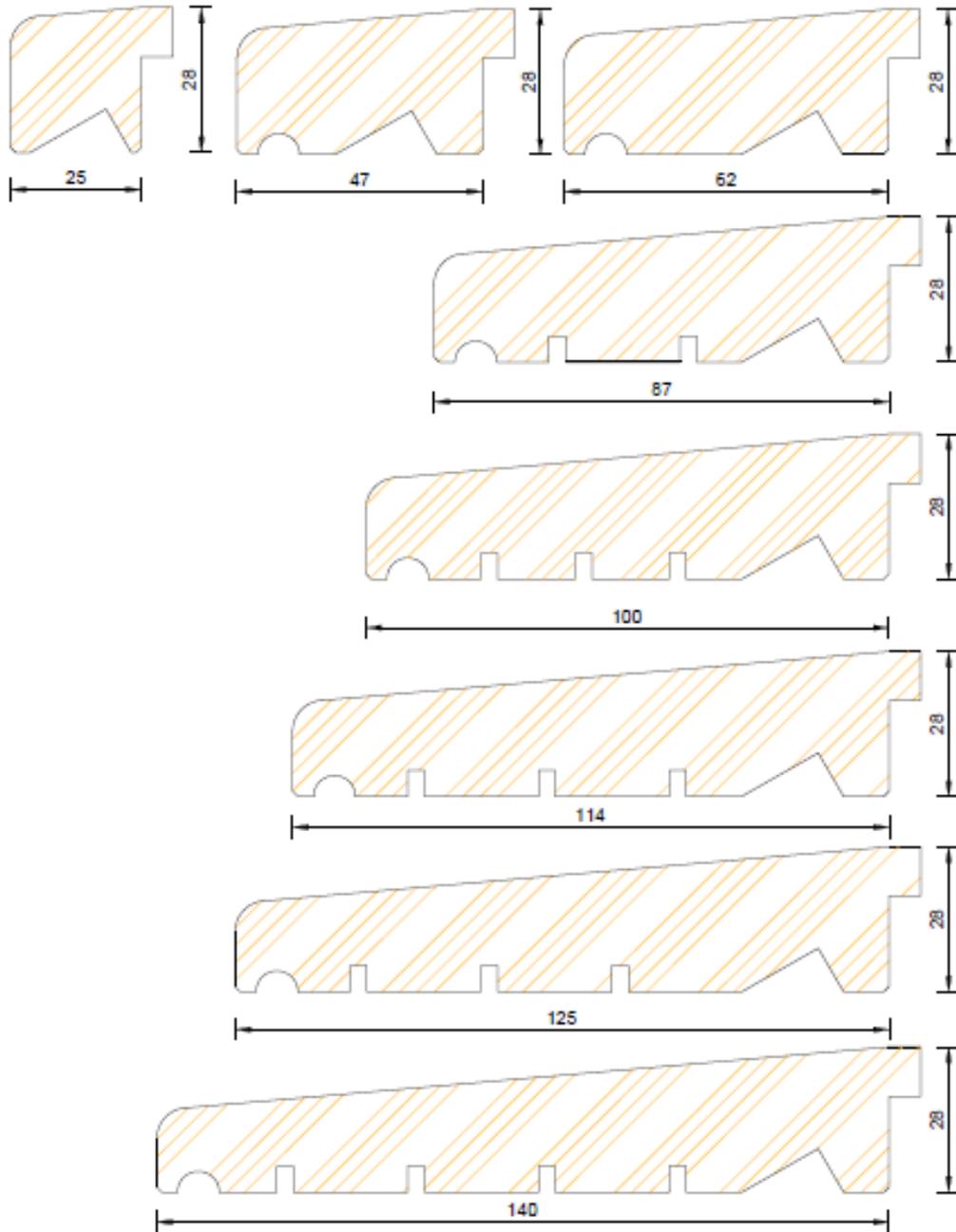
Safety glass where noted to internal panes is to comply with BS 6206:1981.

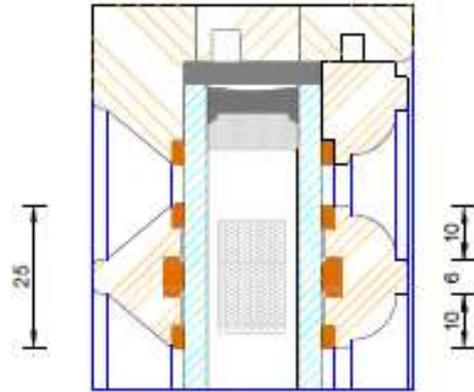
WINDOW SPECIFICATION GENERALLY – TIMBER

Type	Contemporary Spiral Balance / Contemporary Cords & Weights Traditional Spiral Balance / Traditional Cords & Weights Heritage Spiral Balance / Heritage Cords & Weights		
Wood	Softwood - Redwood Hardwood - Dark Red Meranti		
Finish	Teknos Fully Factory Finished Painted Teknos Fully Factory Finished Stained Teknos Fully Factory Finished Dual Colour		
Security	BS644:2012 PAS24:2012 / PAS24:2016 (Secured By Design & Part Q Building Regulations)		
Glazing	Type & U-Value		Options
	Triple Glazed	0.8-1.3 W/m ² K	Laminated Safety (6.4mm)
	Double Glazed	1.2-1.7 W/m ² K	Laminated Security (6.8mm)
	Slim-Line Glazed *	1.3-1.5 W/m ² K	Toughened
	Single Glazed *	4.5-4.7 W/m ² K	Acoustic **
	*Heritage Range Only / **Contemporary & Traditional Only		Obscure & Coloured
Ironmongery	Fasteners	Sash Lifting	Sash Locking
	Fitch Locking (C,T,H)	Hook Lift (C,T,H)	Sash Lock (C,T)
	Fitch Non-Locking (C,T,H)	Ring Pull (C,T,H)	Angel Ventlock (C,T)
	Brighton Fastener Locking (T,H)	D Handle (C,T,H)	Heritage Sash Lock (H)
	Brighton Fastener Non-Locking (T,H)		
	C: Contemporary / T: Traditional / H: Heritage		
Cill Extensions	168mm overall (Contemporary & Traditional Range Only) 140mm overall (Heritage Range)		

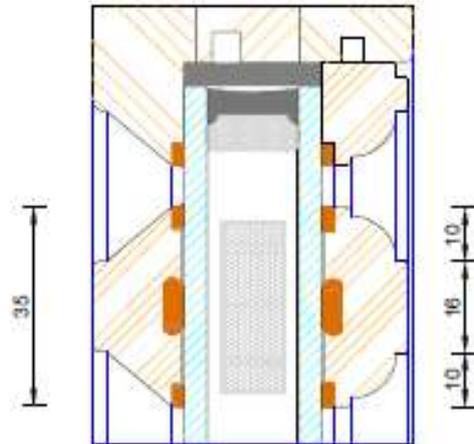


WINDOW SPECIFICATION SPECIFICS – TIMBER

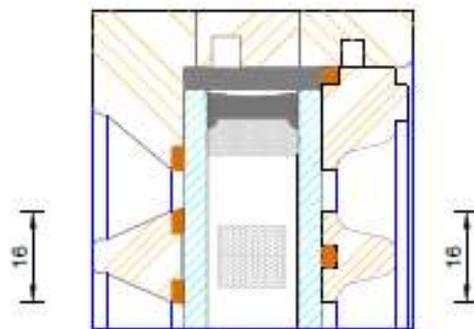




STANDARD OVOLO 25MM WIDE



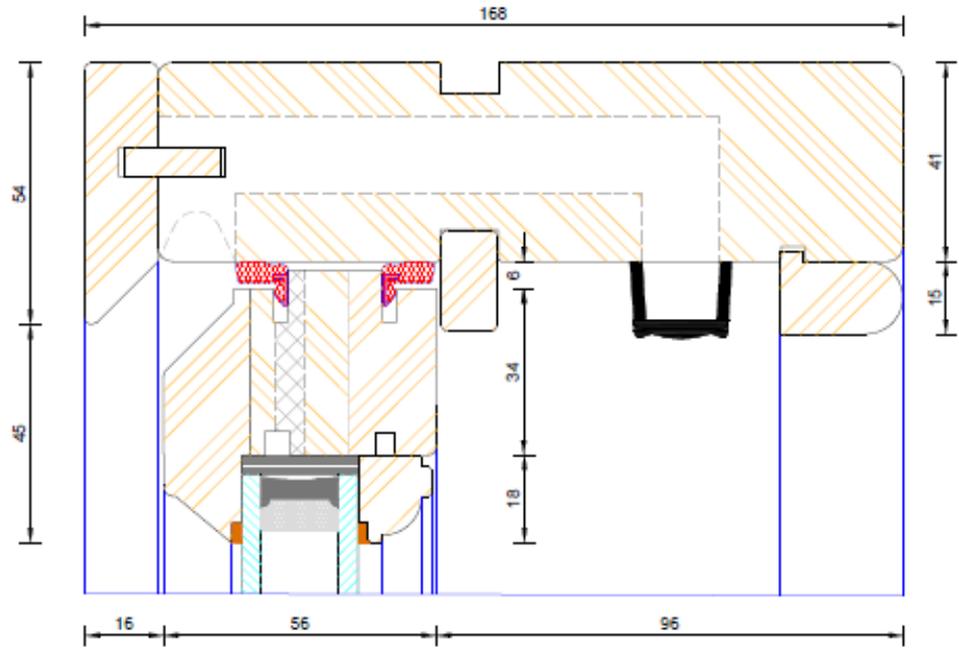
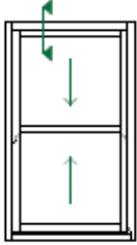
STANDARD OVOLO 35MM WIDE



NARROW LAMBS TONGUE 16MM WIDE

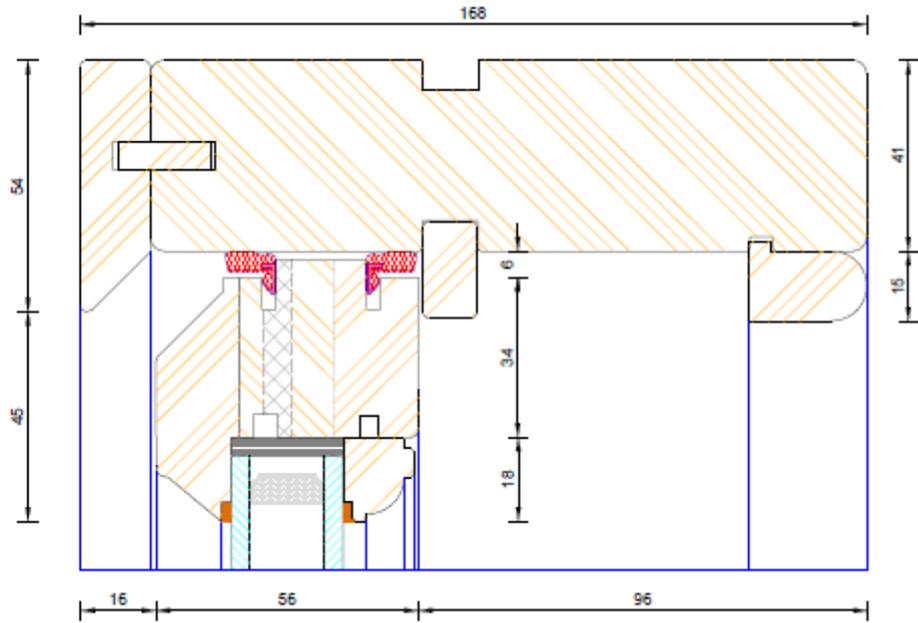
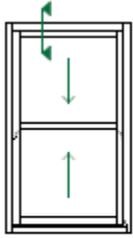


christian action housing



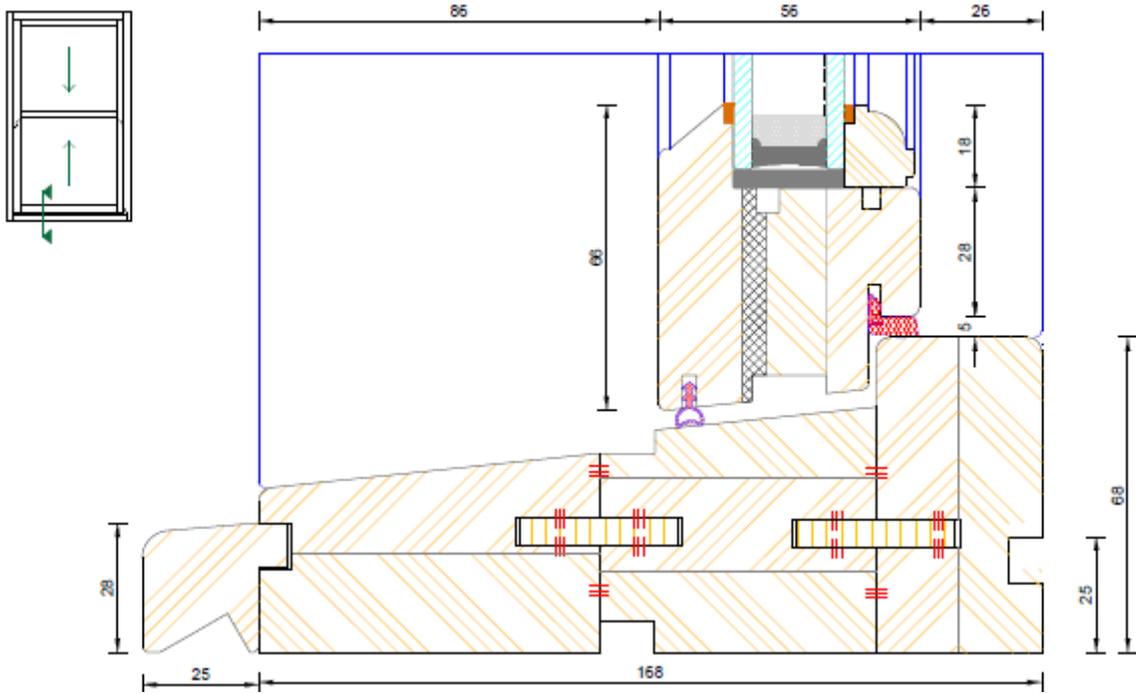


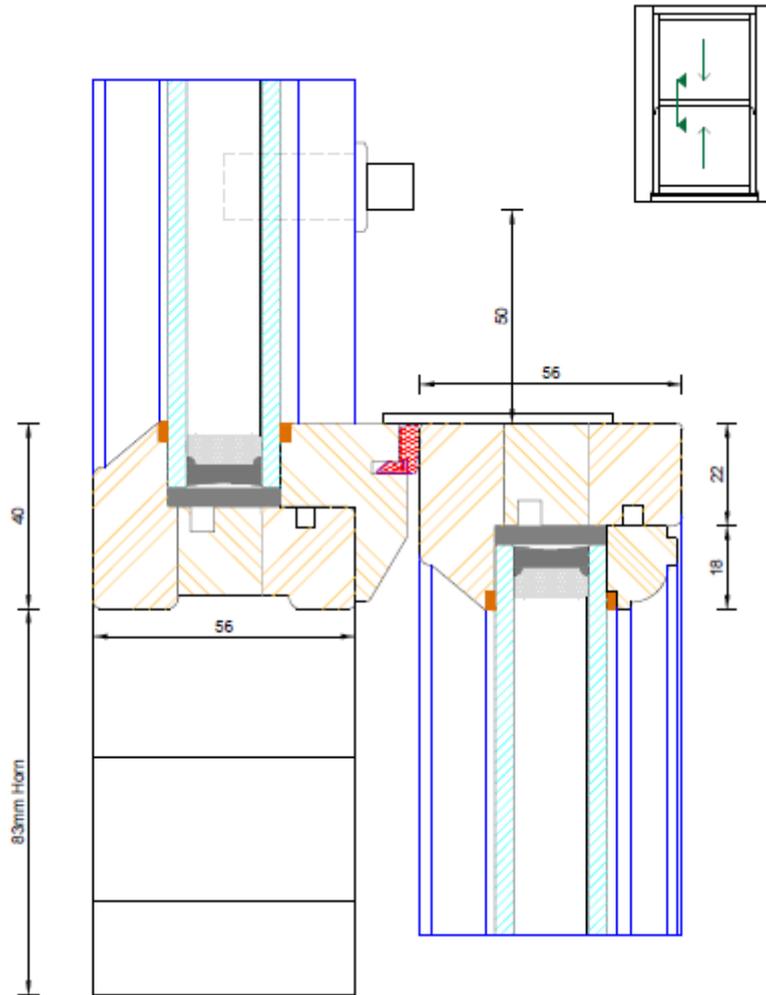
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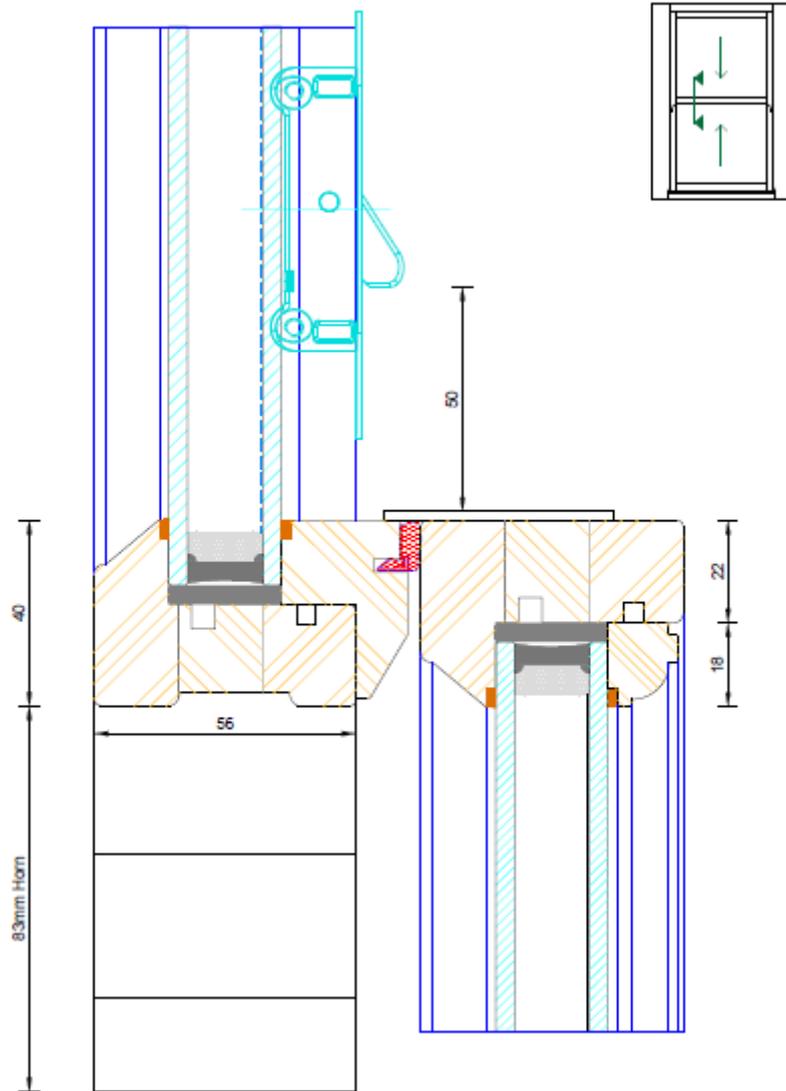


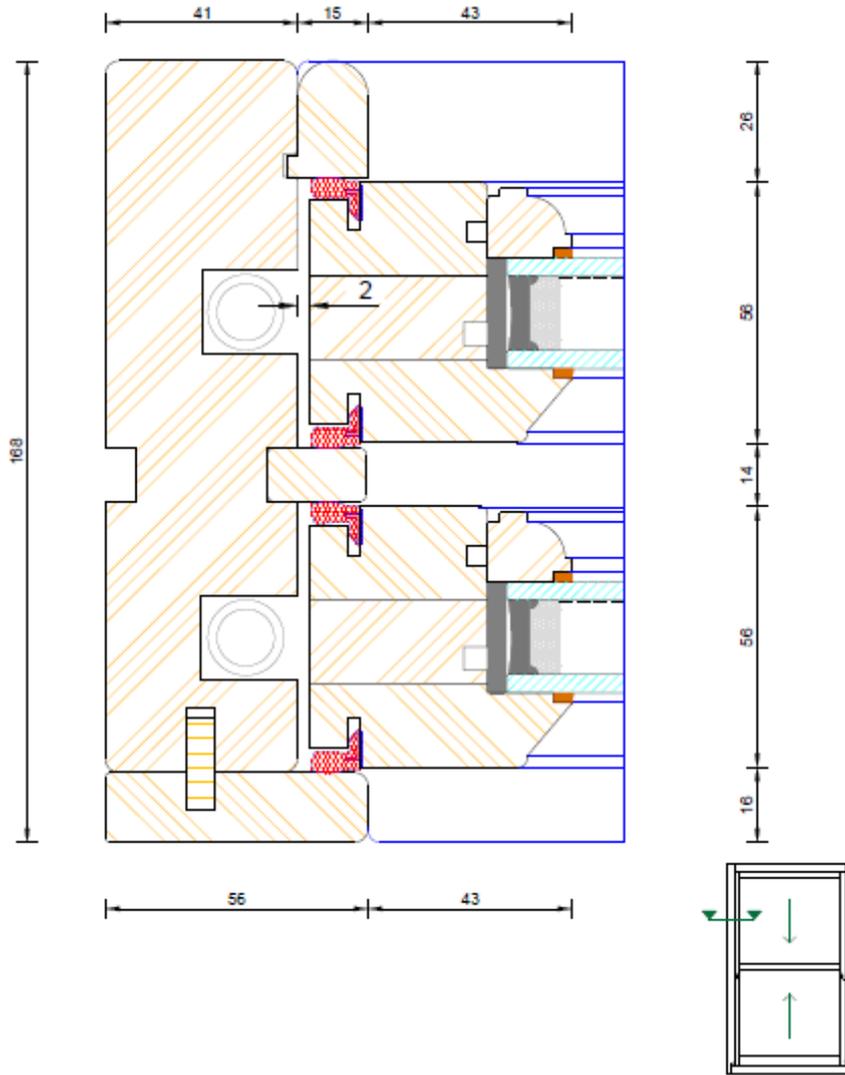


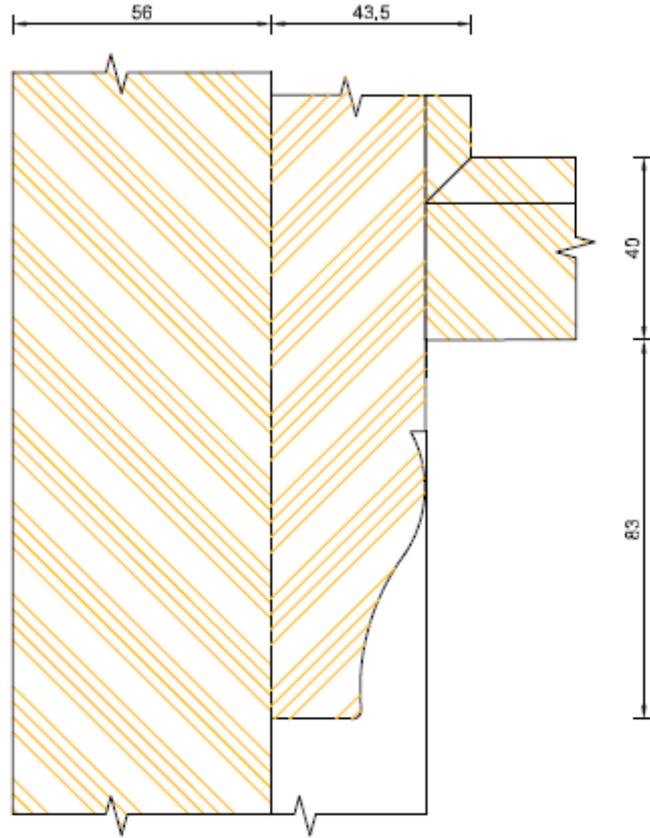
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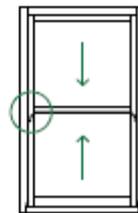


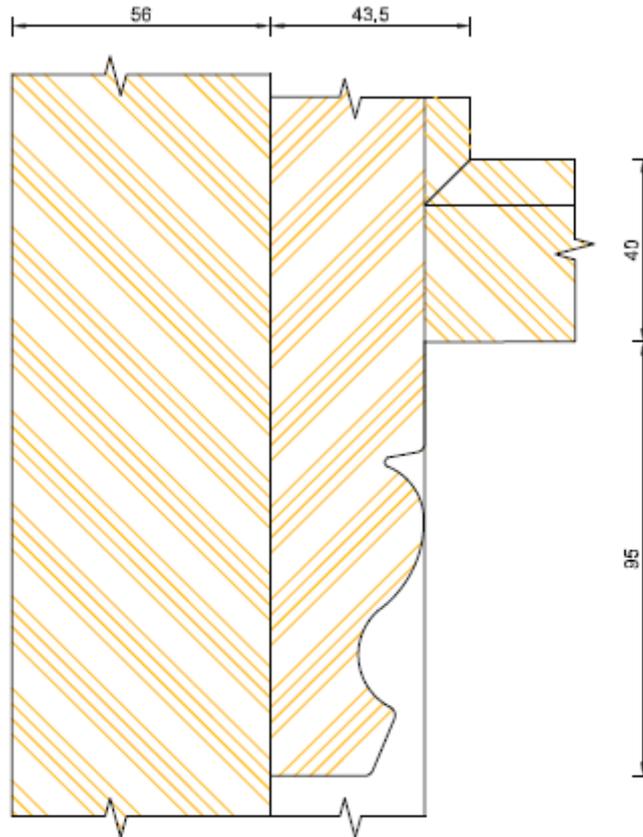




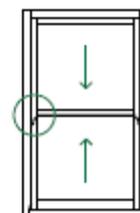


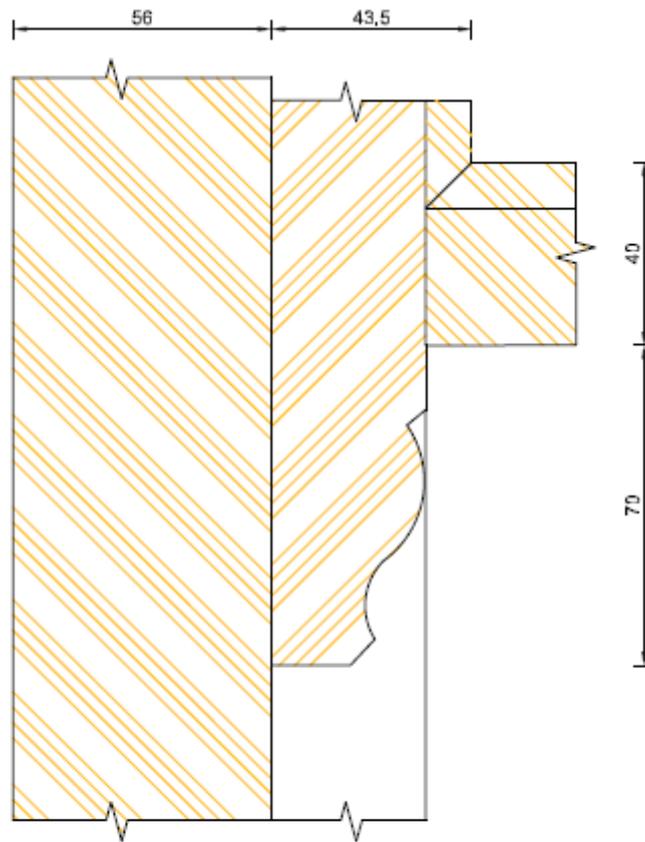
Horn Design: BELSAY
Top Sash Horn Viewed From Outside



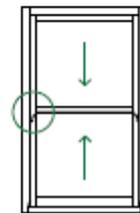


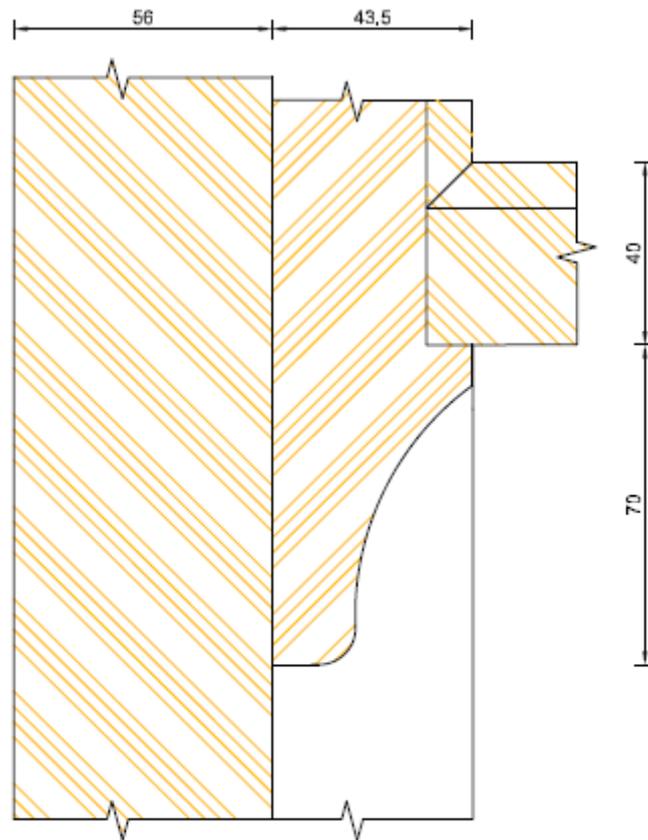
Horn Design: CAMBER
Top Sash Horn Viewed From Outside



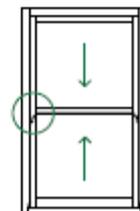


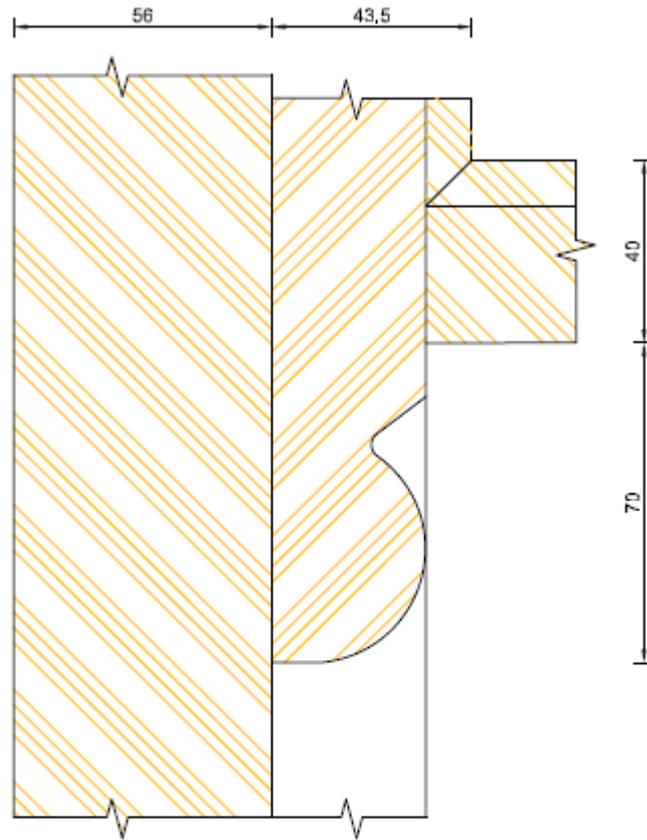
Horn Design: DALTON
Top Sash Horn Viewed From Outside



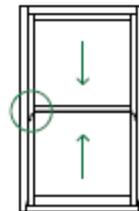


Horn Design: ELSDON
Top Sash Horn Viewed From Outside



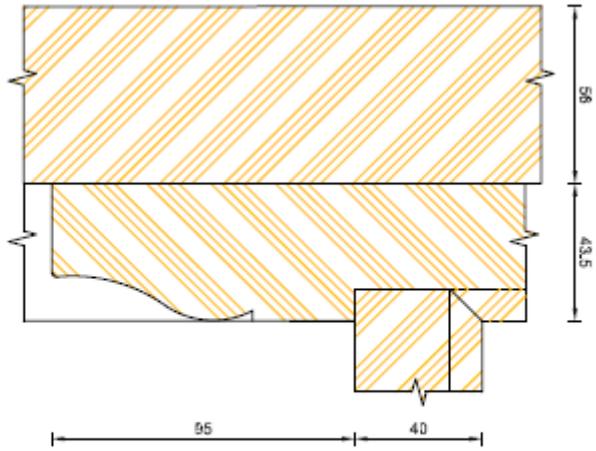


Horn Design: FARNHAM
Top Sash Horn Viewed From Outside

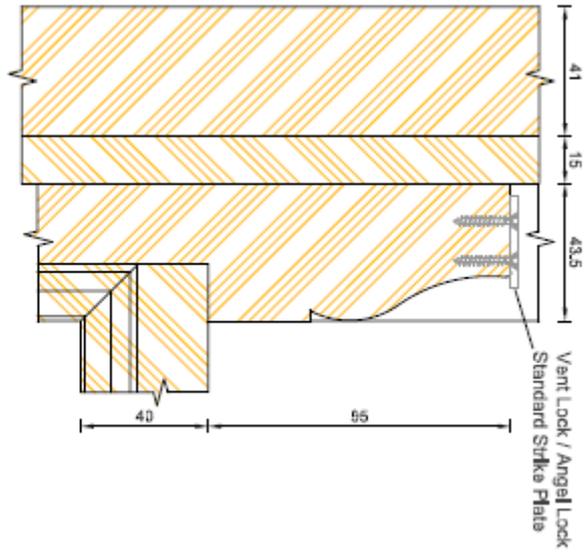


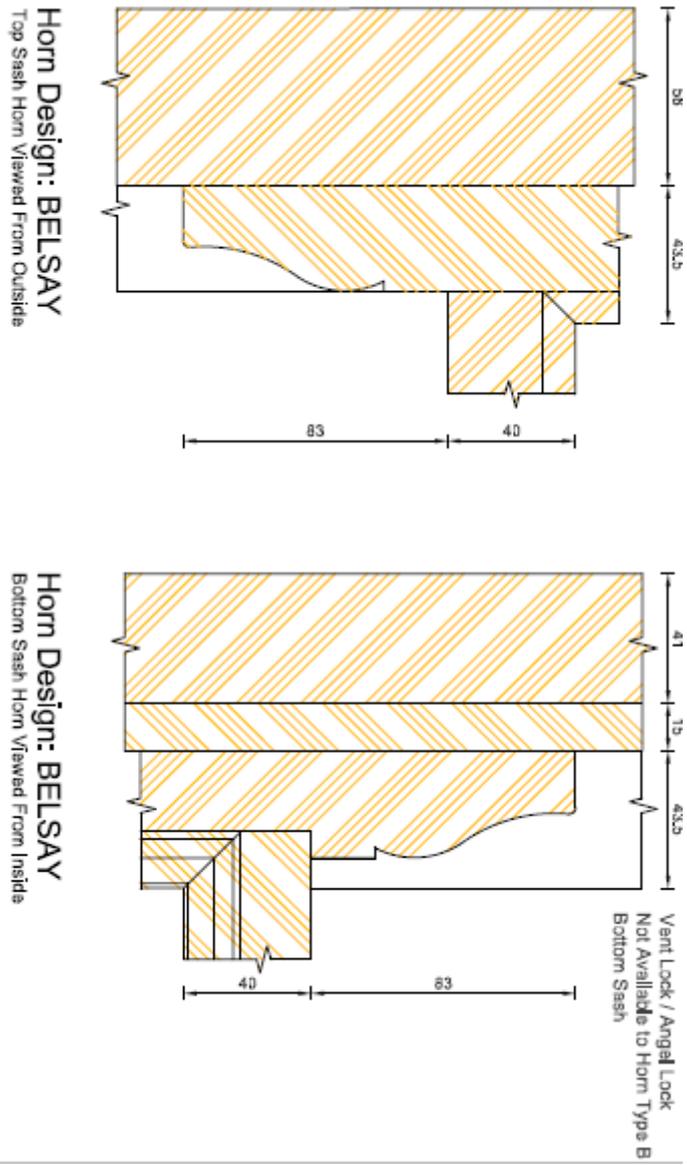


Horn Design: AYDON
Top Sash Horn Viewed From Outside



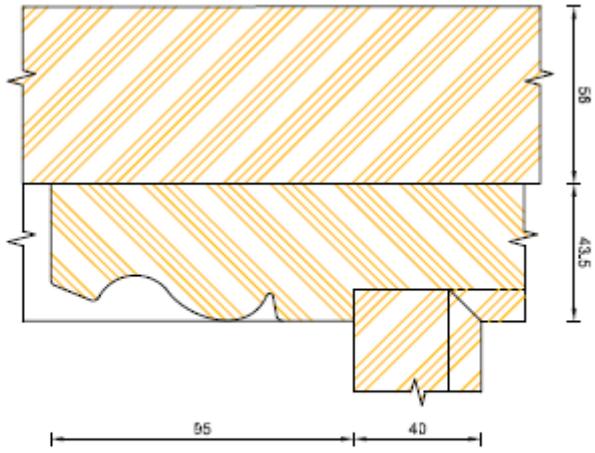
Horn Design: AYDON
Bottom Sash Horn Viewed From Inside



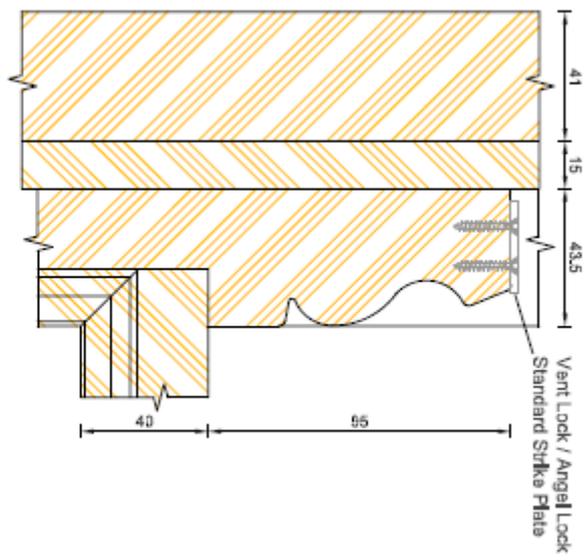




Horn Design: CAMBER
Top Sash Horn Viewed From Outside

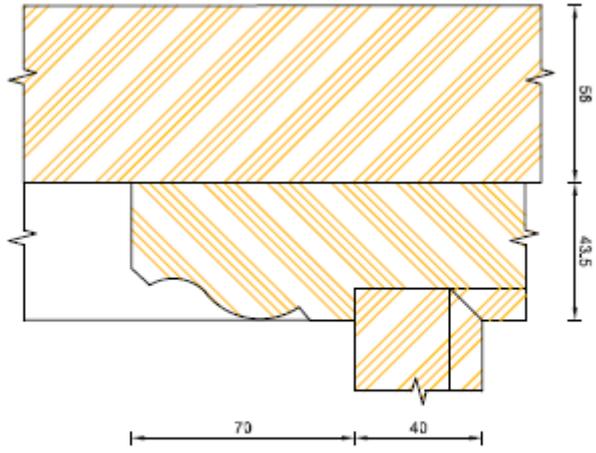


Horn Design: CAMBER
Bottom Sash Horn Viewed From Inside

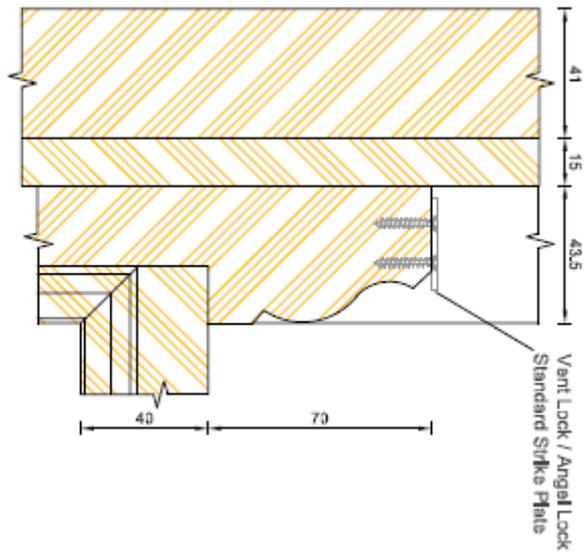


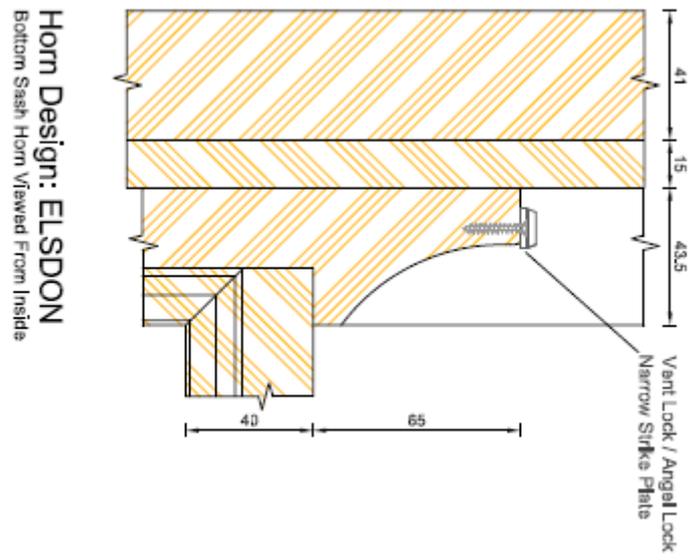
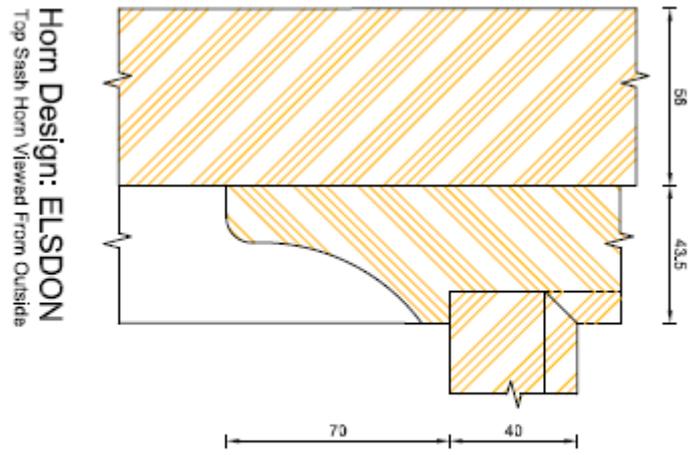


Horn Design: DALTON
Top Sash Horn Viewed From Outside



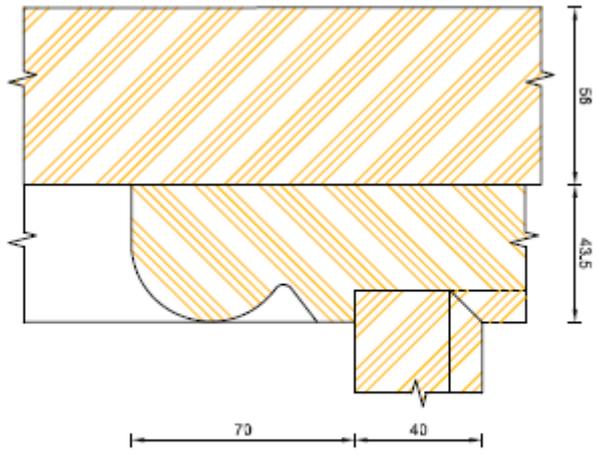
Horn Design: DALTON
Bottom Sash Horn Viewed From Inside



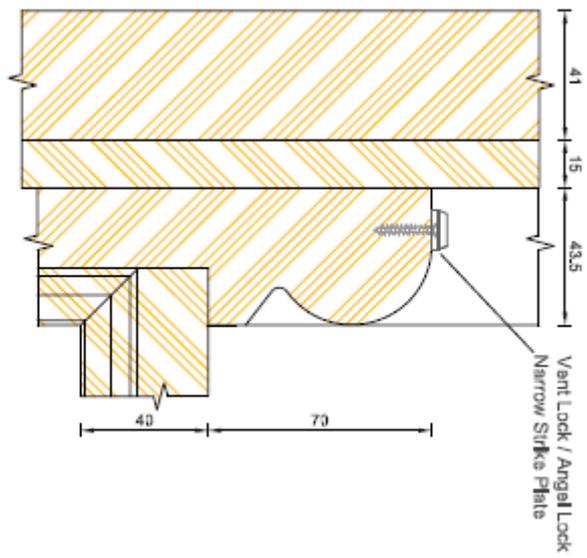


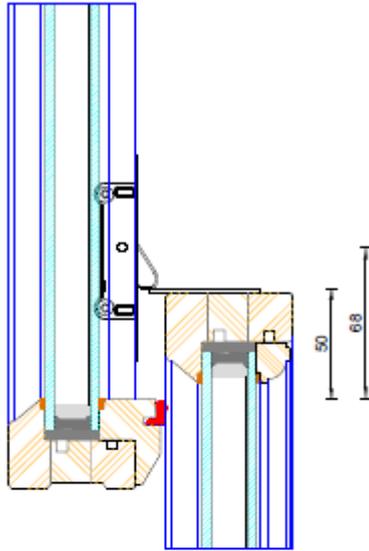


Horn Design: FARNHAM
Top Sash Horn Viewed From Outside

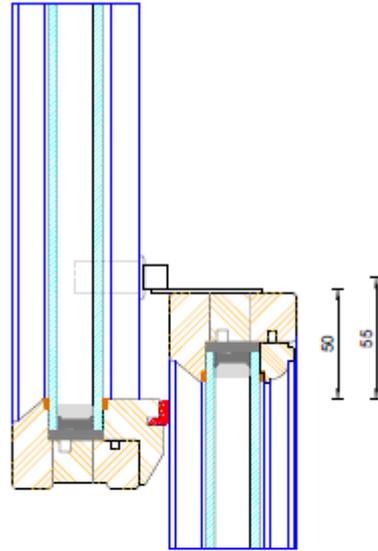


Horn Design: FARNHAM
Bottom Sash Horn Viewed From Inside

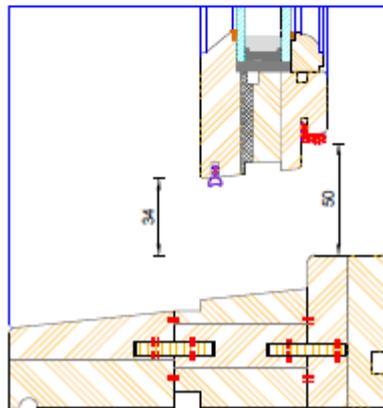
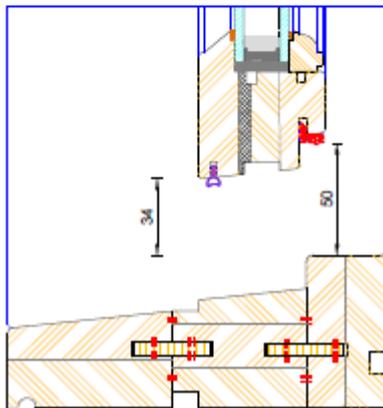


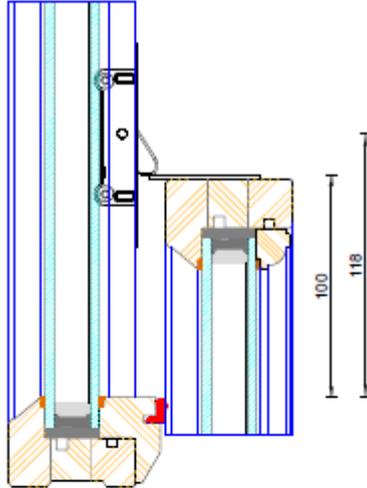


ANGEL LOCK

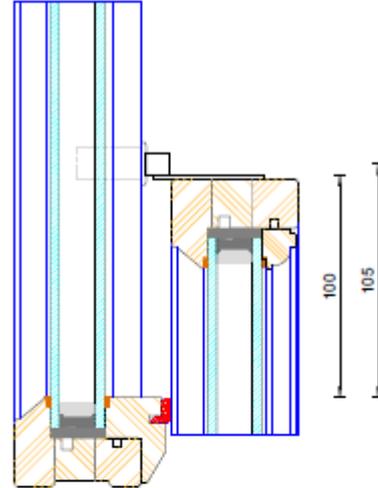


VENT LOCK





ANGEL LOCK



VENT LOCK

