



**TENDER FOR THE
REFURBISHMENT**

OF

**NEVILLE HOUSE
CORBY**

TENDER – DOCUMENT 3A

**Employer's Requirements
Refurbishment Specification**

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1.0 Preamble

Neville House is a prominent 1960's five storey building, located on the edge of Corby's town centre.

Construction is by way of an exposed insitu. concrete frame, with infill precast concrete floors and roof, with an external envelope comprising a mixture of composite, glazed and coarse aggregate infill panels, "bookended" by facing brickwork, with further brickwork to the rear of the off-set utility / access core, which has decorative concrete tiles to the front.

The ground floor is currently used for shops & restaurants, while the shell of the first floor has recently been fitted out by the landlord for letting as either office space or some form of leisure activity.

The "floating" top three storeys and roof terrace, along with a ground floor entrance lobby and the utility / access core are residential, accommodating twelve existing maisonettes (six 2-bed and six 3-bed) over the three floors, with a central access corridor on the 3rd floor.

This residential demise was taken over by a Housing Association in the late 1980s, but was subsequently vacated in 2009.

It is the intention of the Employer (Corby Borough Council [CBC]) to take over the remaining Lease and refurbish the residential demise to provide twelve modern and safe 2-bed maisonettes for affordable rent, while renewing the external envelope / façade to improve its performance and visual contribution to the town centre.

To this end the authority (by way of a single-stage fixed lump sum tender, based on outline Specification & Drawings), wishes to appoint an experienced design & build contractor, with a proven track record of successfully delivering this type of refurbishment in a semi-restricted town centre location; on time, on budget and to the specified level of quality.

2.0 Employer's Requirements

The Employer's Requirements are detailed within the following Tender Documents –

- Document 2 - Preliminaries & General Conditions
- Document 3A - Refurbishment Specification (this document)
- Document 3B - Architectural Specification
- Architectural Drawings
 - See Preliminaries & General Condition – Clause A11/110
- Site Investigations / Pre-Construction Information
 - Refurbishment Asbestos Survey
 - Fire Safety Design Review
 - Passenger Lift Refurbishment Specification
 - A Summary Document of Initial Structural Investigations into Insitu Concrete Frame to Upper Floors
 - Including Concrete Survey & Test Results
 - Additional Concrete Investigations & Testing
 - Indicative Concrete Repair Specification Document
 - A Summary Report of the Existing Mechanical and Electrical Building Services
- Supplementary Documentation
 - Planning Permission Decision Notice
 - Draft Performance Bond

3.0 Scope of Works

The Scheme shall comprise of detailed design & refurbishment to the whole of the Works, being –

- 3.1 External Envelope of the Residential Demise (Levels 02, 03 & 04, Roof, Utility / Access Core & Ground Floor Entrances)
- 3.1.1 Remove & dispose of redundant lights, aerials, cabling and other equipment at roof level
 - 3.1.1.1 Identify, retain and protect existing “live” services, such as the satellite dish serving the betting shop on the ground floor
 - 3.1.1.2 The cable servicing this dish shall be discreetly concealed within the Works as it rises up the outside of the building
 - 3.1.2 Remove & dispose of secondary high railings in former roof level drying area
 - 3.1.3 Remove & potential retain existing roof level railings for re-use*
 - 3.1.4 Remove & dispose of roof coverings to expose concrete roof decks, including the utility / access core
 - 3.1.5 Remove & dispose of coarse aggregate, composite & glazed infill panels from a total of 36no. concrete “bays” within the frame on the front & rear elevations, plus glazing on the rear of the utility / access core and the Lift Motor Room to the front
 - 3.1.6 Remove & dispose of smoke relief vents on end elevations
 - 3.1.7 Remove & dispose of concrete refuge balconies at rear
 - 3.1.8 Undertake specialised concrete remedial works to repair & preserve exposed concrete frame & pre-cast concrete roof deck & soffits, including making good following removal of balconies
 - 3.1.8.1 See 18.0 – Concrete Remediation & Protection
 - 3.1.9 Install an automatic opening vent in roof at top of stairwell
 - 3.1.10 Supply & lay new insulated roof covering, suitably reinforced to support pedestrian walkways and a potential future solar array
 - 3.1.11 Supply & fit two replacement uPVC external doors complete to the utility / access core to access roofs
 - 3.1.12 *Reinstate repaired, modified & decorated roof level railings after raising the insulated finished roof level or replace with new
 - 3.1.13 Supply & discreetly install a new communal digital TV aerial and satellite dish on the utility / access core at roof level, with cabling down to individual maisonettes
 - 3.1.14 Supply & install a suitable duct to run future cabling from the proposed solar array at roof level to a central distribution point on Level 03
 - 3.1.15 Supply & install replacement composite rainscreen & glazed infill panels to front & rear elevations
 - 3.1.16 Supply & install replacement glazing to the utility / access core
 - 3.1.17 Reinstate window & panelling on half-landing at rear up to Level 01 with new
 - 3.1.18 Provide new terminations for all envelope penetrations, i.e. ducts, vents pipes & grills
 - 3.1.18.1 Excluding ventilation shaft retained for the benefit of the landlord**
 - 3.1.18.2 SVP rising up from the rear of Level 01 is simply to be removed
 - 3.1.19 Clean & repair all retained brickwork, including insulate cavities with blown mineral fibre
 - 3.1.20 Clean, repair & decorate all retained metalwork
 - 3.1.21 Replace smoke relief vent on each end elevation with a window incorporating an automatic opening vent
 - 3.1.22 Clean & repair retained decorative concrete tiles to front of utility / access core and insulate cavity
 - 3.1.23 Supply & fit insulation boards to exposed soffits below Level 02
 - 3.1.24 Replace front and rear entrance doors / side screens at ground level, including arson resistant letter boxes to side of front entrance door and stencilled glazing above
 - 3.1.25 Provide new external lighting to entrance doors at ground level

- 3.1.26 Supply & install new intercom / door entry system between communal front door and individual maisonettes

3.2 Internal – Communal Areas (General)

- 3.2.1 Asbestos removal, as identified within the Refurbishment Asbestos Survey
- 3.2.2 Clear & dispose of all rubbish & debris
- 3.2.3 Strip & dispose of electrical installation back to communal meter in distribution room on Level 02 and test to ensure existing meter is satisfactory, before re-wiring as necessary
 - 3.2.3.1 Excluding existing Lightning Protection, which is to be retained & tested
- 3.2.4 Strip & dispose of all pipework, ductwork & disposal installations down to the lowest point of the residential demise and re-pipe / duct as necessary
 - 3.2.4.1 **Excludes ventilation shaft running full height of building for the benefit of the landlord, which is to be retained
- 3.2.5 Undertake CCTV Survey of remaining private drainage through to public sewer connection to confirm condition
- 3.2.6 Strip & dispose of all mechanical installations
- 3.2.7 Undertake specialised concrete remedial works to repair & preserve any exposed concrete frame or pre-cast concrete soffits or floors as required, including any specific internal locations identified within the Concrete Survey
- 3.2.8 Provide new bulkhead lighting with exposed metal conduit and emergency lighting with integral batteries
- 3.2.9 Supply & fit all statutory signage
- 3.2.10 Provide new rising water main & equipment to ensure all twelve maisonettes have a metered domestic supply and sufficient supply for a domestic “misting” sprinkler system
- 3.2.11 Provide each maisonette and the large ancillary room on each floor with a standard telephone & broadband service
- 3.2.12 Remove redundant water supply tank, brick piers and associated pipework

3.3 Level 00 Entrance Lobby

- 3.3.1 Form new barrier matt inside front door
- 3.3.2 Supply & fit timber skirtings where none currently exist
- 3.3.3 Retain & clean existing clay floor & skirting tiles
- 3.3.4 Where the secondary entrance door has previously been removed –
 - 3.3.4.1 Remove ceiling bulkhead and re-board / skim area of exposed ceiling
 - 3.3.4.2 Enlarge matt well as per drawing; fill, level and lay section of sheet vinyl, with a bespoke transfer design (design tbc)
- 3.3.5 Repair walls & ceiling as required and redecorate all previously painted surfaces
- 3.3.6 Supply & fit new fire alarm panel, including an Emergency Voice Communication System (EVCS) to the refuge point on Level 03 and controls for the Fire & Rescue Service to remotely operate the AOVs
 - 3.3.6.1 Provide a dedicated telephone line to the Employer’s 24hr Control Room
- 3.3.7 Provide two single “cleaners” power sockets
- 3.3.8 Ensure timber stair tread openings and balustrade height / gaps conform to current regulations
- 3.3.9 Replace “nosings” on timber stairs and repair hardwood edge trims
 - 3.3.9.1 See Asbestos Survey
- 3.3.10 Prepare & coat timber stairs & edge trims
- 3.3.11 Remove security shuttering

3.4 Stairwell & Landings

- 3.4.1 Plaster & decorate new blockwork wall at Level 01
- 3.4.2 Repair walls & ceiling as required and redecorate all previously painted surfaces

- 3.4.3 Provide a single “cleaners” power socket on each landing
- 3.4.4 Ensure balustrade height / gaps conform to current regulations
- 3.4.5 Fix “nosings” to concrete stairs
- 3.4.6 Clean full height of concrete stairs
- 3.4.7 Polish concrete stairs up to and including Level 03
- 3.4.8 Lay vinyl to landing on Level 02
- 3.4.9 Supply & fit new fire doors, as per the Fire Strategy Plan
- 3.4.10 Construct fire resistant stairwell partition on Level 03, as per the Fire Strategy Plan
- 3.4.11 Supply & fit a tall security gate to prevent unauthorised access above Level 03
- 3.4.12 Supply & fit a manual fire call point on each accessible landing and EVCS at refuge on Level 03
- 3.4.13 Fit smoke detector on ceiling at head of stairs to trigger alarm & operate stairwell AOV
- 3.4.14 Supply & install safety mesh in central stair void

3.5 Level 03 Communal Access Corridor

- 3.5.1 Form fire resistant smoke lobbies / corridors as per the Fire Strategy Plan
- 3.5.2 Fit smoke detectors to trigger alarm and operate corridor AOVs
- 3.5.3 Remove ceiling bulkheads from outside flat entrances
- 3.5.4 Investigate whether existing profiled sheet to corridor ceiling is Fire Rated Class O (see Architectural Specification K10/60)
- 3.5.5 Repair existing ceilings & beam boxing as required and redecorate, including corrugated metal ceiling in corridors if it complies
 - 3.5.5.1 Provide an extra-over price for a replacement Class O acoustic ceiling in case it does not
- 3.5.6 Strip out, block-up, insulate & board all openings in corridor walls (i.e. valve compartments, fire hose reel, etc.) to ensure fire compartmentation integrity
- 3.5.7 Replace all front doors to maisonettes with 60 minute fire doors and block-up side panels
 - 3.5.7.1 Front doors to Flat 1-6 are to be relocated, as per Drawings
- 3.5.8 Skim walls complete, renew all skirting & architrave and redecorate
- 3.5.9 Renew sheet vinyl flooring
- 3.5.10 Provide single “cleaners” power sockets in Main Lobby and in each of the two corridors (multiple in longer corridor)
- 3.5.11 Supply & fit “German” slimline clay core electric radiators, such as the “Economiser” or Aeroflow “Electrorad” (or similar approved), with tamperproof stats in the two corridors to provide background heating

3.6 Ancillary Rooms

- 3.6.1 Asbestos removal, as identified within the Refurbishment Asbestos Survey
- 3.6.2 Clear & dispose of all rubbish & debris
- 3.6.3 Repair walls & ceiling, replace skirtings & architraves and redecorate all previously painted surfaces
- 3.6.4 Renew lighting & emergency lighting
- 3.6.5 Provide two double sockets and one double data socket for the large ancillary room on each floor
 - 3.6.5.1 One double socket only in each small ancillary room
- 3.6.6 Extend new sheet vinyl flooring from landing / corridor on Levels 02 & 03 into ancillary rooms, except for Electrical Distribution Room, which shall receive floor paint
- 3.6.7 Supply & fit fluid filled electric radiators such as the “Vantage” (or similar approved), with integral stat, sufficient to provide comfort heating in the large ancillary room on Levels 02, 03 & 04 and background heating in the large ancillary room at Roof Level.
- 3.6.8 Replace any remaining internal doors not specifically identified on the Fire Strategy Plan

3.7 Lifts

- 3.7.1 Asbestos removal, as identified within the Refurbishment Asbestos Survey
- 3.7.2 Clear & dispose of all rubbish & debris
- 3.7.3 Full implementation of the Passenger Lift Refurbishment Specification, including Additional Recommendations
- 3.7.4 Lift Motor Room
 - 3.7.4.1 Remove all redundant mechanical & electrical installations (excluding auxiliary lift motor)
 - 3.7.4.2 Renew lighting & emergency lighting, plus provide a double power socket for maintenance use
 - 3.7.4.3 Repair walls & ceiling, replace skirtings & architraves and redecorate all previously painted surfaces
 - 3.7.4.4 Paint concrete floor
 - 3.7.4.5 Supply & fit fluid filled electric radiator, such as the “Vantage” (or similar approved), with integral stat, sufficient to provide background heating
- 3.7.5 Auxiliary lift to be made safe

3.8 Twelve Existing Maisonettes

- 3.8.1 Asbestos removal, as identified within the Refurbishment Asbestos Survey
- 3.8.2 Clear & dispose of all rubbish & debris
- 3.8.3 Strip & dispose of the following –
 - 3.8.3.1 Electrical installation back to and including consumer unit
 - 3.8.3.2 Plumbing installation complete
 - 3.8.3.3 Kitchen units and bathroom suite
 - 3.8.3.4 Internal doors
 - 3.8.3.4.1 Front Doors (see 3.5.7)
 - 3.8.3.5 Internal partition walls / glazing and compartments, as per Drawing 2001 Rev C
 - 3.8.3.6 Wall paper
 - 3.8.3.7 Defective plaster on ceilings & walls
 - 3.8.3.8 Floor finishes
 - 3.8.3.9 Pipe boxing
 - 3.8.3.10 Any remaining finishes / fixtures preventing a visual inspection of each maisonette’s 60 minute fire compartmentation
- 3.8.4 Visually inspect each maisonette’s 60 minute fire compartmentation for integrity and block-up / fire stop as required
- 3.8.5 Undertake specialised concrete remedial works to repair & preserve any exposed concrete frame or pre-cast concrete soffits or floors as required, including any specific internal locations identified within the Concrete Survey
- 3.8.6 Erect new stud partitions, as per Drawing 2001 Rev C
- 3.8.7 Provide new water meters and test to ensure existing electricity meters are satisfactory
- 3.8.8 Supply & install new electrical, mechanical, plumbing & telecommunication installations, including a domestic fire alarm & “misting” sprinkler system
- 3.8.9 Space Heating
 - 3.8.9.1 Supply & fit “German” slimline clay core electric radiators, such as the “Economiser” or Aeroflow “Electrorad” (or similar approved), including wireless stats
- 3.8.10 Water Heating
 - 3.8.10.1 Supply & install an ESP Ecocent 200 hot water air source heat pump (or equivalent approved), extracting air from the kitchen and/or bathroom, including modifications to cylinder cupboard
- 3.8.11 Overboard & skim ceilings with a preparatory system to provide a minimum service void for electrical Installation (see Architectural Specification)
- 3.8.12 Board & skim remaining walls as required, including supply & fit internal glazing as per Drawings 2000 & 2001 Rev C

- 3.8.13 Overboard potential “cold bridging” details above / around windows with thermal plasterboard
- 3.8.14 Ensure stair tread openings and balustrade height / gaps conform to current Regulations
- 3.8.15 Supply & fit new internal doors with new ironmongery
- 3.8.16 Supply & fit new kitchen units & bathroom suite
- 3.8.17 Box in remaining pipework as required
- 3.8.18 Supply & fit ceramic tiling to walls in kitchen and bathroom as specified
- 3.8.19 Redecorate throughout
- 3.8.20 Floors to be levelled as required with latex
- 3.8.21 Supply & lay acoustic underlay to all floors
- 3.8.22 Supply & lay new sheet vinyl flooring in kitchen & bathroom

All as per the Employer’s Requirements.

The services provided by the Contractor within their Tender Price shall include (although not necessarily limited to) the following –

- Diversion, disconnection and / or protection of existing services
- Asbestos removal, strip out, site clearance and disposal of waste
- Concrete remediation
- Design, including; architectural, structural engineering & building services
- Statutory consents including –
 - Discharge of Planning Conditions
 - Building Control Approval and the discharge of all associated Conditions
- The design, erection, use and dismantling of all temporary works
- The Refurbishment Works
- Provision of new services, including all; permissions, agreements, fees, charges, works, costs & bonds required to service these dwellings (and where applicable communal areas) with mains; water, electricity, telecommunications and the discharge of storm water & foul sewerage into adopted sewers
 - The building currently has a gas main that rises to Level 01. Nevertheless, the Employer intends to progress with an all-electric heating solution.
- Provide all statutory documentation relating to the refurbishment and all further documentation required by these Employer’s Requirements
- Provide 12 month Service Contracts for the Lift, Fire Alarm, EVCS, Emergency Lighting and AOVs
- The Rectification of Patent Defects for 12 months from Completion and Latent Defects for 12 years under Deed

4.0 Design Standards

The Employer wished to retain direct control over the aesthetics of this scheme, so the external cladding has already been designed by the Employer’s architect and this design has subsequently obtained Planning Permission.

Furthermore, given the tragic events at Grenfell Tower in 2017, the Employer has agreed a Fire Safety Strategy for the scheme, which has resulted in certain elements of the design becoming fixed at an early stage.

Details of both these elements can be found in the Architectural Specification and Drawings and the Fire Safety Design Review.

The authority also has a standardised specification for fixtures & finishes across its housing stock, which can be found within this Refurbishment Specification.

The Planning Application / Permission included the potential for a future solar array at roof level and while this solar array is NOT included within the Contract, its future existence needs to be borne in mind when designing the roof covering and electrical installation.

The refurbishment shall also conform to the following –

4.1 Planning Permission

Planning Permission for this development was granted on 15th February 2018 (Application No. 17/00645/REG3) and the Contractor shall fulfil the requirements of the Planning Conditions and where appropriate, obtain written confirmation of their Discharge.

4.2 Building Regulations

After completing its detailed design, the Contractor shall prepare and submit a Full Plans Building Regulations Application for approval, ensuring that any resulting Conditions are suitably discharged.

The Contractor shall also ensure the development obtains a Completion Certificate, by procuring the services of Corby Borough Council Local Authority Building Control (LABC) to inspect the Works.

Given there is no proposed change of use and no change in the number of dwellings, it has been confirmed that refurbishment of the building need not comply with certain Approved Documents.

Nevertheless, where this proves to be the case, the latest Building Regulations shall still form the basis of the minimum design standard, with the possible exception of AD Part B (see 4.3 Fire).

4.3 Fire

It is acknowledged the development will require a periodic Fire Risk Assessment from completion and that given the age and design of the building, full compliance with AD Part B is unlikely to be achieved.

As a consequence, the following design principles have been applied, which were subsequently reviewed based on a “stay put” strategy (see Fire Safety Design Review) -

- Replacement external cladding will be recessed within the concrete frame to resist external fire spread
- The outer external decorative finish of the replacement cladding shall have limited combustibility
- The build up behind this decorative cladding finish, including insulation, shall be fully non-combustible
- Existing fire compartmentation shall be visually inspected and verified following strip out, with any remedial works undertaken
- Internal layout of the maisonettes has been revised to provide a 30 minute protected escape route within each dwelling
- Each maisonette shall have a standard alone, domestic, interlinked, mains powered fire alarm, with battery back-up
- Each maisonette shall have a domestic “misting” sprinkler system with concealed heads to suppress fire
- A second “double tap” fire detection system protecting the communal areas, will activate the AOVs to keep escape routes clear of smoke and alert the authority’s 24hr Control Room, which will contact the Fire & Rescue Service

4.4 Sound

The guidance contained within BRE 238: Sound Control for Homes and BS8233:2014 – Guidance on Sound Insulation & Noise Reduction for Buildings, should be observed to limit all sound transmission to meet and where possible exceed AD Part E, which shall apply as a minimum standard.

Work should be closely supervised to ensure the correct materials are used and detailed, especially on party walls

The Contractor shall be responsible for undertaking independent acoustic testing to demonstrate minimum compliance.

In addition to the above measures, a fixed 3mm acoustic underlay (see Architectural Specification) has been specified for all floors within the dwellings.

5.0 Approval / Change Control

Where components have been specified by name, it is the intention of the Employer to standardise such components within its housing stock. It is therefore crucial for the Contractor to gain prior approval from the Employer for the use of any alternatives.

The Contractor shall also gain written approval from the Employer (or its Representative) for the following –

- CDM 2015 - Construction Phase Plan
- Working Drawings / Documents prior to issue, particularly –
 - Kitchen & Bathroom Layouts
 - Heating & Electrical / Data Layouts
 - Lighting Design & Ironmongery Schedule
- Site Sign
- Contractor led changes to the approved design
- Defect Rectification Procedure

The Contractor shall make the Employer aware of any enforced changes to the design or any design choices that present themselves. They should also involve the Employer (or its Representative) in any Design Team Meetings.

Notwithstanding any such authorised change, the Contractor shall comply fully with the approved design.

6.0 Utility Suppliers

The Contractor shall avoid the use of “tie-in” agreements that would preclude initial choice for the council’s tenants.

7.0 Health & Safety / CDM Regulations

The Contractor shall comply with all relevant health & safety legislation, including the Construction, Design & Management Regulations 2015 and fulfil the roles of the Principal Designer and Principal Contractor.

The Contractor shall establish a “culture” of health & safety and instigate a robust regime of site inspections and controls.

All roads & footpaths around the building are to be kept clean & clear of obstructions for the duration of the Works.

See Site Setup Drawings 1100 & 1101 Rev A for site constraints.

8.0 Collateral Warranties & Design by Others

The Contractor shall procure Collateral Warranties on behalf of the Employer from their consultants and those sub-contractors with a significant design element, within 28 days of appointment.

The form of these Warranties shall be agreed prior to commencement.

In addition, the Contractor as Principal Designer shall scrutinise any design by others prior to its inclusion within the Works.

9.0 Product Warranties

The Contractor shall use their reasonable endeavours to secure extended Product Warranties from manufacturers and/or suppliers of materials / components.

10.0 Performance Bond or Parent Company Guarantee

The Contractor shall provide the Employer with either a 10% Surety Bond from a recognised financial institution or a duly executed Parent Company Guarantee (PCG), prior to the payment of the Contractor's 1st Interim Payment.

A draft Bond is included within the Tender Documents, while the PCG shall be drafted by the Contractor for approval by CBC Legal Services.

11.0 Signage

The Contractor shall provide all statutory signage, plus an approved site sign for the project (see 5.0 Approval / Change Control).

12.0 Site Security

The Contractor shall ensure the site remains secure at all times.

13.0 Monthly Progress Meetings

The Contractor shall formally meet with the Employer monthly to report the following -

- Programme
 - Update on progress and confirmation of anticipated Completion
 - Identification of any delays / slippage and details of mitigating action
 - Impact of any Variations
- Cost
 - Expenditure against Contract Sum Analysis and Cash-flow Forecast
 - Anticipated Final Account
 - Value of any Variations
 - Monthly Valuation
- Design
 - Outstanding Design Items / Issues
 - Schedule of Required Information
 - Statutory Approvals
 - Building Control / Planning
- Risk
 - Update Risk Register
- Progress of Public Utilities
- Health and Safety / CDM
- Reports from Sub-Consultants (where applicable)

14.0 Completion & Handover

Prior to Completion, the Contractor shall give the Employer one month's notice in order to advertise properties and arrange viewings / lettings.

At Completion (or Partial Possession by agreement) the Contractor shall (with assistance from the Employer) provide a plot specific Home User Guide for each dwelling, comprising –

- Introduction
- Locating Important Equipment
 - Consumer Unit
 - Main Isolation Valves
 - Meters
 - etc.
- Utilities
 - Initial Suppliers (including Emergency & Customer Service contacts)
 - MPAN Reference

- Meter Numbers
- Meter Readings
- Reporting Defects
 - Definition
 - Procedure within Rectification Period
 - Procedure after Rectification Period
- Finishes, Fixtures & Fittings
- Instructions for Mechanical & Electrical Equipment
- Environmental Design Features & Energy Saving Tips
- Access & Security
- Fire Safety
- Advice on Use, Care and Maintenance
- User Guides & Manuals
- Refuse & Recycling Arrangements
- Local Amenities, Information & Transport

At Completion the Contractor shall also provide the Employer with one draft disc of the Building Manual (incorporating the Health & Safety File), with the final hard copy and four final discs provided once all certification is finalised.

The Building Manual shall comprise of the following documentation:

- Health and Safety File
 - A brief description of the Works
 - Any residual hazards
 - Key structural principles
 - Hazardous materials
 - Mechanical & Electrical Installations
 - Health & safety information relating to any cleaning / maintenance equipment
 - Details of significant services
 - A full set of As-Built Drawings
- A schedule of consultants & subcontractors and details of their work
- A schedule of building materials, components and fittings installed and their supplier
- Operation and Maintenance Manuals
- Copy of Planning Permission, including correspondence from the LPA confirming the discharge of all appropriate Planning Conditions
- Original Building Regulation Completion Certificate
- Energy Performance Certificates (EPCs)
- Original Electrical Test Certificates for all connections and installations
- Other Certificates, e.g.
 - Resistance to passage of sound
 - Secure by Design
 - TV Reception Test Certificate
 - Lightning Protection
 - etc.
- Guarantee from the Door & Window Installer
- Other Guarantees / Product Warranties on fittings, components and/or building elements
- Copies of relevant Agreements with Statutory Authorities, e.g. Section 104 & 106 Agreements, etc.
- Procedure to be followed by the Employer in the event of a Defect requiring remedial action during the Defects Rectification Period
- Other Documentation
 - Electricity and water meter readings
 - Name of utility companies (service providers)
 - Meter reference/serial numbers
 - Electricity MPAN reference numbers

15.0 Clerk of Works (CofW)

The Employer shall employ a part-time Clerk of Works to monitor the quality of the Works, liaise with Site Management and attend the Monthly Progress Meetings.

The Contractor is requested to assist the CofW in their duties, by allowing access to the site following a site induction and use of its site facilities.

The CofW shall immediately notify the Contractor of any defect requiring rectification.

15.1 Inspections (Snagging/Back-Snagging)

Once the Contractor is satisfied as to the completion of a dwelling or communal area and believes it to be free of defects and ready for inspection. They shall advise the CofW, who will undertake a thorough inspection of the dwelling / communal area and prepare a Schedule of Defects for issue to the Contractor, where such defects exist.

The Contractor shall then complete the Schedule of Defects within a reasonable timeframe, before notifying the CofW that the dwelling / communal area is ready for re-inspection.

This process shall continue until the Schedule is completed to the satisfaction of the CofW.

16.0 Defects Rectification Period / Service Contracts

The Contractor shall submit a Defect Rectification Procedure for approval by the Employer (or its Representative).

16.1 Response Times

The response times, depending upon classification, are as follows:

- Emergency (danger to life/limb or severe damage to property) – Make safe ASAP within 4 Hours
- Very Urgent (repair a previous emergency) – 24 Hours
- Urgent (gross inconvenience) – 3 Working Days
- Routine – 10 Working Days

16.2 End of the Defects Period

At the End of the Defect Rectification Period, the Employer's CofW shall re-inspect the Works and prepare a Final Schedule of Defects for issue to the Contractor.

The Contractor shall then complete the Final Schedule of Defects within a reasonable timeframe, before notifying the CofW that the Works are ready for re-inspection.

This process shall continue until the Final Schedule is completed to the satisfaction of the CofW.

16.3 Service Contracts

The Contractor shall provide 12 month Service Contracts for the Lift, Communal Fire Alarm & Panel, EVCS, Emergency Lighting and AOVs.

Refurbishment Specification

17.0 Strip Out, Clearance & Disposal

The Contractor shall ensure any and all strip-out & clearance work, as required for the successful completion of the Works, is conducted in its entirety by suitably competent personnel, in strict compliance with all associated legislation and to an agreed method statement.

This shall include all those items identified within this Refurbishment Specification, the Architectural Specification & Drawings and the Refurbishment Asbestos Survey or that are subsequently discovered onsite.

Arisings shall be appropriately disposed off-site at the Contractor's expense.

17.1 Asbestos

Asbestos, as identified within the Refurbishment Asbestos Survey shall be carefully and appropriately removed and disposed off-site, as outlined within Section 6 (Recommendations) of the Asbestos Report, including where necessary the use of a licensed asbestos removal contractor.

17.2 External

The external envelope shall be carefully stripped & cleared off-site as described (including removal of the existing concrete refuge balconies), to both allow for the replacement of the in-fill cladding, roof finish and other external items, but also to expose the concrete structure for remedial repairs.

17.3 Internal

Internally the communal areas and dwellings shall be sufficiently stripped & cleared as described to undertake the Works, including the exposure of each dwelling's fire compartmentation for visual inspection and remedial repairs.

Internal partition walls shall be removed / retained as per Drawing 2001 Rev C.

See also the following Tender Document –

- A Summary Report of the Existing Mechanical and Electrical Building Services

18.0 Concrete Remediation & Protection

The Contractor shall appoint a specialised concrete repair contractor to undertake this aspect of the Works in accordance with BS EN 1504 (Products & Systems for the Protection and Repair of Concrete Structures).

The objective is to provide a long term concrete repair and protection solution, including effective corrosion control measures to extend the building's service life.

The proposed solution shall be guaranteed for a minimum of 10 years.

See the following Tender Documents –

- A Summary Document of Initial Structural Investigations into Insitu Concrete Frame to Upper Floors
 - Including Concrete Survey & Test Results
- Additional Concrete Investigations & Testing
- Indicative Concrete Repair Specification Document

19.0 Drainage

The Contractor shall strip back and dispose of the existing drainage installation, down to the lowest point within the residential demise.

Care should be taken with asbestos cement products (See Refurbishment Asbestos Survey).

The Contractor shall commission a CCTV Survey of the drainage below this level, back to the public sewer and mark-up these runs on the As Built Drawings.

Any defects will be referred by the Employer to the Landlord for rectification and as such, will fall outside the scope of this contract, although the Contractor may be asked to price any such remedial works as a Variation.

The existing soil & vent pipe running from the rear of Level 01 will be removed, but not replaced.

All new components shall be fit for purpose, compatible, with proprietary adaptors used where necessary to connect different sections of the system.

All areas of the system shall be accessible for repair & maintenance, by way of internal access panels, rodding-eyes, etc..

All such access panels shall remain visible and flush with their permanent surroundings.

Prior to handover and in addition to any statutory tests, all access points shall be cleared of debris before flushing the entire system.

20.0 External Envelope

See 3.0 Scope of Works and the Architectural Specification & Drawings.

21.0 Solar PV

As part of its Planning Application, the Employer included a potential solar array on the roof and while this is not included within this Contract, the roof covering should be sufficiently robust to accommodate its future installation and maintenance.

The Contractor shall also provide an appropriately routed, specified & sized duct (with draw cord) for the future cabling from the roof array to a distribution point on Level 03.

22.0 External Doors & Windows

See Architectural Specification & Drawings.

23.0 Front Doors to Maisonettes

See Architectural Specification & Drawings.

24.0 Internal Doors & Joinery

Internal door casings are to be from softwood or MDF, factory primed and are to be rebated, with widths to suit specific location requirements.

All doors shall be Howdens Linear Smooth Doors (or similar approved), painted white, with solid spindle mortice latch set and 3no. steel butt hinges.

All window openings to have an MDF window board, with the exception of tiled cills to kitchens and a 19x44mm painted softwood curtain batten.

All skirting and architrave shall be replaced with pencil round to the following finished sizes in MDF

- Skirting boards: 14.5 x 94mm (finished sizes)
- Architrave: 14.5 x 44mm (finished sizes)

25.0 Ironmongery

See Architectural Specification.

Also -

- Internal door handles shall be a contemporary design in an SAA finish
- Bathrooms shall have privacy furniture with external emergency release
- Door stops to protect internal walls are to be fitted
- Coat hooks (one per bed space) are to be fitted in the hall

26.0 Internal Walls (inc. Glazing) / Ceilings

See Architectural Specification & Drawings.

Stud walls in bathrooms shall be lined to their full height with 18mm marine plywood for the securing of future fittings.

27.0 Stairs

The Contractor shall ensure that existing stair tread openings and balustrade height / gaps conform to current regulations.

28.0 Kitchens

The Contractor shall provide fitted kitchens that conform to the following –

- Sink Top & Drainer – 600x1000mm
- Cooker Space – 600x600mm
- Washing Machine Space with Worktop – 600x630mm
- Other Base Units – equivalent to 600x1600mm
- Fridge / Freezer Space with Removable Worktop – 600x600mm
- Larder Unit – 600x600x1950mm
- Tray Space – 600x150mm
- Recycle Bin Space – 600x600mm
- Total Length of above Fittings – min. 5630mm
- Minimum Storage Capacity – 2.1m³
- Wall Units to be 300mm deep & 450mm above Base Units
- Kitchen Workspace Zone – 1500x1000mm
- Kitchen layout “triangle” of fridge / cooker / sink
- Kitchen worktop not interrupted by circulation
- Minimum 1200mm between cooker space and sink, with 500mm clear worktop either side of cooker space and no electrical outlets within 300mm of cooker space
- Facing kitchen units a minimum of 1200mm apart
- Space for auxiliary equipment, e.g. dishwasher – 600x600mm
- Secure wall unit for the storage for harmful substances

Manufactured by Premiere Kitchens (or similar approved), as per the following schedule –

- Range / Colour: Senator Standard / Walnut
- Unit Type: Drawer Line
- Carcass: Standard P2 in Beige
- Plinth: Complimentary Colour
- Handle: Satin Nickel D
- Worktop: 38mm x 600mm in Dark Welsh Slate
- Worktop Joints: Aluminium Strips & End Caps
- Wall Unit Height: 720mm
- Sink: 940mm x 485mm Contract Inset Sink with 2 tap holes
- Taps: Vado (or similar approved) 3” Lever High Neck Pillar
- Décor End Panels & Coloured Filler Panels as required

Final layouts to be approved by the Employer from designs provided by the Contractor.

The cooker space is to be provided with an electrical connection.

No white goods are required and mechanical extraction shall be via either the hot water air source heat pump or an extractor fan positioned close to the cooker space, rather than a cooker hood.

29.0 Electrical Installation

As per the following (or similar approved), installed and commissioned by an NICEIC registered electrician in accordance with the current IEE Regulations –

29.1 Maisonettes

- Consumer Unit: Hager VM114K 14-Way Non-Split Board populated by RCBOs
- Switches / Sockets / Light Fittings: Hager White Plastic
- Light Fittings:
 - Kitchen – Low energy strip fluorescent
 - Bathroom – Suitably enclosed light fitting with appropriate IP rating for intended zone
 - Remainder – Pendant set (multiple in large rooms)
 - Integral emergency lighting to protected escape route
- Extractor Fans: See 31.4 Water Heating
 - Where kitchens & bathrooms are not being extracted by the hot water air source heat pump, the Contractor shall install a Vectaire Elegance EL1003 (or similar approved)

Lighting shall be secured into timber battens or ply pattresses. Positions should be readily accessible and include the head and foot of stairs, with a minimum of two lighting circuits.

Cables to be run vertically under protective containment, with the use of surface mounted conduit prohibited. Sockets should be positioned to avoid the potential for trailing leads across doorways / circulation routes and shall include the following minimum requirements –

- Number of Double Sockets
 - Living Room – 3 (plus TV position – 2)
 - Dining Space – 2
 - Kitchen – 4 (worktop)
 - Single Bedroom – 2 / Double or Twin Bedroom - 3
 - Hall – 1 / Landing - 1
 - Study / Home Office Area – 2
- Heights
 - Low level sockets – 450mm
 - Kitchen sockets / switched fuse spurs – 150mm above worktop
 - Light switches – 1200mm
 - Room Stats – 1500mm
- Other
 - All kitchen appliance spaces shall have an individual switch fused spur or “gang” switch operating a low level un-switched socket outlet, with the switch to the fridge / freezer off-set to one side
 - Switches are to be etched with the name of the appliance
 - Non-illuminated shaver socket in bathroom
 - Phone / data points in hall, living room & master bedroom (including Study Area)
 - TV outlets in the living room and master bedroom
 - Two-way light switching in hall, stairs and corridors
 - Fused spur to future focal point fire in living room
 - Fused spur for future stair-lift
 - Hard-wired doorbell adjacent to maisonette entrance door
 - A double socket with two USB connections is to be provided in the kitchen, living room & master bedroom

Lighting, small power & data layout is to be approved by Employer prior to installation.

The appropriate number of smoke detectors shall be fixed in each dwelling in suitable locations. Detectors shall be interlinked mains operated (with battery backup) via a protected circuit, with a heat detector in the kitchen.

Test to ensure existing electricity meters are satisfactory.

29.2 Communal Areas

The Contractor shall submit proposals for the electrical installation within communal areas, which will fulfil the Scope of Works and the following minimal requirements –

- Fire Detection / Alarm / AOVs:
 - Submit Proposals
 - Designed & certified by a BAFE Accredited Contractor
- Communal Lighting / Emergency Lighting:
 - Submit Proposals
 - Wall mounted with exposed metal conduit
 - Automatic presence detection with integral daylight sensing
- External Lighting:
 - Submit Proposals
 - Front Door
 - High level
 - Contemporary & Robust
 - “Dusk till dawn” operation
 - Rear Door – Renew existing & add additional to match (see Drawing 4001 Rev C)
 - Presence detection with integral daylight sensing
 - Roof Doors
 - To illuminate roof access doors
 - Robust with internal manual operation (including neon)
- TV
 - The Contractor shall discreetly install a communal digital TV aerial and satellite dish on the central utility / access core at roof level, cabled down to operational TV outlets in the living room and master bedroom of each maisonette, including any additional signal boosting equipment that may be required

Test to ensure existing communal electricity meter is satisfactory.

29.3 Ancillary Rooms

See Scope of Works.

Lighting to be low energy strip fluorescent.

Conduit, switches and sockets are to be metal clad and surface mounted.

30.0 Lifts

See Scope of Works.

The Contractor shall appoint a specialised lift repair contractor to undertake this aspect of the Works, as detailed in the Passenger Lift Refurbishment Specification, which forms one of the Tender Documents.

The auxiliary lift to be inspected and made safe, as required.

31.0 Heating

The building currently has a gas main that rises to Level 01. Nevertheless, the Employer intends to progress with an all-electric heating solution.

31.1 Space Heating (Maisonettes)

The Contractor shall provide sufficient comfort heating within each habitable room by way of “German” slimline clay core radiators, such as the “Economiser” or Aeroflow “Electrorad” “(or similar approved), including an IPX4 rated bathroom heater with integral towel rail.

All heaters shall be appropriately sized for the room and controlled by a wireless thermostat.

31.2 Space Heating (Level 03 - Communal Corridors)

The Contractor shall provide sufficient background heating within each corridor by way of “German” slimline clay core radiators, such as the “Economiser” or Aeroflow “Electrorad” “(or similar approved).

All heaters shall be appropriately sized and controlled by a tamperproof thermostat.

31.3 Space Heating (Large Ancillary Rooms & Lift Motor Room)

The Contractor shall provide fluid filled electric radiators such as the “Vantage” (or similar approved), with integral stat, sufficient to provide comfort heating in the large ancillary room on Levels 02, 03 & 04 and background heating in the Lift Motor Room and large ancillary room at Roof Level.

31.4 Water Heating

The Contractor shall install within the existing hot water cylinder cupboard, an ESP Ecocent 200 hot water air source heat pump (or equivalent approved), extracting air where possible from the kitchen and/or bathroom.

The cupboard shall be altered as required to accommodate the unit, fitted with a new latched door(s) and lined with Gyproc SoundBloc.

32.0 Plumbing

The main stop-cock is to be labelled as such and where the mains water pressure is too high, a 2 bar pressure reducing valve is to be installed.

All pipework and fittings are to be unobtrusive and designed to meet water regulations and avoid Legionella.

Exposed pipework shall be in copper with capillary fittings, with Hep2O pushfit plastic pipes and fittings or similar approved acceptable in concealed locations. Where practicable pipes can be contained in either proprietary conduit or boxed-in, using cup & screw fixings for ease of access.

Final connections to sanitary ware shall use braided flexible connectors, with a ballofix isolation valve.

All hot water outlets shall have a thermostatically controlled supply.

Washing machine and dishwasher spaces shall have a cold water supply with connecting valve and a trapped / capped waste facility or sink waste hose spigot.

Sanitary ware and fittings shall be as per the following schedule (or similar approved), where regulations in water use still allow –

- Kitchen
 - See 28.0 Kitchens
- Bathroom
 - Lecico Atlas Close Coupled Pan / Cistern / Seat & Cover
 - Lecico Atlas 2-Tap Basin 550
 - Lecico Atlas Pedestal
 - Vado Pillar Lever Taps
 - Roca Contesa 1700mm / 130 Litre Steel Bath

- Armitage Elmdale Bath Panel
- Vado Lever Bath Shower Mixer
- Shower Riser Kit
- Plugs & Chains
- Matching 600mm chrome towel rail & toilet roll holder
- 450 x 600mm Mirror over basin

Overflows shall be internal.

All pipe lagging to fully comply with Bylaw 49 for the protection of water pipes against freezing.

Balloon vents shall be fitted to all external soil pipes and all access covers to above ground drainage shall be accessible.

The Contractor shall submit proposals for a domestic “misting” sprinkler system, with concealed heads, to suppress fire in each maisonette.

Provide new water meters to each maisonette.

33.0 Internal Finishes

As per the following –

- Preparation
 - Generally shall be in accordance with BS 6150.
 - All substrates shall be free from loose, flaking or otherwise defective or corroded areas and sufficiently dry and free from salts, dirt, grease, oil, rust or mould
 - Surface irregularities are to be removed to provide a smooth finish
 - Joints, cracks, holes and other depressions are to be filled with appropriate stoppers / fillers to provide a smooth finish
 - Any unevenness in floor screeds shall be corrected with a proprietary latex levelling compound before covering with a floor finish
 - Bare surfaces are to be primed
 - Partly removed coatings shall receive additional preparatory coats
 - Retained coatings are to be thoroughly clean and where necessary provide a suitable key
 - Completely stripped surfaces are to be prepared as uncoated surfaces
 - Ease moving parts
 - Replace fixtures & fittings when coating is dry
- Coatings Generally
 - Maintain suitable temperature, humidity & air quality
 - Thinning & intermixing is not permitted unless recommended by the manufacturer
 - Apply priming coats immediately after surface preparation
 - Final finish shall be even, smooth, uniform of colour, free from defects and cut in neatly
 - Moving parts shall be eased between coats and on completion
- Floors
 - Kitchen & Bathroom – Polyflor Polysafe Standard PUR in Ash Grey (4540)
 - Remainder of Maisonette – Acoustic underlay (see Architectural Specification)
 - Level 03 Communal Corridor / Level 02 Landing / Ancillary Rooms on Level 02 & 03 - Submit proposal for replacement non-slip / easy clean sheet vinyl
 - Stairs –
 - Timber – Coat with an appropriate two-pack, high traffic, non-slip and chemical resistant floor varnish
 - Concrete (up to Level 03) – Clean & polish
 - Supply & fit new “nosings”
 - Lift Motor Room / Electric Distribution Room – Floor Paint

- Entrance Lobby – Existing clay tiles retained & cleaned
- Walls & Ceilings
 - Mist coat + two coats of vinyl matt emulsion in white
 - Kitchens & bathrooms shall be mould resistant
- Internal Doors
 - Two coats of Satinwood in white
- Woodwork
 - Two coats of primer / undercoat + one full coat of gloss in white
- Ceramic Wall Tiles
 - Fixed using a proprietary pre-mixed waterproof adhesive
 - To include mechanically fixed plastic trims and tiling beads to corners & angles
 - Kitchen: 150 x 150mm Cream Ceramic Tiles
 - Three course backsplash above worktops
 - Cooker space to floor
 - Window cills
 - Bathroom – 150 x 150mm White Ceramic Tiles
 - Two course backsplash behind basins
 - Window cills
 - Full height to ceiling around whole bath & shower area

34.0 Sealant

All gaps between components, products and/or finishes inside & out shall be sealed with a suitable sealant, including between flooring and skirting and all sanitary appliances.