

Kensington & Chelsea  
Tender Documents 2011





THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA  
TENANT MANAGEMENT ORGANISATION LTD.

PROFORMA CERTIFICATE FOR USE WHEN TENDERING

TENDER FOR: *fIPQ Door Replacement works*

JOB REF. NO. *1 -*

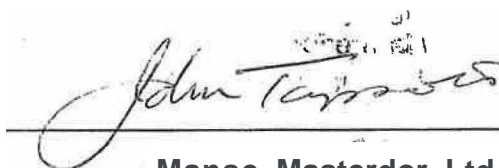
RETURNABLE BY: *18<sup>th</sup> January 2018*

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- (a) Communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain Insurance-premium-quotations required for the preparation of the tender:
- (b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted:
- (c) Offering or paying or giving or agreeing to pay or give, any sum of money or valuable consideration, directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work, any act of thing of the sort described above.

In this certificate, the word "person" includes any person and any body association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction formal or informal, and whether legally binding or not.

Signed:



On Behalf of:

Manse Masterdor Ltd

Date:



THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA  
TENANT MANAGEMENT ORGANISATION LTD.

FORM OF TENDER

SITE: vanais te^fUirirG^

JOB REF. NO. N/A

WORKS: Flatunit Door Replacemprogramme

We hereby offer to undertake on the acceptance of this tender to perform, provide, execute and do all the works, material matters and things described or mentioned in the accompanying Specification/Bill of Quantities as shown on the drawings there-in referred to (which have carefully been examined by us) in strict accordance with and under and subject to the terms and conditions set forth or mentioned in the accompanying Conditions of Contract and the said Specification by excluding V.A.T. for the sum of:

IN WRITING

IN FIGURES £ 300,000 inclusive of any Provisional, Contingency and P.C. sums, but not V.A.T.

We undertake to complete the whole of the works to the satisfaction of the Contract Administrator within \_\_\_\_\_ weeks from the date of possession provided the order to commence is received within 2 weeks.

Date: 13/01/11 Signed: 

on behalf of Manse Masterdor Ud. 

The TMO does not bind itself to accept the lowest, or any tender, neither will it pay any expense in connection with such tenders.

Errors in the priced specification will be dealt within accordance with the 'Code of Procedure for Single Selective Tendering' 1996, Alternative 2 (the word and Specification being substituted Bills of Quantities).

Tenders are to be delivered (BUT NOT BY DATAPOST) sealed in the envelope provided and bearing no name nor franking machine identification or marks indicating the sender, to the Royal Borough of Kensington and Chelsea Tenant Management Organisation Ltd.

**COSTING SHEET PREPARED BY MANSE MASTERDOR LTD TO SUPPORT THEIR TENDER FOR THE REPLACEMENT FLAT ENTRANCE DOORS AND ASSOCIATED WORK CONTRACT FOR THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA TENANT MANAGEMENT ORGANISATION LTD**

**Door sets:**

Type	Supply Price £	Install Price £	Total £
MF07	429	166	595
MF08	429	166	595
MF11	499	166	665
MF12	474	166	640
MF15	499	166	665

There are 378 doors as follows:

King Charles House	28
Gillray House/Riley House/Lakeland House	102
Lonsdale House	62
Grenfell Tower	107
Kensal House	64
Coalville Square	15

**TO ARRIVE AT A TENDER PRICE WE HAVE NOMINATED THE MF12 DOOR TYPE - PRICE INSTALLED £640 X 378 = £241,920**

**Notes:**

1. Of the 378 door sets, 28 at King Charles House and 11 at Coalville Square have fanlights. These will be priced separately when the orders are placed:

	Supply Price £	Install Price £	Total £
28No 880 x 320	90	25	115
7No 830 x 600	105	25	130
4No 830 x 320	90	25	115

2. There are likely to be additional costs for second door viewers for special needs residents in some circumstances.

Supply &amp; Install Rates: Manse GRP 'Suredor' secured by design door sets

Colours:	SG07	SG08	SG11	SG34	SG15
White					
Red					
Green					
Blue					
(all white internal)					

**FD30S** fire door

Supply rate	429	429	499	474	499
Install rate	<u>166</u>	166	166	166	166
total	£595	£595	£665	£640	£665

Std non-fire door

Supply rate	284	284	340	333	340
Install rate	136	136	136	136	136
total	£420	£420	£476	£469	£476

All rates include from door hardware to KCTMO standard specification - overhead closer included in fire door rate.

Fanlights/Panels Glazed or solid	Fire rated 30 minutes <u>top panels</u>		Standard non-fire <u>top panels</u>	
Supply rate	90	105	62	69
Install rate	25	25	25	25
total	£115	£130	£87	£94

Possible extras:

Electronic latch release	£109.00
Additional door viewer	£2.10
Concealed door closer	£39.70
Full ht side screen	p.o.a (rates as LHC C5 arrangement)
Hardwood sub-cills	£12.00 pm

# Fanlights, Sidelights & winglights

PVCu

ALD

C5 nett rates

PVCu double glazed S.B.D specification (7950)

Jointer/Trim included in supply price.

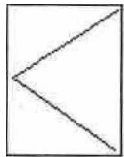
## fixed pane fanlight

	upto W H	mm	mm	mm
DG 'U' 1.4	300mm			£65.00
TRG 'U' 1.1				
DG wired	FD30 obs	£79.87		£100.00
DG 'U' 1.4	400mm			£67.00
TRG 'U' 1.1				£70.00
DG wired	FD30 obs	£81.62		£92.75
DG 'U' 1.4	500mm			£67.00
TRG 'U' 1.1				£71.00
DG wired	FD30 obs	£85.25		£105.00
DG 'U' 1.4	600mm			£70.00
TRG 'U' 1.1				£74.00
DG wired	FD30 obs	£75.00		£101.12
DG 'U' 1.4	800mm			£70.00
TRG 'U' 1.1				£74.00
DG wired	FD30 obs	£95.00		£111.00
DG 'U' 1.4	1000mm			£70.00
TRG 'U' 1.1				£74.00
DG wired	FD30 obs	£105.00		£115.00

Installation  
£25.00

Installation  
£25.00  
double glazed  
U' value 1.4

upto W	800mm	to 1000		
ri				
300mm	£211.00	£216.00		
400mm	£216.00	£221.00		
500mm	£221.00	£226.00		
600mm	£226.00	£231.00		

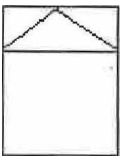


GP

	upto W H	mm	mm	mm
DG 'U' 1.4	850mm			£117.00
TG 'U' 1.1				£123.00
DG wired	FD30 obs	£132.00		£137.00
DG 'U' 1.4	1050mm			£134.00
TG 'U' 1.1				£141.00
DG wired	FD30 obs	£146.00		£148.00
DG 'U' 1.4	1200mm			£137.00
TG 'U' 1.1				£143.00
DG wired	FD30 obs	£143.00		£152.00
DG 'U' 1.4	1350mm			£136.00
TG 'U' 1.1				£146.00
DG wired	FD30 obs	£146.00		£152.00

Installation  
£75.00

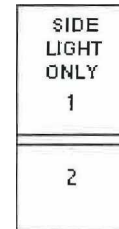
Installation  
£85.00



GP

	upto W H	mm	mm	mm
DG 'U' 1.4	850mm			£148.00
TG 'U' 1.1				£156.00
DG wired	FD30 obs	£161.00		£172.00
DG 'U' 1.4	1050mm			£144.00
TG 'U' 1.1				£156.00
DG wired	FD30 obs	£175.00		£189.00
DG 'U' 1.4	1200mm			£154.00
TG 'U' 1.1				£165.00
DG wired	FD30 obs	£179.00		£195.00
DG 'U' 1.4	1400mm			£160.00
TG 'U' 1.1				£170.00
DG wired	FD30 obs	£226.00		£210.00

Installation  
£75.00



Installation  
£85.00

	upto W H	300mm	400mm	600mm	900mm
DG 'U' 1.4	200mm	£120.00	£125.00	£138.00	£166.00
TRG 'U' 1.1		£142.00	£157.00		£208.00
DG wired	FD30 obs	£165.00	£170.00	£190.00	£230.00
DG 'U' 1.4	210mm	£124.23	£135.00	£153.46	
TRG 'U' 1.1		£145.00	£161.00	£185.00	£234.00
DG wired	FD30 obs	£165.00	£170.00	£190.00	£230.00
DG 'U' 1.4	220mm		£133.00	£147.00	£177.00
TRG 'U' 1.1		£146.00	£165.00	£181.00	£278.00
DG wired	FD30 obs	£180.00	£180.00	£200.00	£245.00



Installation  
£85.00

	upto W H	400mm	600mm	900mm
DG 'U' 1.4	2000mm	£204.00	£216.00	
TG 'U' 1.1		£239.00	£262.00	£311.00
DG 'U' 1.4	2100mm	£206.00	£304.00	£346.00
TG 'U' 1.1		£242.00	£270.00	£318.00
DG 'U' 1.4	2200mm		£310.00	£353.00
TG 'U' 1.1		£244.00	£271.00	£325.00

Installation  
£85.00  
coloured frames: add £7 pm col 1 side  
coloured frames: add 10 pm col 2 side















Flat E	9 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	6	Tenant
Flat F	9 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	6	Tenant
Flat 1	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 2	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 3	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 4	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 5	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Leaseholder
Flat 6	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 7	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 8	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 9	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 10	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 11	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 12	11 - 12 Colville Square	London	W11 2BD		Basement, grd & 4/5 floors	12	Tenant
Flat 11	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 12	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 13	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 14	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 15	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 16	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 21	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 22	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 23	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 24	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 25	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant

Flat 26	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
jFlat 31	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
jFlat32	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 33	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
jFlat 34	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
jFlat 35	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
jFlat 36	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat41	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
jFlat 42	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
jFlat 43	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
jFlat 44	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 45	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 46	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 51	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
jFlat 52	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
jFlat 53	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat54	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 55	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant

Flat 55 G

Flat 56	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Leaseholder
Flat 61	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Leaseholder
Flat 62	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 63	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
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Flat 71	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
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Flat 88	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Leaseholder
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Flat 143	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
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Flat 145	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant

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Flat 146	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 151	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 152	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 153	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
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Flat 156	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Leaseholder'
Flat 161	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 162	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
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Flat 164	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 165	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Leaseholder
Flat 171	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 172	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 173	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 174	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 175	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 176	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant

Flat 181	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 182	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 183	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 184	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 185	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Leaseholder
Flat 186	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 191	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 192	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 193	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 194	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 195	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Leaseholder
Flat 196	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 201	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	tenant
Flat 202	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 203	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 204	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 205	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Tenant
Flat 206	Grenfell Tower	London	W11 1TQ	Lancaster West Estate	20 storey + estate office and concierge/reception	120	Leaseholder







# TMO Property Road Map



1 0 500

1,000 Meters


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## Legend

| TMO Property

Page Number

Borough Boundary

 TMO Offices (See Key to Right)

OfficeName	Key
Network Hub	H
Blantyre Centre	B
Kensington High St	K
Lancaster West	L

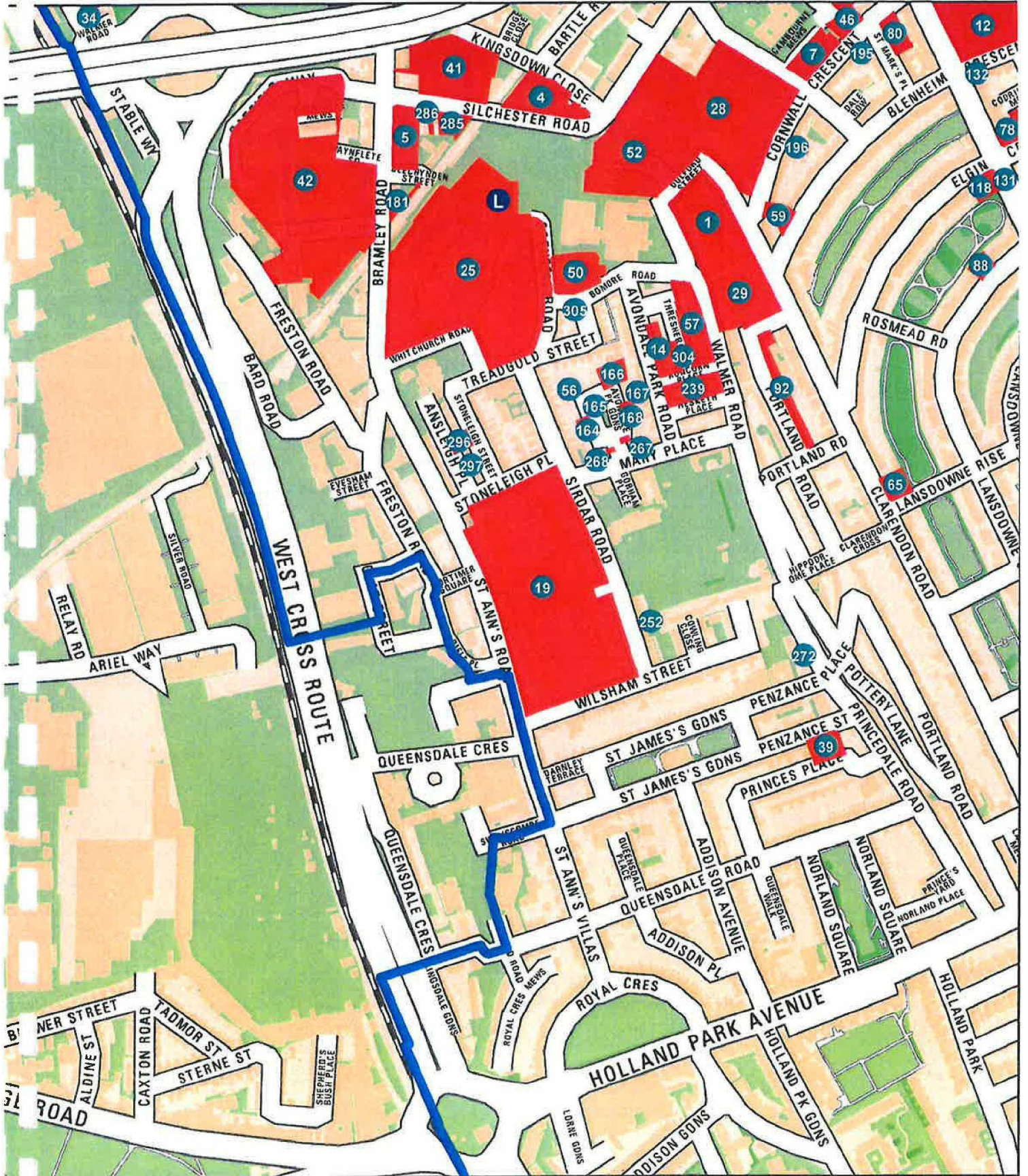












Legend

Borough Boundary

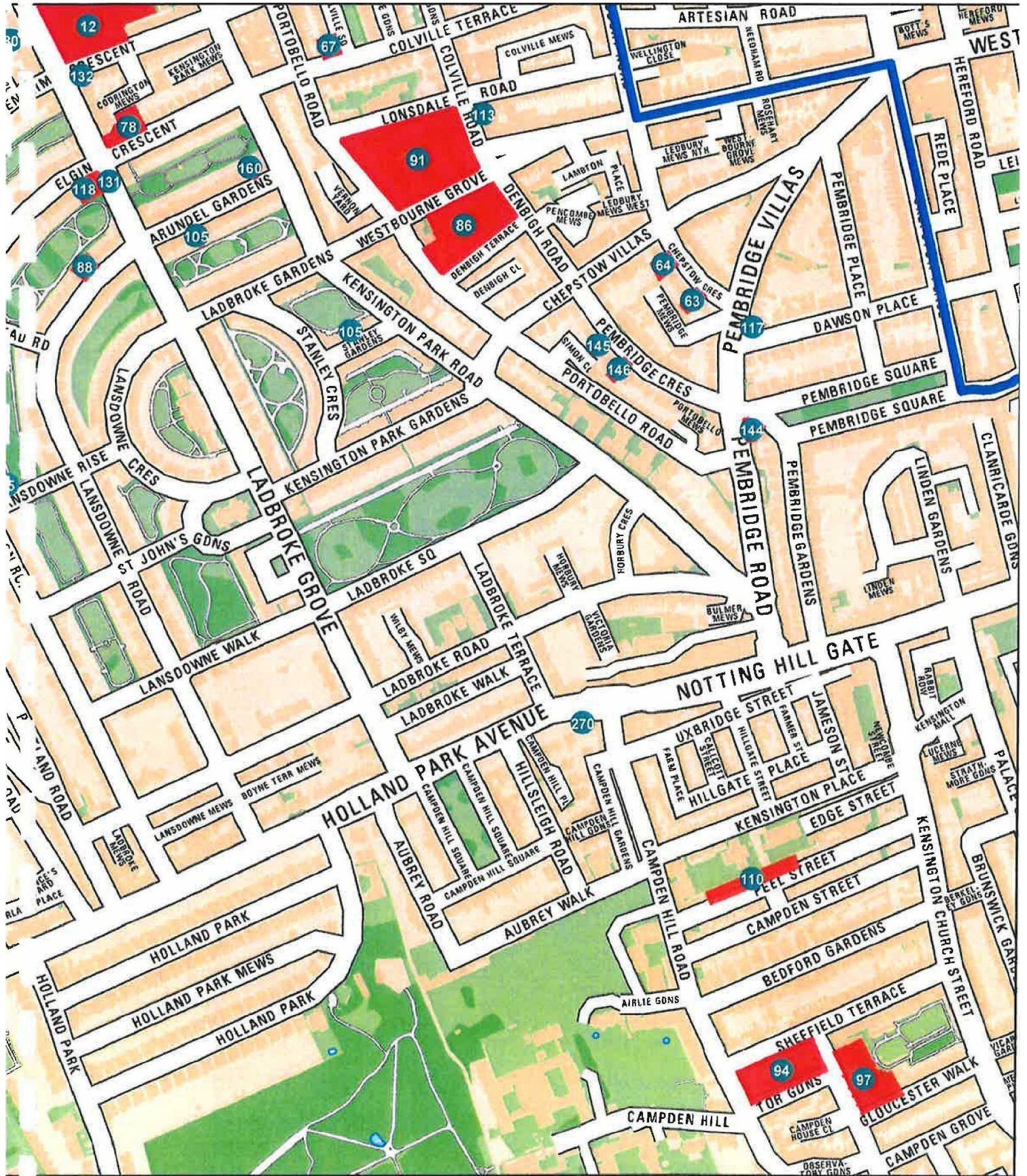
TMO Property

No. TMO Property (See Index for Site List)


ID TMO Offices (See Key on Front Page)



0 125 250 500 Meters

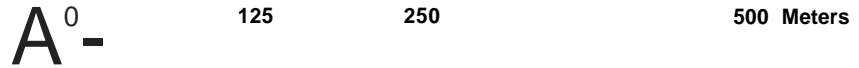




Legend

-  Borough Boundary
-  TMO Property

-  TMO Property (See Index for Site List)
-  TMO Offices (See Key on Front Page)



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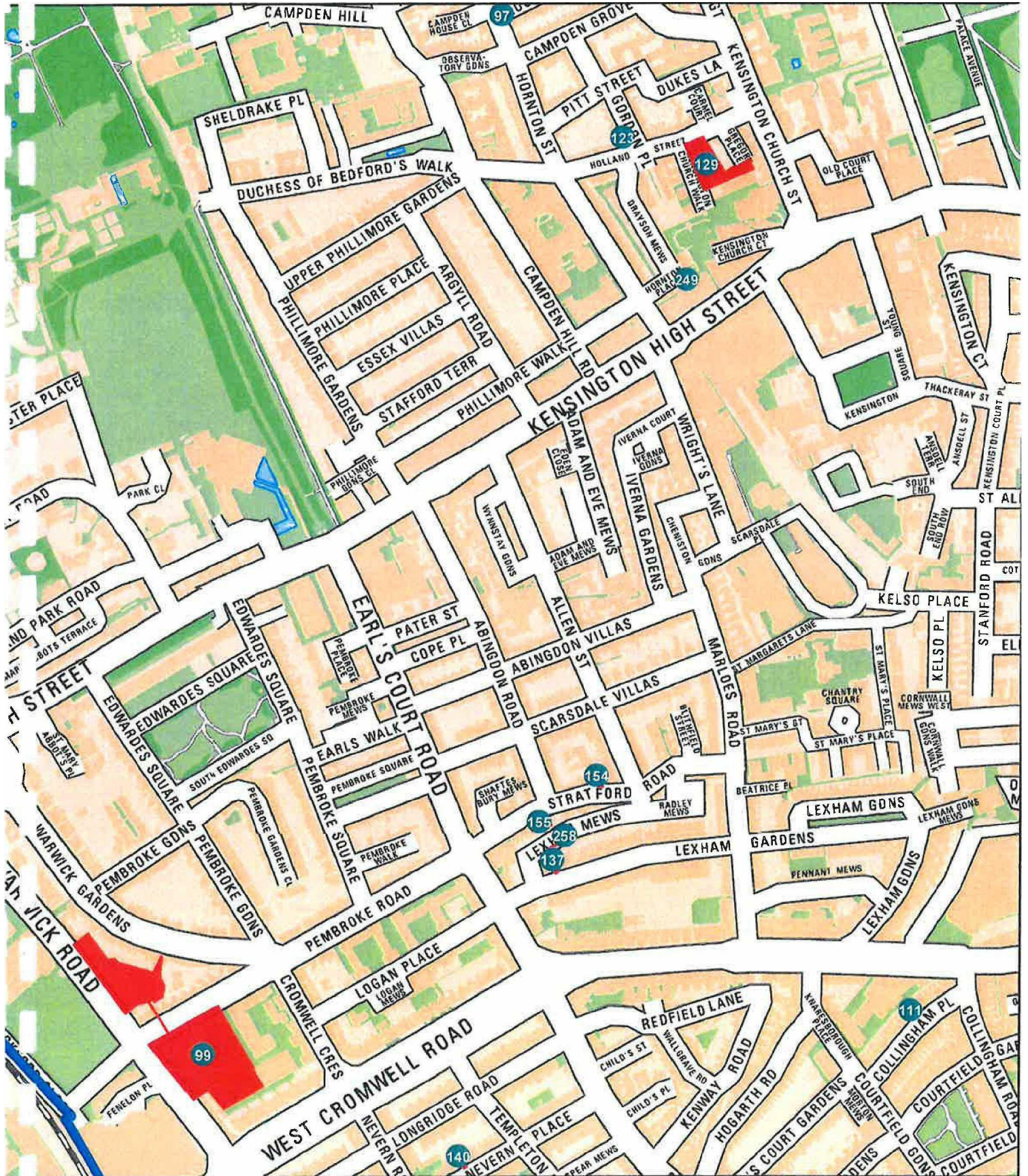
TMO

MAS0000035/27









Legend


A 0 125 250 500 Meters

0

125


250

500 Meters

 Borough Boundary

 TMO Property (See Index for Site Use)

 TMO Property

 TMO Offices (See Key on Front Page)

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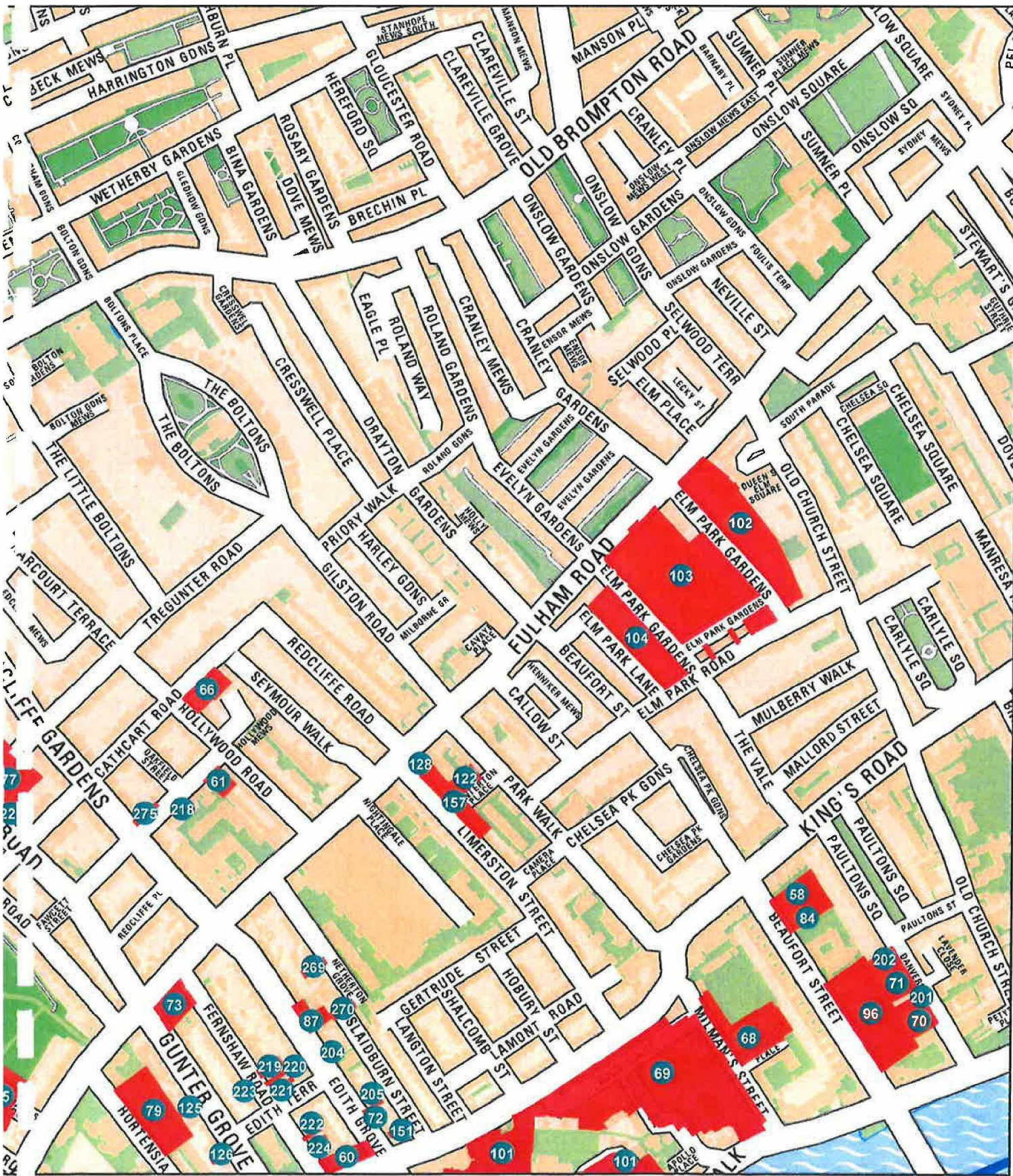
Kensington & Chelsea TMO

MAS0000035/29  
MAS0000035/29









**Legend**

Borough Boundary

TMO Property

**A -**

TMO Property (See Index for Site List)

TMO Offices (See Key on Front Page)

125 250 500 Meters



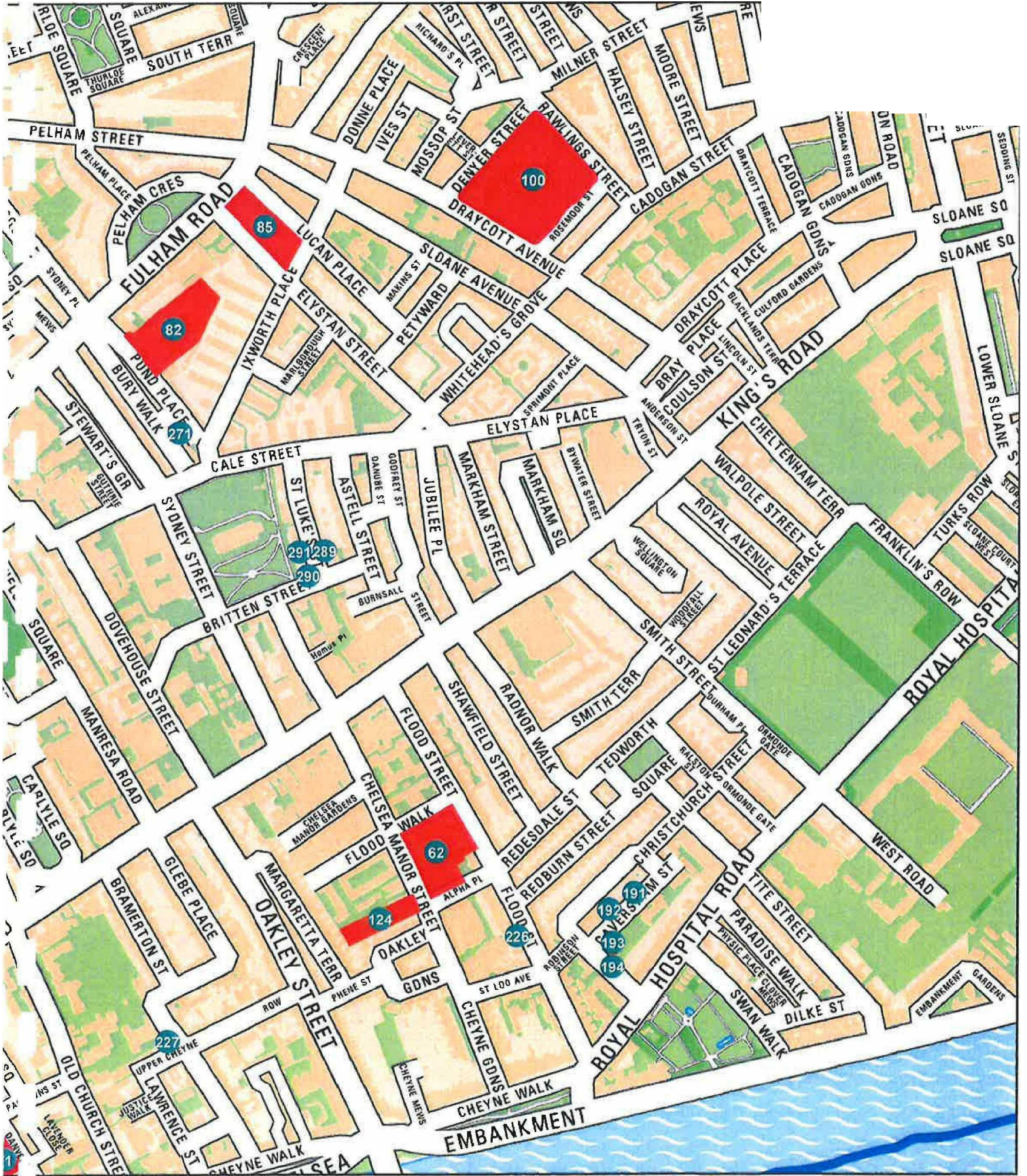
Kensington & Chelsea TMO

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MAS0000035/31  
MAS0000035/31





Legend

-  Borough Boundary
-  TMO Property

-  TMO Property (See Index for Site List)
-  TMO Offices (See Key on Front Page)

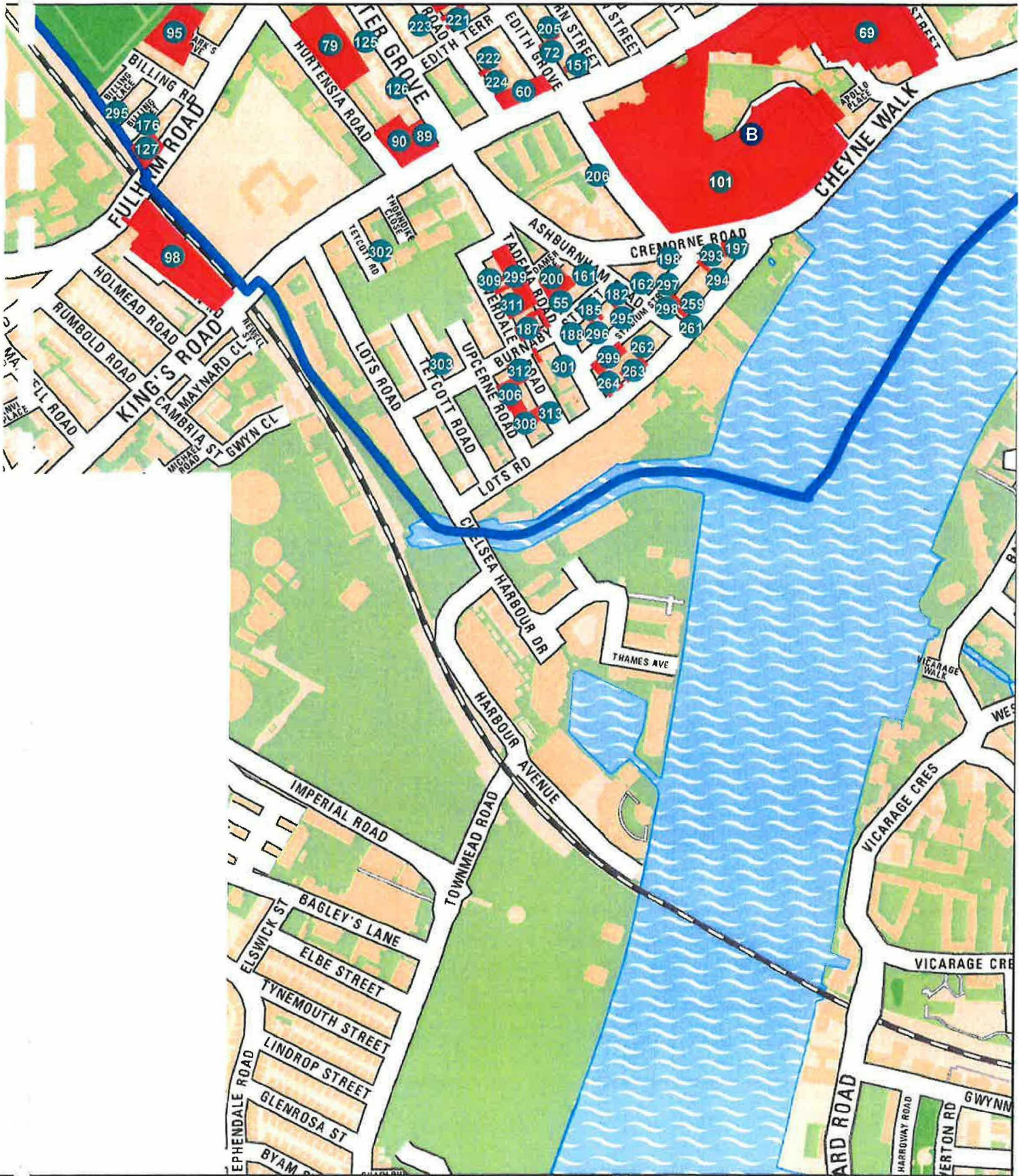
125

250



500 Meters

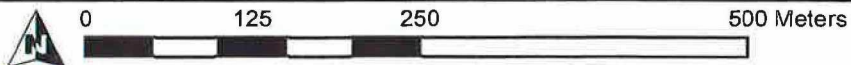




# TMO Property Road Map



## Legend

-  Borough Boundary
-  TMO Property



-  TMO Property (See Index for Site List)
-  TMO Offices (See Key on Front Page)





## Site List and Property Location Key - Indexed by Site Number

1	Allom & Barlow, Clarendon Road, W11	3
2	Balfour of Burleigh, Ladbroke Grove, W10	1
3	St Quintin Estate, W10	1
4	Blechynden House & Whitchurch House, Kingsdown Close, W11	3
5	Bramley House, Bramley Road, W10	3
6	Burgessfield, Wornington Road, W10	2
7	Camborne Mews, W11	2
8	12 Cambridge Gardens, W10	2
9	41 Cambridge Gardens, W10	2
10	1 Clydesdale Road, W11 1JE	2
11	Clydesdale House, 255 Westbourne Park Road, W11	2
12	Convent Estate, Ladbroke Grove, W11	2
13	Downing House, Cambridge Gardens, W10	1
14	Avondale Park Road Estate, 18-36 Avondale Park Road, W11	3
15	Elgin Mews, W11	2
16	5 Exmoor St, W10	1
17	55 Faraday Road, W10	2
18	Holmfield House, Hazelwood Crescent, W10	2
19	Henry Dickens Court Estate, St Ann's Road, W11	3
20	Kelfield Court, Kelfield Gardens, W10	1
21	Kensal New Town, Adair Road, W10	2
22	Kensal House, Ladbroke Grove, W10	1
23	275 Ladbroke Grove, W10	2
24	297 Ladbroke Grove, W10	1
25	Lancaster West (A), Bramley Road, W10	3
26	130 Lancaster Road, W10	2
27	Manchester Drive, Southern Row, W10	2
28	Lancaster West Stage 3, Morland House & Talbot Grove House, W11	3
29	Nottingwood House, Clarendon Road, W11	3
30	Notting Barn Estate, Barlby Road, W10	1
31	Nursery Lane, Highlever Road, W10	1
32	Octavia House (1-68) Southern Row, W10	1
33	34-36 Oxford Gardens, W10	2
34	187 Oxford Gardens, W10	1
35	109 Oxford Gardens, W10	if
36	109A Oxford Gardens, W10	1
37	375 Portobello Road, W10	2
38	9-11 Raddington Road, W10	2
39	17-19 Penzance Street, W11	3
40	32 St. Charles Square, W10	1
41	Silchester Estate East, Silchester Road, W10	3
42	Silchester Estate West, Bramley Road, W10	3
43	St Columba's House, Blagrove Road, W10	2
44	69 St Quintin Avenue, W10	1
45	Swinbrook Estate, Bevington Road, W10	2
46	Talbot House 10 Ladbroke Crescent, W11	2
47	Tavistock Sheltered Housing, Tavistock Road, W11	2
48	Tavistock Crescent, W11	2
49	Trellick Tower & Edenham Way, Golborne Road, W10	2
50	Treadgold House, 25 Bomore Road, W11	3
51	Treverton Estate, Treverton Street, W10	1
52	Verity Close, W11	3
53	Walmer House, 134/140 Bramley Road, W11	1
54	15-95 West Row, W10	1
55	1 & 2 Acacia Walk, Tadema Road, SW10	10

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## Site List and Property Location Key - Indexed by Site Number

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56	10A AVONDALE PARK GARDENS, W11	3
57	Eastry & Foreland, Threshers Place, W11	3
58	Beaufort House, Beaufort Street, SW3	8
59	Yb-ys Blenheim Crescent, W11	3
60	Brickbarn Close, Kings Road, SW10	10
61	Cecil Court, Rawcett Street, SW10 Chelsea Manor Court, Chelsea Manor Street, SW3	5
63	11 Chepstow Crescent, W11	4
64	29 Chepstow Crescent, W11	4
65	60 Clarendon Road, W11	3
66	Corbet House, Hollywood Road, SW10	8
67	14 Colville Square, W10	2
68	Cremorne Sheltered Housing, Milman's Street, SW10	8
69	Cremorne Estate, Kings Road, SW10	6
70	17-25 Danvers Street, SW3	6
71	35-47 Danvers Street, SW3	6
72	57 Edith Grove, SW10	8
73	437 Fulham Road, SW10 169 Finborough Road, SW10	8 7
75	140 Finborough Road, SW10	7
76	115 Finborough Road, SW10	7
77	Tregunter Estate, Finborough Road, SW10	7
78	Galsworthy House, Elgin Crescent, W11	4
79	Hortensia House, Hortensia Road, SW10	6
80	Hudson House, St Marks Place, W11	8
81	Hunter House, 326-342 Old Brompton Road, SW3	7
82	Pond House, Pond Place, SW3	6
83	Orpen House, Trebovir Road, SW5	7
84	Mulberry Close, Beaufort Street, SW3	8
85	Lucan Estate, Lucan Place, SW3	9
86	Longinas Court, Portobello Road, W10	4
87	Little Chelsea House, Edith Grove, SW10	6
88	Liaiana House, 105/111 Lansdowne Road, W11 Kings Road, SW3	8 10
89	Knights House, Kings Road, SW10	10
91	Portobello Court Estate, Portobello Road, W10	4
92	Portobello Road Estate, Portobello Road, W10	6
93	Keoghme Square, Finborough Road, SW10	7
94	51-77 Smeeth Terrace, W8	4
95	St Marks Grove Estate, St Marks Grove, SW10	7
96	Sir Thomas More Estate, Beaufort Street, SW3	6
97	Tor Gardens Estate, Horton Street, W9	4
98	Wandon Estate, Kings Road, SW6	10
99	Warrick Road Estate, Warrick Road, SW6	6
100	Warrick Close, Rosemoor Street, SW6	9
101	Worlds End Estate, Blantyre Street, SW10	10
102	Elm Park Gardens East, Fulham Road, SW10	8
103	Elm Park Gardens Central, Fulham Road, SW10	8
104	Elm Park Gardens West, Fulham Road, SW10	8
105	Arundel Gardens, W11	4
105	Stanley Gardens, W11	4
106	25 Basing Street, W11	2
107	18 Basing Street, W11	2
108	Bassett Road, W10	2
109	118 Cambridge Gardens, W10	1

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## Site List and Property Location Key - Indexed by Site Number

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110	Campan nouses, Peel Street, wo	4
111	Cunningham Place, SW3	6
112	Colville Gardens W11	
113	2-4 Colville Road W11	A
114	9 Colville Square W11	2
115	11-12 Colville Square, W11	it
117	Dawson Place, W2	A
118	11 Elgin Crescent, W11	A
119	Douglas Road, W14	c
120		7
121	102 FinDorough Road, SW10	
122	Finning Close Park Walk SW10	8
123	Gordon Place, W8	6
124	Grove House, Cneisea Manor Street, SW5	y
125	20 Gunter Grove SW10	8
126	42 Gunter Grove, SW10	10
127	Herford House, 370-372 Ruinam Road, SW10	10
128	361 Ruinam Road, SW10	8
129	Hogew House, Hogew Street, W8	D
130	Kensington Mansions, Warwick Road, SW3	/
131	65 Ladbroke Grove, W11	4
132	Ladbroke Grove, W11	4
133	230 Ladbroke Grove, W10	2
134	230 Ladbroke Grove, W10	2
135	25 Lancaster Road, WXX	2
136	1101 Lancaster Road W11	2
137	Lexham Gardens, WXX	6
138	27 Longridge Road, SW3	7
139	McGregor Road, WXX	2
140	80 Nevern Square, SW3	7
141	Norwood Road, UB2	U
142	88 Oxford Gardens, WXU	2
143	91 Oxford Gardens, W10	1
144	1 Pembroke Square, W2	4
145	18 Pembroke Crescent, W11	4
146	21 Pembroke Crescent W11	4
147	47 Philbeach Gardens, SW5	7
148	62 Philbeach Gardens SW5	7
149	69-70 Philbeach Gardens, SW5	7
150		2
151		10
152	20 Heiens Gardens, W10	1
153	62 St Heiens Gardens, wxu	1
154	15 Stratford Road, W8	6
155	4 Sunningdale Gardens, W8	6
156	b Sunningdale Gardens, W8	6
157	The Sandhills 1-301 Imerston Street SW10	8
158	Westgate Terrace, SW10	7
159	41 Ansleigh Place, W11	3
160	10 Arundel Gardens, W11	4
161	5 Ashburnham Road, SW10	10
162	6-10 Ashburnham Road, SW10	10
163	1 Avondale Park Gardens, W11	3
164	5 Avondale Park Gardens, W11	3
165	7 Avondale Park Gardens, W11	3

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## Site List and Property Location Key - **Indexed** by Site Number

Site No.	Site Address	Page
166	15-16 Avondale Park Gardens, W11	3
167	20 Avondale Park Gardens, W11	3
168	22-23 Avondale Park Gardens, W11	3
169	25 Avondale Park Gardens, W11	3
170	1 Barlby Gardens, W10	1
171	5 Barlby Gardens, W10	1
172	7 Barlby Gardens, W10	1
173	9 Barlby Gardens, W10	1
174	17-19 Barlby Gardens, W10	1
175	23 Barlby Gardens, W10	1
176	3-4 Billing Street, SW10	10
177	3 Bracewell Road, W10	1
178	23 Bracewell Road, W10	1
179	28 Bracewell Road, W10	1
180	32 Bracewell Road, W10	1
181	88 Bramley Road, W10	3
182	1 Burnaby Street, SW10	10
183	5 Burnaby Street, SW10	10
184	13 Burnaby Street, SW10	10
185	17 Burnaby Street, SW10	10
186	18 Burnaby Street, SW10	10
187	22-30 Burnaby Street, SW10	10
188	27 Burnaby Street, SW10	10
189	39 Burnaby Street, SW10	10
190	47 Burnaby Street, SW10	10
191	10 Caversham Street, SW3	9
192	18-24 Caversham Street, SW3	9
193	47 Caversham Street, SW3	9
194	61 Christchurch Street, SW3	9
195	9 Cornwall Crescent, W11	2
196	53 Cornwall Crescent, W11	3
197	11 Cremorne Road, SW10	10
198	23 Cremorne Road, SW10	10
199	74 Dalgarno Gardens, W10	1
200	4-8 Darner Terrace, SW10	10
201	27-31 Danvers Street, SW3	8
202	49-57 Danvers Street, SW3	8
203	38 Eardley Crescent, SW5	7
204	35 Edith Grove, SW10	8
205	53 Edith Grove, SW10	8
206	84 Edith Grove, SW10	10
207	11 Elsham Road, W14	5
208	50 Elsham Road, W14	5
209	55-57 Elsham Road, W14	5
210	59 Elsham Road, W14	5
211	63 Elsham Road, W14	5
212	68 Elsham Road, W14	5
213	70 Elsham Road, W14	5
214	75 Elsham Road, W14	5
215	77 Elsham Road, W14	5
216	87 Elsham Road, W14	5
217	89 Elsham Road, W14	5
218	7 Fawcett Street, SW10	
219	17-19 Fernshaw Road, SW10	8
220	23 Fernshaw Road, SW10	8

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## Site List and Property Location Key - Indexed by Site Number

Site No.	Site Address	Page
221	27 Fernshaw Road SW10	8
222	35 Fernshaw Road, SW10	10
223	36 Fernshaw Road, SW10	8
224	39-43 Fernshaw Road, SW10	10
225	59 Finborough Road. SW10	7
226	68 Flood Street, SW3	9
227	36 Glebe Place, SW3	9
228	51 Golborne Road, W10	2
229	55 Golborne Road, W10	2
230	59-63 Golbome Road, W10	2
231	64 Golborne Road, W10	2
232	67 Golborne Road, W10	2
234	71-77 Golborne Road, W10	1
235	79 Golborne Road, W10	2
236	83-87 Golborne Road W10	2
237	101-105 Golborne Road, W10	2
238	12 Hansard Mews. W14	5
239	6 Hesketh Place, W11	3
240	40 Hewer Street, W10	1
241	10 Holland Road, W14	5
242	37 Holland Road, W14	5
243	67 Holland Road, W14	5
244	68 Holland Road, W14	5
245	99 Holland Road, W14	5
246	111-115 Holland Road, W14	5
247	119-123 Holland Road, W14	5
248	127-137 Holland Road, W14	5
249	1-2 Hornton Place, W8	6
250	19 Kelfield Gardens, W10	1
251	39 Kempsford Gardens, SW5	7
252	1 Kenley Walk, W11	3
253	191 Ladbroke Grove, W10	2
254	201 Ladbroke Grove, W10	2
255	223 Ladbroke Grove, W10	2
256	172-174 Lancaster Road, W11	5
257	436-465 Latimer Road, W10	1
258	140 Lexham Gardens, W8	6
259	38 Lots Road, SW10	10
260	40 Lots Road, SW10	10
261	44 Lots Road, SW10	10
262	66 Lots Road, SW10	10
263	70-76 Lots Road, SW10	10
264	80-82 Lots Road, SW10	10
265	86 Lots Road SW10	10
266	38 Lower Addison Gardens. W14	5
267	28-30 Marv Place W11	3
268	38 Mary Place, W11	3
269	7 Netherton Grove, SW10	8
270	12 Netherton Grove, SW10	8
270	155 Notting Hill Gate, W11	4
271	32 Pond Place, SW3	9
272	83 Princedale Road, W11	3
273	2 Raddington Road, W10	2
274	8 Raddington Road, W10	2
275	23 Redcliffe Gardens, SW10	8

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## Site List and Property Location Key - Indexed by Site Number

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276	5 Redcliffe Street, SW10	7
277	1-3 Russell Gardens Mews, W14	5
278	4 Russell Gardens Mews, W14	5
279	7 Russell Gardens Mews, W14	5
280	8 Russell Gardens Mews, W14	5
281	11 Russell Gardens Mews, W14	5
282	14 Russell Gardens Mews, W14	5
283	2 Russell Gardens, W14	5
284	12 Russell Gardens, W14	5
284	17 Russell Road, W14	5
285	13-17 Silchester Road, W10	3
286	21 Silchester Road, W10	3
287	1 St Helens Gardens, W10	1
288	14 St Lukes Street, SW3	9
289	16 St Lukes Street, SW3	9
290	18 St Lukes Street, SW3	9
291	24 St Lukes Street, SW3	9
292	3 Blagrove Road, W10	2
293	3 Stadium Street, SW10	10
294	9 Stadium Street, SW10	10
295	5 Stamford Cottages, SW10	10
295	10 Stadium Street, SW10	10
296	24 Stadium Street, SW10	10
296	38-40 Stoneleigh Street, W11	3
297	45 Stoneleigh Street, W11	3
297	29 Stadium Street, SW10	10
298	35 Stadium Street, SW10	10
298	1 Swinbrook Road, W10	2
299	51-65 Stadium Street, SW10	10
299	13-26 Tadema Road, SW10	10
300	27-28 Tadema Road, SW10	10
301	31-33 Tadema Road, SW10	10
302	11 Tetcott Road, SW10	10
303	47 Tetcott Road, SW10	10
304	10 Threshers Place, W11	3
305	7 Treadgold Street, W11	3
306	45-55 Uperne Road, SW10	10
307	57-61 Uperne Road, SW10	10
308	63-69 Uperne Road, SW10	10
309	39 Uverdale Road, SW10	10
310	43 Uverdale Road, SW10	10
311	49-55 Uverdale Road, SW10	10
312	50-52 Uverdale Road, SW10	10
313	66-70 Uverdale Road, SW10	10

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## Site Ust and Property Location Key - Indexed by Site Address

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1 & 2 Acacia Walk, Tadema Road, SW10	55	10
Allom & Barlow, Clarendon Road, W11	1	3
41 Ansleigh Place, W11	159	3
10 Arundel Gardens, W11	160	4
Arundel Gardens, W11	105	4
5 Ashburnham Road, SW10	161	10
6-10 Ashburnham Road, SW10	162	10
1 Avondale Park Gardens, W11	163	3
10A Avondale Park Gardens, W11	56	3
15-16 Avondale Park Gardens, W11	166	3
20 Avondale Park Gardens, W11	167	3
22-23 Avondale Park Gardens, W11	168	3
25 Avondale Park Gardens, W11	169	3
5 Avondale Park Gardens, W11	164	3
7 Avondale Park Gardens, W11	165	3
Avondale Park Road Estate, 18-36 Avondale Park Road, W11	14	3
Balfour of Burleigh, Ladbroke Grove, W10	2	1
1 Barlby Gardens, W10	170	1
17-19 Barlby Gardens, W10	174	1
23 Barlby Gardens, W10	175	1
5 Barlby Gardens, W10	171	1
7 Barlby Gardens, W10	172	1
9 Barlby Gardens, W10	173	1
18 Basing Street, W11	107	2
25 Basing Street, W11	106	2
Bassett Road, W10	108	2
Beaufort House, Beaufort Street, SW3	58	8
3-4 Billing Street, SW10	176	10
Blechynden House & Whitchurch House, Kingsdown Close, W11	4	3
96-98 Blenheim Crescent, W11	59	3
23 Bracewell Road, W10	178	1
28 Bracewell Road, W10	179	1
3 Bracewell Road, W10	177	1
32 Bracewell Road, W10	180	1
Bramley House, Bramley Road, W10	5	3
88 Bramley Road, W10	181	3
Brickbarn Close, Kings Es Road, SW10	60	10
Burgessfield, Wornington Road, W10	6	2
1 Burnaby Street, SW10	182	10
13 Burnaby Street, SW10	184	10
17 Burnaby Street, SW10	185	10
18 Burnaby Street, SW10	186	10
22-30 Burnaby Street, SW10	187	10
27 Burnaby Street, SW10	188	10
39 Burnaby Street, SW10	189	10
47 Burnaby Street, SW10	190	10
5 Burnaby Street, SW10	183	10
Camborne Mews, W11	7	2
118 Cambridge Gardens, W10	109	1
12 Cambridge Gardens, W10	8	2
41 Cambridge Gardens, W10	9	2
Campden Houses, Peel Street, W8	110	4
10 Caversham Street, SW3	191	9
18-24 Caversham Street, SW3	192	9
47 Caversham Street, SW3	193	9

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Cecil Court, Fawcett Street, SW10	61	8
Chelsea Manor Court, Chelsea Manor Street, SW3	62	9
11 Chepstow Crescent, W11	63	4
29 Chepstow Crescent, W11	64	4
61 Christchurch Street, SWB	194	9
60 Clarendon Road, W11	65	3
Clydesdale House, 255 Westbourne Park Road, W11	11	2
1 Clydesdale Road, W11 1JE	10	2
Collingham Place, SW5	111	6
Colville Gardens, W11	112	2
2-4 Colville Road, W11	113	4
11-12 Colville Square, W11	115	2
14 Colville Square, W10	67	2
9 Colville Square, W11	114	2
Convent Estate, Ladbroke Grove, W11	12	2
Corbet House, Hollywood Road, SW10	66	8
53 Cornwall Crescent, W11	196	3
9 Cornwall Crescent, W11	195	2
Cremorne Estate, Kings Road, SW10	69	8
11 Cremorne Road, SW10	197	10
23 Cremorne Road, SW10	198	10
Cremorne Sheltered Housing, Milman's Street, SW10	68	8
74 Dalgarno Gardens, W10	199	1
4-8 Damer Terrace, SW10	200	10
17-25 Danvers Street, SW3	70	8
27-31 Danvers Street, SW3	201	8
35-47 Danvers Street, SW3	71	8
49-57 Danvers Street, SW3	202	8
Dawson Place, W2	117	4
Downing House, Cambridge Gardens, W10	13	1
38 Eardley Crescent, SW5	203	7
Eastry & Foreland, Threshers Place, W11	57	3
35 Edith Grove, SW10	204	8
53 Edith Grove, SW10	205	8
57-59 Edith Grove, SW10	72	8
84 Edith Grove, SW10	206	10
65 Elgin Crescent, W11	118	4
Elgin Mews, W11	15	2
Elm Park Gardens Central, Fulham Road, SW10	103	8
Elm Park Gardens East, Fulham Road, SW10	102	i
Elm Park Gardens West, Fulham Road, SW10	104	8
11 Elsham Road, W14	207	5
50 Elsham Road, W14	208	5
55-57 Elsham Road, W14	209	5
59 Elsham Road, W14	210	5
60 Elsham Road, W14	119	5
63 Elsham Road, W14	211	5
68 Elsham Road, W14	212	5
70 Elsham Road, W14	213	5
75 Elsham Road, W14	214	5
77 Elsham Road, W14	215	5
87 Elsham Road, W14	216	5
89 Elsham Road, W14	217	5
5 Exmoor St, W10	16	1
55 Faraday Road, W10	17	2

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## Site Ust and Property Location Key - Indexed by Site Address

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7 Fawcett Street, SW10	218	8
17-19 Fernshaw Road, SW10	219	8
23 Fernshaw Road, SW10	220	8
27 Fernshaw Road, SW10	221	8
35 Fernshaw Road, SW10	222	10
36 Fernshaw Road, SW10	223	8
39-43 Fernshaw Road, SW10	224	10
115 Finborough Road, SW10	76	7
140 Finborough Road, SW10	75	7
162 Finborough Road, SW10	121	7
169 Finborough Road, SW10	74	7
59 Finborough Road, SW10	225	7
80-88 Finborough Road, SW10	120	7
Fleming Close, Park Walk, SW10	122	8
68 Flood Street, SW3	226	9
361 Fulham Road, SW10	128	8
437 Fulham Road, SW10	73	8
Galsworthy House, Elgin Crescent, W11	78	4
36 Glebe Place, SW3	227	9
101-105 Golborne Road, W10	237	2
51 Golborne Road, W10	228	2
55 Golborne Road, W10	229	2
59-63 Golborne Road, W10	230	2
64 Golborne Road, W10	231	2
67 Golborne Road, W10	232	2
71-77 Golborne Road, W10	234	2
79 Golborne Road, W10	235	2
83-87 Golborne Road, W10	236	2
Gordon Place, W8	123	6
Grove House, Chelsea Manor Street, SW3	124	9
20 Gunter Grove, SW10	125	8
36 Gunter Grove, SW10	126	10
12 Hansard Mews, W14	238	5
Henry Dickens Court Estate, St Ann's Road, W11	19	3
Hereford House, 370-372 Fulham Road, SW10	127	10
6 Hesketh Place, W11	239	3
40 Hewer Street, W10	240	1
10 Holland Road, W14	241	5
111-115 Holland Road, W14	246	5
119-123 Holland Road, W14	247	5
127-137 Holland Road, W14	248	5
37 Holland Road, W14	242	5
67 Holland Road, W14	243	5
68 Holland Road, W14	244	5
99 Holland Road, W14	245	5
Holmfield House, Hazelwood Crescent, W10	18	2
1-2 Hornton Place, W8	249	6
Hortensia House, Hortensia Road, SW10	79	8
Hudson House, St Marks Place, W11	80	2
Hunter House, 326-342 Old Brompton Road, SW5	81	7
Ingelow House, Holland Street, W8	129	6
Kelfield Court, Kelfield Gardens, W10	20	1
19 Kelfield Gardens, W10	250	1
39 Kempford Gardens, SW5	251	7
1 Kenley Walk, W11	252	3

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## Site List and Property Location Key - Indexed by Site Address

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66 Oxford Gardens, W10	142	2
91 Oxford Gardens, W10	143	1
18 Pembridge Crescent, W11	145	4
21 Pembridge Crescent, W11	146	4
1 Pembridge Square, W2	144	4
17-19 Penzance Street, W11	39	3
47 Philbeach Gardens, SWS	147	7
62 Philbeach Gardens, SWS	148	7
69-70 Philbeach Gardens, SWS	149	7
Pond House, Pond Place, SWS	82	9
32 Pond Place, SW3	271	9
Portland Road Estate, Portland Road, W11	92	3
Portbello Court Estate, Portobello Road, W10	91	4
375 Portobello Road, W10	37	2
48-100 Powis Square, W11	150	2
83 Princedale Road, W11	272	3
2 Raddington Road, W10	273	2
8 Raddington Road, W10	274	2
9-11 Raddington Road, W10	38	2
23 Redcliffe Gardens, SW10	275	8
Redcliffe Square, Finborough Road, SW10	93	7
5 Redcliffe Street, SW10	276	7
12 Russell Gardens, W14	284	5
2 Russell Gardens, W14	283	5
11 Russell Gardens Mews, W14	281	5
1-3 Russell Gardens Mews, W14	277	5
14 Russell Gardens Mews, W14	282	5
4 Russell Gardens Mews, W14	278	5
7 Russell Gardens Mews, W14	279	5
8 Russell Gardens Mews, W14	280	5
17 Russell Road, W14	284	5
31-77 Sheffield Terrace, W8	94	4
Silchester Estate East, Silchester Road, W10	41	3
13-17 Silchester Road, W10	285	3
21 Silchester Road, W10	286	3
Silchester Estate West, Bramley Road, W10	42	3
Sir Thomas More Estate, Beaufort Street, SW3	96	8
Slaidburn Street, SW10	151	10
St Columba's House, Blagrove Road, W10	43	2
1 St Helens Gardens, W10	287	1
56 St Helens Gardens, W10	152	1
62 St Helens Gardens, W10	153	1
14 St Lukes Street, SW3	288	9
16 St Lukes Street, SW3	289	9
18 St Lukes Street, SW3	290	9
24 St Lukes Street, SW3	291	9
St Marks Grove Estate, St Marks Grove, SW10	95	7
69 St Quintin Avenue, W10	44	1
St Quintin Estate, W10	3	1
32 St. Charles Square, W10	40	1
3 Blagrove Road, W10	292	2
10 Stadium Street, SW10	295	10
24 Stadium Street, SW10	296	10
29 Stadium Street, SW10	297	10
3 Stadium Street, SW10	293	10

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## Site List and Property Location Key - Indexed by Site Address

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35 Stadium Street, SW10	298	10
51-65 Stadium Street, SW10	299	10
9 Stadium Street, SW10	294	10
5 Stamford Cottages, SW10	295	10
Stanley Gardens, W11	105	4
38-40 Stoneleigh Street, W11	296	3
45 Stoneleigh Street, W11	297	3
15 Stratford Road, W8	154	6
4 Sunningdale Gardens, W8	155	6
6 Sunningdale Gardens, W8	156	6
Swinbrook Estate, Bevington Road, W10	45	2
1 Swinbrook Road, W10	298	2
13-26 Tadema Road, SW10	299	10
27-28 Tadema Road, SW10	300	10
31-33 Tadema Road, SW10	301	10
Talbot House 10 Ladbroke Crescent, W11	46	2
Tavistock Crescent, W11	48	2
Tavistock Sheltered Housing, Tavistock Road, W11	47	2
11 Tetcott Road, SW10	302	10
47 Tetcott Road, SW10	303	10
The Sandhills, 1-30 Limerston Street, SW10	157	8
10 Threshers Place, W11	304	3
Tor Gardens Estate, Horton Street, W8	97	4
Treadgold House, 25 Bomore Road, W11	50	3
7 Treadgold Street, W11	305	3
Tregunter Estate, Finborough Road, SW10	77	7
Trellick Tower & Edenham Way, Golborne Road, W10	49	2
Treverton Estate, Treverton Street, W10	51	1
45-55 Upcerne Road, SW10	306	10
57-61 Upcerne Road, SW10	307	10
63-69 Upcerne Road, SW10	308	10
39 Uverdale Road, SW10	309	10
43 Uverdale Road, SW10	310	10
49-55 Uverdale Road, SW10	311	10
50-52 Uverdale Road, SW10	312	10
66-70 Uverdale Road, SW10	313	10
Verity Close, W11	52	3
Walmer House, 134/140 Bramley Road, W11	53	1
Wandon Estate, King's Road, SW6	98	10
Warwick Road Estate, Warwick Road, SW6	99	6
15-95 West Row, W10	54	1
Westgate Terrace, SW10	158	7
Wiltshire Close, Rosemoor Street, SW3	100	9
Worlds End Estate, Blantyre Street, SW10	101	10

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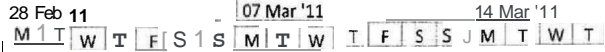
ID	Task mode	Task Name	Duration	Start	Finish
1		Access letters for survey	2 days	Mon 07/03/11	Tue 08/03/11
2		Gillray House 28No	1 day	Mon 14/03/11	Mon 14/03/11
3		Grenfell Tower 107Nn	4 days	Mon 14/03/11	Thu 17/03/11
4		Riley House 24Nn	1 day	Tue 15/03/11	Tue 15/03/11
5		Lacland House 23No	1 day	Wed 16/03/11	Wed 16/03/11
6		Lonsdale House 62No	2 days	Thu 17/03/11	Fri 18/03/11
7		Milman's House 26No	1 day	Fri 18/03/11	Fri 18/03/11
8		Colville Square 15no	1 day	Mon 21/03/11	Mon 21/03/11
9		Gillray House V2	1 day	Mon 21/03/11	Mon 21/03/11
10		Grenfell Tower V2	1 day	Mon 21/03/11	Mon 21/03/11
11		Riley House V2	1 day	Tue 22/03/11	Tue 22/03/11
12		Lacland House V2	1 day	Tue 22/03/11	Tue 22/03/11
13		Lonsdale House V2	1 day	Tue 22/03/11	Tue 22/03/11
14	Tf	Milman's House V2	1 day	Tue 22/03/11	Tue 22/03/11
15		Colville Square V2	1 day	Tue 22/03/11	Tue 22/03/11
16		King Charles Hse 28No	1 day	Mon 21/03/11	Mon 21/03/11
17		Kensal House 64No	2 days	Mon 21/03/11	Tue 22/03/11
18		King Charles Hse V2	1 day	Wed 23/03/11	Wed 23/03/11
19		Kensal House V2	1 day	Wed 23/03/11	Wed 23/03/11
20		Gillray House V3	1 day	Wed 23/03/11	Wed 23/03/11
21		Grenfell Tower V3	1 day	Wed 23/03/11	Wed 23/03/11
22		Riley House V3	1 day	Wed 23/03/11	Wed 23/03/11
23		Lacland House V3	1 day	Wed 23/03/11	Wed 23/03/11
24		Lonsdale House V3	1 day	Thu 24/03/11	Thu 24/03/11
25		Milman's House V3	1 day	Thu 24/03/11	Thu 24/03/11

28 Feb '11 07 Mar '11 14 Mar '11  
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Project: Kensington & Chelsea  
Date: Wed 02/03/11

Task	External Milestone	Manual Summary Rollup
Split	Inactive Task	Manual Summary
Milestone	Inactive Milestone	Start-only
Summary	Inactive Summary	Finish-only 3
Project Summary	Manual Task	Deadline
External Tasks	Duration-only	Progress

ID	Task Mode	Task	Duration	Start	Finish
26		Colville Square V3	1 day	Thu 24/03/11	Thu 24/03/11
27		King Charles Hse V3	1 day	Fri 25/03/11	Fri 25/03/11
28		Kensal House V3	1 day	Fri 25/03/11	Fri 25/03/11
29		Site Set Up	8 days	Mon 28/03/11	Fri 01/04/11
30		Gillray House	8 days	Mon 18/04/11	Wed 27/04/11
31		Grenfell Tower	26 days	Mon 18/04/11	Mon 23/05/11
32		Riley House	3 days	Tue 26/04/11	Thu 28/04/11
33		Lacland House	4 days	Tue 03/05/11	Fri 06/05/11
34		Lonsdale House	7 days	Mon 09/05/11	Tue 17/05/11
35		Milman's House	4 days	Tue 17/05/11	Fri 20/05/11
35		Colville Square	3 days	Mon 23/05/11	Wed 25/05/11
37		King Charles Hse 28No	6 days	Wed 25/05/11	Wed 01/06/11
38		Kensal House 64No	14 days	Tue 24/05/11	Fri 10/06/11



Project: Kensington & Chelsea	Task	External Milestone	Manual Summary Rollup
Date: Wed 02/03/11	Split	Inactive Task	Manual Summary
	Milestone	Inactive Milestone	Start-only
	Summary	Inactive Summary	Finish-only
	Project Summary	Manual Task	Deadline
	External Tasks	Duration-only	Progress

21 Mar '11							28 Mar '11							04 Apr '11							11 Apr '11							18 Apr '11							25 Apr '11								
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S

Project: Kensington & Chelsea  
Date: Wed 02/03/11

**Task**

Split

Milestone

Summary

Project Summary

External Tasks

v -

**External Milestone**

Inactive Task

Inactive Milestone


Inactive Summary

Manual Task


 Duration-only

Page 3

**Manual Summary Rollup** —

Manual Summary 

Start-only **C**

Finish-only 

Deadline \*

Progress 











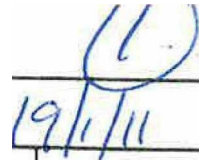
02 May '11      09 May '11      16 May '11      23 May '11      30 May '11      06 Jun '11  
 S | M | T | W | T | F | S | S    M | T | W    T | F | S | S    M | T | W | T T    M | T | W | T | F | S | S    M | T | W | T | F | S | S    M | T | W | T | F | S | S    M | T | W | T | F | S | S

Project: Kensington & Chelsea  
 Date: Wed 02/03/11

- Task
- Split
- Milestone
- Summary
- Project Summary
- External Tasks

- External Milestone
- ... Inactive Task
- Inactive Milestone
- Inactive Summary
- Manual Task
-  Duration-only

- Manual Summary Rollup 
- Manual Summary 
- Start-only 
- Finish-only 
- Deadline 
- Progress



19/1/11

This specification is produced in relation to various properties in W10, W11, SW4 and SW10. The Royal Borough of Kensington and Chelsea Tenants Management Organisation and **must** not be reproduced without the express authority of The Royal Borough of Kensington and Chelsea Tenants Management Organisation.

Please note that throughout this specification, where manufacturers and subcontractors are specified, the Contractor is to note that they can use alternative or equal approved.

## 1.0 BRIEF DESCRIPTION OF CONTRACT

- 1.1 The Royal Borough of Kensington and Chelsea Tenant Management Organisation wishes to enter into contract for the Renewal of Flat/Unit(s) Entrance Doors to the existing Housing Stock borough wide (W10, W11, SW6 and SW10) See attached property schedule (Appendix A)
- 1.2 It is intended that the contract will be awarded to a Contractor for flat entrance door renewal works to occupied and Void Properties to be issued under this contract and in respect of all areas administered by Royal Borough of Kensington and Chelsea Tenants Management Organisation.
- 1.3 Works Orders for jobs will be placed throughout the Contract period in respect of individual flat/unit(s).
- 1.4 The Pricing document contained within the Contract Documents must be duly completed where appropriate.
- 1.5 The Contract period will be as stated in the Contract Details section herewith.
- 1.6 The Royal Borough of Kensington and Chelsea Tenants Management Organisation reserves the right not to accept the lowest or any pricing document received.

## 2.0 GENERAL INSTRUCTIONS

- 2.1 The Contractor shall be deemed to have carefully read and examined the Contract documents before submitting his pricing document.
- 2.2 The Contractor must acquaint and satisfy himself with all conditions likely to affect the execution of any of the Works Orders issued, including the types, construction and location of the dwellings and buildings, as no claim by the Contractor for additional payment shall be allowed on the grounds of any misunderstanding, or ignorance due to the lack of knowledge of the conditions, regulations or requirements on which the Works Orders are to be executed.

2.3 The Contractor shall complete the pricing document in respect of this contract and price each item where required, clearly in ink and sign the Certificate of Non-Collusion attached. All the documents provided shall be completed as appropriate and shall be returned no later than the date and time set for return.

2.4 The envelope shall bear no distinguishing marks intended to indicate the identity of the senders and no pricing document received after that date and time set for return will be considered.

2.5 The Royal Borough of Kensington and Chelsea Tenants Management Organisation will not be liable for any expenses incurred by the Contractor in the preparation of its pricing document.

2.6 The pricing document shall be submitted strictly in accordance with the Pricing documents, which is without qualifications. Failure to comply with this requirement may, at the option of the Royal Borough of Kensington, and Chelsea Tenants Management Organisation, invalidate the Pricing document.

### 3.0 PRICING DOCUMENTED RATES

3.1 The rates pricing documented will be at a fixed rate for all Orders for the duration of the Contract Period.

### 4.0 DEFINITIONS AND INTERPRETATIONS

4.1 The attention of Contractors is specifically drawn to the following words and expressions used in the Contract Documents and which shall except where the context otherwise requires have the meanings hereby ascribed to them:-

4.2 "Arbitrator" means the person appointed in accordance with the provisions of Conditions of Contract Clause 9.4.

4.3 "Contract Administrator" the person named in Article 3 or any successor nominated or otherwise agreed under clause 3.10.1

4.4 "Pricing Document" the pricing document identified in the Contract Particulars (item 11), together with preliminaries and specification preambles applicable to this Contract included in or annexed to it.

- 4.5 "Commencement Date" means, the date stated in the Contract particulars or otherwise agreed between the parties to be the commencement date for the provisions of the Service by the Contractor.
- 4.6 "Conditions" means the clauses set out in Sections 1 to 9 of these Conditions, together with and including the schedule hereto.
- 4.7 "Contract" means the Agreement, these Conditions and pricing document.
- 4.8 "Contract Particulars" means the particulars in the Agreement and there described as such, as completed by the Parties.
- 4.9 "Contract Period" subject to Clause 7.1, the period stated in the Contract Particulars (item 3).
- 4.10 The "Employer" the person named as Employer in the Agreement.
- 4.11 The "Order Completion Date" means the Contractor shall notify the Contract Administrator in writing the date when in his opinion and Order has been completed and/or supplied in accordance with this Contract. If the Contract Administrator does not dissent in writing, giving reasons, within 14 days of receipt of the Contractor's notice, the date so notified shall for all the purposes of this Contract be the date when the Order was completed and/or supplied in accordance with this Contract (the "Order Completion Date").
- If the Contract Administrator dissents, then, as soon as he is satisfied that the Order has been duly completed and/or supplied, he shall as soon as practicable notify the Contractor in writing and, unless otherwise agreed or determined in accordance with the dispute resolution procedures of this Contract, the Order Completion Date shall be the date stated in the Contract Administrator's notice.
- 4.12 "Works Order" shall mean the written description and/or drawings of any work and/or the supply of labour, plant, materials and/or goods to be carried out under this Contract on written instructions from the Contract Administrator, including any Variation thereto.
- 4.13 Within the pricing document the following definitions of Unit of Measurement are applicable:-

**No -Per Number or Each**

**IT -Per Item I.e. comprising the whole of the works as detailed.**

**LM -Per Linear Metre**

**M<sup>2</sup> -Per Square Metre**

**M<sup>3</sup> -Per Cubic Metre**

- 4.14** Within the pricing document the term "Fix" or "Fit" shall mean the Supply and Fix or Fit of the appropriate item(s). All items are deemed to be fully inclusive of the supply of all materials required unless specifically referred to as supplied by others or "Fix Only" or "Free Issue".
- 4.15** Within the pricing document the term "Renew" shall mean the removal of any existing item together with the Supply and Fix or Fit of the appropriate item(s). All items are deemed to be fully inclusive of the supply of all materials required unless specifically referred to as supplied by others or "Fix Only" or "Free Issue".
- 4.16** Reference to time shall be construed during the period of summer time to be British Summer Time and otherwise to be Greenwich Mean Time.
- 4.17** The Contract shall be governed by and construed in accordance with English Law. Reference to any Act of Parliament or to any Order, Regulation, Statutory Instrument or the like shall include a reference to any amendment or re-enactment of the same.
- 4.18** Words importing the masculine gender include the feminine gender; words in the singular include the plural and vice versa and words importing individuals shall be treated as importing corporations and vice versa.
- 4.19** Condition headings and notes are for ease of reference only and shall not affect construction or interpretation of the Contract.



## 5.0 CONDITIONS OF CONTRACT

**5.1** | The form of contract will be the JCT Measured Terms Contract 2006, Revision 2, 2009. Allow for the obligations , liabilities and services described therein against the headings following:

### 5.2 The Recitals

#### First

The Employer require maintenance and/or minor works to be carried out in accordance with the details set out or referred to in the Contract Area and Contract Particulars.

#### Second

The Contractor has offered to carry out the required works at specified rates or as otherwise determined in accordance with the Conditions and the Employer has accepted that offer.

#### Three

The Employer has appointed a Contract Administrator to issue Orders for the required works and carry out the functions ascribed to the Contract Administrator by the Conditions.

#### Fourth

The Employer has appointed a CDM Coordinator pursuant to regulation 14(1) of the CDM Regulations to ensure that, where so required by those regulations, a Construction Phase Plan which complies with their requirements is prepared in respect of each project to which an Order relates and that that plan is provided to the Contractor before the commencement of construction work under the relevant Order.

#### Fifth

The Contract has supplied to the Employer the Contractor's safety policy complying with Statutory Requirements, a copy of which is annexed.

#### Sixth

The Supplemental Provision identified in the Contract Particulars applies.

### 5.3 Articles 1-8

**Article 3**                      **Contract Administrator:**  
The Royal Borough of Kensington and  
Chelsea Tenants Management Organisation

**Article 4**                      **Is not notifiable**

**Article 6**                    **Clause 6 will be deleted**

**Article 7**                    **Clause 7 Applies**

## **6.0) CONTRACT PARTICULARS**

### **6.1 (Sixth Recital and schedule)**

#### **Supplemental Provisions**

**Collaborative working: Paragraph 1 applies**

**Health and Safety: Paragraph 1 applies**

**Cost savings and value improvements: Paragraph 3 applies**

**Sustainable development and environmental considerations:  
Paragraph 4 applies**

**Performance indicators and monitoring: Paragraph 5 applies**

**Notification and negotiation disputes: Paragraph 6 applies**

**Where paragraph 6 applies, the respective nominees of the  
Parties are:**

**Employer's nominee To be advised,**

**The Contractor's nominee: To be advised or such replacement  
as each party may notify to the other from time to time.**

### **6.2 (Article 7)**

#### **Arbitration**

**Article 7 and clauses 9.3 to 9.8 (arbitration) applies**

### **6.3 (Clause 2.4)**

#### **Orders - minimum and maximum value**

**Minimum value of any one Order to be issued £400.00**

**Maximum value of any one Order to be issued £1,000.00**

### **6.4 (Clause 2.5)**

#### **Orders - value of work to be carried out**

**Approximate anticipated value of works to be carried out under  
this Contract is**

**£To be advised per annum**

**£To be advised for 3 to 4 years Contract Period**

### **6.5 (Clause 2.6)**

#### **Orders - priority coding**

**To be advised prior to commencing date**

### **6.6 (Clause 4.2)**

#### **Construction Industry Scheme**

**The Employer at the commencement of the Contract Period is a  
Contractor for the purposes of the CIS.**

- 6.7 (Clause 5.2)**  
**Responsibility for measurement and valuation**  
The Contract Administrator shall measure and value all orders.  
The first date will be the last day of the month, and thereafter in each month of the nearest Business Day.
- 6.8 (Clauses 5.3, 5.6.1 and 5.6.2)**  
**Pricing Document**  
Adjustment percentage is 0% as rates remain fixed for all Orders
- 6.9 (Clause 5.6.1)**  
**Rates - Fluctuations**  
Does not apply
- 6.10 (Clause 5.6.1)**  
**Basis and dates of revision**  
Does not apply and rates remain fixed for all Orders.
- 6.11 (Clause 5.4, 5.6.3 and 5.6.4)**  
**Daywork**  
  
Does not apply and rates remain fixed for all Orders
- 6.12 (Clause 5.6.3)**  
**Revision of Schedule of Hourly Rates**  
Does not apply
- 6.13 (Clause 5.7)**  
**Overtime**  
The percentage addition will be 0% as the rates remain fixed for all Orders.
- 6.14 (Clauses 6.4.1, 6.9 and 6.11)**  
**CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY**  
Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5,000,00,00 ( Five million)  
Percentage to cover professional fees 0%.

Annual renewal date of insurance as supplied by the Contractor is to be advised by the Contractor.

All liability policies should contain an Indemnity to Principals clause. Contracts including design work or professional services may also necessitate Professional Indemnity cover to be effected

**INSURANCE - LIABILITY COVER OF EMPLOYER**

Insurance is not required

**INSURANCE OF THE WORKS - INSURANCE OPTIONS**

Schedule 1: Insurance Option C applies

- 6.15 (Clause 7.1)  
Break Provisions - Employer or Contractor  
The period of notice will be 13 weeks.

- 6.16 (Clause 9.2, 9.3 and 9.4)  
Settlement of Disputes

Adjudication  
Does not apply

BOC 1A

**Arbitration**

The president or a Vice President of The Royal Institution of Chartered Surveyors would be appointed.

**7.0 The Conditions**

**SECTION 1: DEFINITIONS AND INTERPRETATION**

**SECTION 2: CARRYING OUT THE WORKS**

**SECTION 3: CONTROL OF THE WORKS**

**SECTION 4: PAYMENT**

**SECTION 5: MEASUREMENT AND VALUATION**

**SECTION 6: INJURY, DAMAGE AND INSURANCE**

**SECTION 7: BREAK PROVISION, RIGHTS OF EACH PARTY**

**SECTION 8: TERMINATION FOR DEFAULT, ETC**

**SECTION 9: SETTLEMENT OF DISPUTES**

**SCHEDULE SUPPLEMENTAL PROVISIONS**

**7.1 EXECUTION:**

The Contract will be executed under Seal

**8.C) MAIN CONTRACT GENERAL MATTERS****8.1 CONTRACTOR TO EXECUTE WORK AT CONTRACT RATES**

In consideration of payments to be made by the Royal Borough of Kensington and Chelsea Tenants Management Organisation to the Contractor in the manner and subject as hereinafter mentioned calculated in accordance with the fixed rates set forth in the pricing document by the Contractor and which have been accepted by the Royal Borough of Kensington and Chelsea Tenants Management Organisation. The Contractor will perform, provide, execute and do all the Works, materials, matters and things as shall be ordered from time to time during the continuance of this contract by the Contract Administrator as described or referred to in the Specification and complete the same to the entire satisfaction of the Contract Administrator and will perform and observe all the provisions of the Contract and Schedules hereto which on the Contractor's part are to be performed and observed

**8.2** In certain circumstances the Contractor may be required to execute work using materials to be collected free issue, as directed by the Contract Administrator. Where such work is so ordered the Contractor shall allow a credit in respect of the value of materials not supplied by the Contractor

**8.3** The Contractor is advised that certain Work of a Specialist nature is likely to be the subject of separate orders outside the scope of this Contract.

**8.4** With the approval of the Contract Administrator, the Employer may during the period of this Contract require other Persons or Contractors to carry out other works concurrent therewith. The Contractor shall at all times facilitate and permit such work to be executed without hindrance. But in any such event the Contractor shall not be responsible for any damage caused to his Works by the said other Works, Persons or Contractors

**8.5** In certain circumstances the Contract Administrator may require the Contractor to undertake certain works in other Areas administered by the Royal Borough of Kensington and Chelsea Tenants Management Organisation to that for which the Contract has been awarded save that when such work is so ordered the Contractor shall carry out and complete the works in accordance with the terms and conditions of this contract and at the Contractors accepted fixed rates applicable thereto.

8.6 The successful Contractor should not consider that he has sole agency rights to all Supply and fit work undertaken by the Royal Borough of Kensington and Chelsea Tenants Management Organisation and that the Royal Borough of Kensington and Chelsea Tenants Management Organisation may, at its sole discretion, issue instructions to other Contractors to carry out work in or on properties the responsibility of the Royal Borough of Kensington and Chelsea Tenants Management Organisation.

## 9.0 FLUCTUATIONS

9.1 The rates stated in the pricing document by the Contractor are fixed for the first year of the Contract Period

9.2 Any increase/decrease to the rates stated in the pricing document for subsequent calendar years shall be calculated by application of the movement in the All Items column of the General Index of Retail Prices as published in the Department of Employment Gazette or if such publication is discontinued then whatever relevant document succeeds it. The Base Index for calculation purposes shall be as stated in the Contract Details.

## 10.0 WORKS ORDERS

### 10.1 ISSUES OF WORKS ORDERS

10.1.1 The Contract Administrator will issue an official Works Order to the Contractor to execute jobs at a specified address within the specified period.

Works may be ordered on the telephone by an Authorised Officer, and followed by a confirmation Works Order, which will be issued within five working days. All Works Orders will be in writing and no payment will be made in respect of work undertaken without a written Works Order

10.1.2 The Contractor shall carry out an inspection of the work required in order that the repair work so ordered can be completed, and will notify when returning his Schedule, the CA of any additional works required completing the order. The Contractor without the written consent of the CA will carry out no additional works notified.

### 11.0 EXECUTION OF WORKS ORDERS

11.1 The Contractor must acquaint and satisfy himself with all conditions likely to affect the execution of any of the Works Orders issued, including the types, construction and location of the dwellings and buildings, as no Claim by the Contractor for



additional payment shall be allowed on the grounds of any misunderstanding, or ignorance due to lack of knowledge of local conditions, regulations or requirements on which the Works Orders are to be executed

- 11.2 |** The Contractor shall at all times employ sufficient labour and supply materials and suitable and sufficient plant and equipment to ensure that all Works Orders placed with him are started and completed within the Specified Period (which commences from the time of the issue of the Works Order) to the entire satisfaction of the Contract Administrator
- 11.3 |** If within ten working days of the receipt by the Contractor of a Works Order the Contractor considers that the volume or nature of the Works will require an extension to the specified period he is to notify the Contract Administrator immediately, who shall adjudicate on whether an extension to the specified period should be granted and such adjudication shall be final. It should be noted that any such extension will only be considered in extreme cases
- 11.4 |** The Contractor will be required, notwithstanding the Expiry of the Contract Period on the date as stated in the Contract Details to satisfactorily complete all Works Orders issued to the Contractor before or on the date of expiry of the Contract Period
- 11.5 |** The Royal Borough of Kensington and Chelsea Tenant Management Organisation reserves the right to withdraw any Works Order at any time
- 11.6 |** The Contractor shall make no charge if a Works Order is withdrawn before work has commenced, or a property is found not to be in the ownership of the Royal Borough of Kensington and Chelsea Tenant Management Organisation.

## **12.0 | COMMUNICATIONS**

The Contractor shall execute all works ordered under this Contract promptly. In order to prevent damage, deterioration or injury occurring either to persons or property, and in order to facilitate the rapid execution of works shall, immediately upon the commencement of this Contract, place himself in direct telephonic or similar communication (not answer phone) with the Contract Administrator and such facility for communications must be maintained in a functioning state during the normal working hours as stipulated for the continuance of this Contract.

12.1	<b>SITE PROJECT MANAGER/AGENT</b>	
12.1.1	The contractor is to employ a full time working Manager on site starting at 0800 each working day of the contract, whose duties would include dealing with quality control, progress and scheduling of works and representation at site meetings. The Manager must carry a good quality mobile phone to both send and receive calls at all times when not at the site office.	
12.1.2	The Contractor shall upon commencement of the Contract provide the Contract Administrator with the name(s) and the telephone number(s) of the Contractors staff who would be available outside of normal working hours for the purposes of receiving urgent or emergency instructions relating to the execution of the works	
12.1.3	When Works Orders and Variations have been given by telephone, the Contractor shall immediately upon receipt thereof, apply for and obtain confirmation of such Works Orders and Variations in writing under the hand of the Contract Administrator.	
13.0	<b>CONTINUITY</b>	
13.1	The Contractor should note that due to variations in the amount of work available annually it is not possible to guarantee continuity of work over the whole contract period. It is to be noted that Works Orders will be issued as per Item 10.0 above.	
14.0	<b>COMPLETION OF THE WORKS</b>	
14.1	The Contract Administrator will on completion of each individual flat door replacement issue a Certificate of Practical Completion, stating the date of completion.	
14.2	The Contractor is required to submit a Schedule of account itemising the flat doors signed off for each flat/unit as complete in accordance with contractors audit sheet by the CA (Appendix C). Schedules to be submitted monthly. Failure to undertake this requirement could prevent additional Works Orders being issued to the Contractor and also prevent payment being made to the Contractor.	
14.3	The Contractor is to note that The Royal Borough of Kensington and Chelsea Tenants Management Organisation may have a Tenants Satisfaction Survey during the period of the Contract. This is likely to take the form of either the leaving of a prepaid card for return by the tenant to the Contract Administrator or the	

obtaining of a signature by the Contractor from the tenant on a form to be returned with the relevant order. No additional cost will be allowed for complying with all reasonable requirements of such orders.

**14.4** Any or all of the Works may be subject to inspection by Officers of the Royal Borough of Kensington and Chelsea Tenants Management Organisation or their representatives and the Contractor will be required to attend the place of inspection and provide any relevant documentation if so requested.

**14.5** The Contractor shall leave the Work complete and in a clean sound and perfect condition, and during the execution of the works and at completion shall clear away all rubbish and make good at his own expense to the satisfaction of the Contract Administrator any damage which may have been caused to any property within the Royal Borough of Kensington and Chelsea Tenants Management Organisation by his employees.

#### **15.0 HOURS OF WORK/OUT OF HOURS WORKING**

**15.1** The Contractor may generally carry out work between the hours of 8.00am, 5.00pm Monday to Friday. Work before or after these times or work between the hours of 8.00am - 12 noon on Saturday may only be carried out with the prior approval of the Contract Administrator and of the Tenant in respect of occupied properties.

**15.2** The Contractor will not be permitted to carry out work after 12 noon Saturday or all day Sundays and Public and Bank Holidays.

**15.3** The Royal Borough of Kensington and Chelsea Tenants Management Organisation will not be liable for extra payments of monies in the event of overtime worked.

#### **16.0 LIST OF AUTHORISED OFFICERS**

**16.1** A list of authorised officers will be supplied to the Contractor before commencement of the Contract term. This list will be updated throughout the contract term to take account of changes in authorised Officers of the CA.

16.2 Should the Contractor receive instructions/directions from persons not identified on the list of authorised Officers then the Contractor should refer the matter to the Contract Administrator for directions before commencing any works.

## 17.0 IDENTIFICATION

17.1 The Contractor will supply to all working personnel employed upon the works with a form of identification card which will contain the following details:-

- a) Photograph of operative
- b) Operative's name
- c) Contractor's name and address
- d) Expiry date of card

17.2 The Contractor will be required to ensure that all identification cards so issued are returned on the occasion of an operative leaving his employment.

## 18.0 OCCUPIED PREMISES

18.1 The Contractor shall give Seven (7) days written notice to the occupier of his intention to commence work, using standard letter 1, (appendix C) and the work is to be carried out in a manner that will cause the minimum inconvenience and nuisance from obstruction, dust, noise etc. All necessary precautions must be taken to ensure the safety of the occupier. Deliveries of materials must be arranged so as not interfere with the occupier.

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18.2 No work must start or continue in any building until all practicable steps have been taken to prevent danger to persons employed or living in the building at the time, from any live electric cable or apparatus, plumbing works, exposed asbestos or any other hazard which is liable to be a source of danger and the Contractor shall take all necessary safety measures accordingly.

18.3 Contractors are to make their own arrangements in unoccupied buildings for temporary electrical supply in accordance with the Health and Safety at Work Act 1974.

18.4 The Contractor should be aware that properties may be occupied by elderly, frail or ill tenants and should therefore take



due care and consideration in the execution of the works and the rates in the pricing document together with the percentage adjustments thereto are deemed to allow for any extra costs this may occur.

**18.5** The Contractor shall allow for tenants to have temporary flat entrance doors. during the period of the works, including all necessary temporary supplies to ensure flat entrance doors are left working while the flat entrance door is renewed. At the end of each working day the Contractor shall ensure that flat entrance door is completed.

## **19.0 PROTECT AND REMOVE FURNITURE**

**19.1** All furniture, fittings, apparatus, carpets and the like shall be carefully moved by the Contractor- as necessary to enable the execution of the work to be carried out. The contractor is to complete with the tenant the, white goods survey form (appendix C), prior to commencing work or moving any of the white goods on site.

**19.2** The Contractor shall properly cover such furniture, fittings, apparatus, carpets and the like with spot cloths and protect them from dirt and splashes and at completion of the works, replace and refit all such furniture, fittings, apparatus, carpets or the like in their original positions, to the tenants' satisfaction.

**19.3** The Contractor shall agree the extent of the removal of carpets, furniture, etc with the Tenant, and the conditions of such carpets, furniture etc., before commencing the works. Failure to agree the extent of removal and condition is to be reported to the Contract Administrator.

**19.4** Any claims for damage to any tenants' property are to be settled directly between the tenant(s) and the Contractor. The Royal Borough of Kensington and Chelsea Tenants Management Organisation shall entertain no claim from any party for damage or loss to tenants' property.

**19.5** The rates in the Pricing document together with the percentage adjustments thereto are deemed to allow for all costs that may arise in complying with *Clauses 16.0 and 17.0*, as no additional charges will be allowed.

## **20.0 PROTECTION OF PERSONS AND PROPERTY**

**20.1** The Contractor will take every precaution whilst carrying out the works to ensure the safety of the general public, Royal Borough of Kensington and Chelsea Tenants Management Organisation staff and other persons likely to be affected by his operations, and in particular comply with the requirements of the Office, Shops and Railway Act 1963, the Factories Act 1961, Construction Regulation 1961 and 1966, Health and Safety at Work, etc., Act 1974 and the Work place Regulations 1996 and all other relevant legislation.

## **21.0 SECURITY OF UNOCCUPIED PREMISES**

The Contractor will be responsible for securing upon the completion of the works or whilst the premises are unattended or at the end of each working day the doors and windows of unoccupied or unattended premises including the reinstatement of temporary door and window coverings as necessary. The cost of undertaking this work is deemed to be included in the rates contained in the pricing document and the percentage adjustment thereto.

## **22.0 ACCESS AND ABORTIVE CALLS**

- 22.1** In occupied properties The Royal Borough of Kensington and Chelsea Tenants Management Organisation, its officers and employees (including Contractors) have no special right of access without the registered tenant's permission, to include the opening of doors and windows or works to boundaries or grounds.
- 22.2** The Contractor shall make his own arrangements using standard access letter 1 (appendix C) with tenants and the Society or Estate Agents (voids) for access to the individual properties for the purposes of inspection and for carrying out the works using Standard letter 2 (appendix C)
- 22.3** If on receiving an order, the Contractor is unable to gain access to occupied properties following the arrangement of said visit, he shall immediately notify the CA: The Royal Borough of Kensington and Chelsea Tenants Management Organisation will then either make arrangements direct with the tenant regarding further visits, or to withdraw the Works Order without charge.

**22.4** | If on receiving an order, the Contractor is unable to obtain keys from the society or the relevant Estate agent for void properties, he shall inform the CA in writing. The Royal Borough of Kensington and Chelsea Tenants Management Organisation will make arrangements direct with the Agents regarding further visits, or to withdraw the Works Order without charge.

**22.5** The Contractor shall make no charge for these arrangements.

**22.6** No payment will be allowed to the Contractor for Abortive Calls and all such costs are deemed to be included in the Pricing Document together with the percentage adjustment thereto.

### **23.0 PREVENTION OF TRESPASS**

**23.1** No workman, scaffold or the like is to be allowed to trespass upon properties adjoining those in respect of which a Works Order is given. If the execution of work requires that workmen must enter upon adjoining property, the necessary permission must be first obtained from the owner/leaseholder or tenant by the Contractor who is to see that these instructions are carried out. If the Contractor is unable to obtain permission for work on adjoining property he is to inform the Authorised Officer who will endeavour to arrange access to the adjoining property.

**23.2** The Contractor shall indemnify the Royal Borough of Kensington and Chelsea Tenants Management Organisation against any claim or action for damages on account of any trespass or other misconduct of his employees. Workmen will be allowed only into such parts of the site and buildings of the Royal Borough of Kensington and Chelsea Tenants Management Organisation's stock as may be necessary to execute the works from time to time ordered hereunder.

#### **24.0 PROTECTION OF EXISTING AND ADJOINING BUILDING ETC.**

**24.1** The Contractor shall suffer nothing to be done that is liable to injure the stability of existing buildings or any portion thereof, boundary walls, fences or railings.

The Contractor will be held responsible for all damage arising through carelessness or inadvertence in this respect.

Every effort is to be taken by the Contractor to avoid damage to gardens and trees and the work is to be carried out so as to cause the minimum of interference to the persons occupying or using the existing or adjacent or adjoining premises.

#### **25.0 PARTY WALLS**

**25.** The Contractor is to note that no work is to be carried out to any identified Party wall etc without the written instructions of the CA.

**25.2** Should the Contractor be unsure as to the designation of any wall advice should be sought from the CA before works are carried out.

#### **26.0 WHERE SCHEDULE RATES NOT APPLICABLE**

**26.1** If any work is ordered to be executed for which no pricing documented rates or prices are contained in the said Schedule, the value shall be based on the items therein most nearly conforming with the description of such work, or as may be agreed, or failing agreement such value as is determined by the Contract Administrator whose decision shall be absolute and final.



<p>26.2</p>	<p>In the case of proposed work which cannot be valued under specific items in the said Schedule either directly or indirectly as provided above the Contract Administrator may require the Contractor to furnish a price or prices thereof.</p> <p>The Royal Borough of Kensington and Chelsea Tenants Management Organisation reserves the right to delete items from the Pricing Document as is deemed appropriate and no claim for any additional costs arising from the deleting of Schedule items will be allowed by the Royal Borough of Kensington and Chelsea Tenants Management Organisation.</p>		
<p>26.4</p>	<p>The Royal Borough of Kensington and Chelsea Tenants Management Organisation may require the inclusion of additional items within the Pricing Document and in such situations the Royal Borough of Kensington and Chelsea Tenants Management Organisation will identify the items and either pre-price these or request a price from the Contractor for the agreement of the CA prior to the works being carried out or included in the Schedule.</p>		
<p>26.5</p>	<p>In all cases the CA's decision on the Pricing Document prices will be final and the Contractor will be duly bound to undertake and complete all such works so ordered under the terms and conditions of this agreement.</p>		
<p>27.0</p>	<p><b>DAYWORK</b></p>		
<p>27.1</p>	<p>Notwithstanding the provisions of <i>Clause 24.0</i> hereof the Contractor shall be allowed to be carried out under Dayworks. The Contract Administrator's decision in this respect shall be absolute and final.</p>		
<p>28.0</p>	<p><b>UNSATISFACTORY WORK</b></p>		
<p>28.1</p>	<p>If the Contractor shall fail to remove or make good any defective or unsatisfactory work within 7 days of being ordered to do so by the Contract Administrator, the Royal Borough of Kensington and Chelsea Tenants Management Organisation shall have power to take the work out of the Contractor's hands and cause the work to be completed and/or make good the unsatisfactory work and may offset, from any money due to the Contractor, the full amount of any costs incurred in so doing including the Royal Borough of Kensington and Chelsea Tenants Management Organisation's administration costs. No payment will be made for such unsatisfactory work.</p>		

**28.2** The Contractor shall ensure that all defects/faulty workmanship of whatever nature is corrected at the Contractors sole expense to the entire satisfaction of the Contract Administrator.

### **29.C OPENING UP AND INSPECTION OF COMPLETED WORKS**

**29.1** The Contract Administrator may require the opening up for inspection of completed works.

**29.2** In this event the Contractor will be responsible for arranging for such works and having the authorised representative in attendance and the making good thereto. If the works are satisfactory the Contractor will be paid at the pricing document rates contained In the Schedule. Should the work prove to be not In accordance with the Contract Documents, the Contractor must bear all costs incurred in replacing unsatisfactory work, including all "opening up" or inspection" costs.

### **30.0 MATERIALS, PLANT, LABOUR ETC**

**30.1** The Contractor shall provide and bear the expense of all materials, plant, labour, matters and things of every description that may be a prerequisite for properly executing the Works and not itemised separately. The Contractor's provision of these items is deemed to be included in the PRICING DOCUMENT and the Contractors percentage adjustments thereto.

**30.2** All materials to be used shall be new materials (unless otherwise specified) and in accordance with the Specification

**30.3** The goods supplied shall be of quality or sort specified in the order and where so required equal in every respect to the Royal Borough of Kensington and Chelsea Tenants Management Organisation's standard patterns and/or specification or to samples submitted and approved. Where an appropriate British Standard Specification or British Standard Code of Practice issued by the British Standards Institution is current at the date of this Contract then all goods and materials used or supplied hereunder and all workmanship in execution of the Contract shall be in accordance with that standard unless a higher standard is specified in the Contract.

**30.4** The Contractor must make adequate provision for holding stock of material and plant in the operational areas, together with

having sufficient labour of all trades to meet the requirements of the Royal Borough of Kensington and Chelsea Tenants Management Organisation in accordance with the Contract. The Contractor should note that there will be no storage facilities available on site where the property is occupied and that Materials and Equipment are therefore not to be left on site, but to be removed at the end of each working day and upon completion of the Works.

- 30.5 The Contract Administrator may require any materials or completed work to be tested by an independent body. In this event the Contractor will be responsible for arranging for such tests and if they are satisfactory, he will be paid the cost of such tests.

Should the tests prove the materials or work not to be in accordance with the Contract, the Contractor must bear all costs incurred in connection with the tests and replacing unsatisfactory materials or works.

### 31.0 CONDEMNED MATERIALS

31. Should any materials be brought upon the sites which the Contract Administrator shall decide to be of an inferior quality or description or improper to be used in the works, the same shall be removed entirely away from the site within 24 hours after orders to that effect shall have been given by the Contract Administrator and other fit and proper materials shall be supplied by the Contractor with all possible despatch in place of those rejected; and in cases of non-compliance with any such orders the Contract Administrator may cause the said inferior or improper materials to be taken away or otherwise dealt with as rubbish without any payment or compensation to the Contractor for the same and the Contractor shall on demand pay to the Royal Borough of Kensington and Chelsea Tenants Management Organisation the expenses incurred by the Royal Borough of Kensington and Chelsea Tenants Management Organisation in so doing, the amount of such expense to be certified by the Contract Administrator. For all purposes of this Clause, the decisions, orders or certificate of the Contract Administrator shall be absolute and final.

### 32.0 CREDIT FOR MATERIALS

- 32.1 All old lead, copper or other second hand materials or other articles or materials remaining after the execution of the Works, which are not required to be removed to the Royal Borough of

Kensington and Chelsea Tenants Management Organisation's store are to become the property of the Contractor. The Royal Borough of Kensington and Chelsea Tenants Management Organisation reserves the right to negotiate with the Contractor the value of any such materials retained by the Contractor, such value to be paid to the Royal Borough of Kensington and Chelsea Tenants Management Organisation upon request.

### **33.0 ASBESTOS**

- 33.1** Where any work under this contract involves the handling or disturbance of materials containing asbestos the Contractor shall comply with all relevant existing or subsequent legislation, including the Hazardous Materials Act 1990, Codes of Practice and guidance notes issued by the Health & Safety Executive.
- 33.2** If during the course of any work the Contractor discovers the presence of materials suspected or known to contain asbestos he must immediately cease work and notify the Contract Administrator.
- 33.3** Whilst ceasing work immediately the Contractor must nevertheless ensure the works are left in a safe and satisfactory condition and that no danger and as little inconvenience as possible to the tenant or occupier results
- 33.4** Works Orders raised for work in connection with the removal of thermoplastic floor tiles and the like which contain or are thought to contain asbestos can be completed subject to compliance by the Contractor of the provisions of Clause 24.02 subject to an instruction to proceed in each case, by the Contract Administrator.
- 33.5** Asbestos material waste is to be disposed of only in an approved manner and at an approved disposal point.
- ### **34.0 CARRIAGE, TRANSPORT, FREIGHTAGE ETC.**
- 34.1** The rates contained within the PRICING DOCUMENT together with the percentage adjustments thereto are deemed to include the cost of all carriage, transport and freightage and whatever else may be required for the proper and efficient execution and completion of the work.



**35.0) STATUTORY OBLIGATIONS**

35.1 The Contractor shall comply with, and give all notices required by any Act of Parliament, any instrument rule or order made under any Act or Parliament, and in particular with the requirements of the Factories Acts and Health and Safety at Work etc., Act 1974 and with the regulations made thereunder, in relation to all work comprised herein.

35.2 The Contractor's attention is drawn to the fact that employers and self-employed persons working on any gas installation **MUST** be a competent person of a class approved by the HSE, this currently means a member of the Council for Registered Gas Installers (CORGI). The CA will require to see the individuals Competency certificates.

**36.0 HEALTH AND SAFETY AT WORK ACT**

36.1 The Contractor shall, without prejudice to any other statutory requirements, comply with and maintain welfare and safety measures up to the standard outlined in the current editions of the Construction Regulations 1961 and 1966 in respect of General Provisions, Lifting Operations, Working Place, Health and Welfare and, where applicable, the Offices Shops and Railways Premises Act 1963 and the Factories Act 1961.

36.2 The provisions of the Health and Safety at Work, etc., Act 1974 and any regulations made under the Act are to be fully complied with by the Contractor, his Sub-Contractors and by their employees.

36.3 The Contractor shall produce, at the Contract Administrator's request, a copy of the statements or safety policy issued by the Contractor to his or its Supervisors and employees in respect of construction and maintenance works and undertake to supply copies of all subsequent amendments or additions thereto to the Contract Administrator.

**37.0 WATCHING, LIGHTING NOTICES AND FEES**

37.1 The Contractor shall provide all watching and lighting, give all requisite notices to local and other authorities, obtain all licences and pay all fees legally demanded in connection with same, such costs are deemed to be included in the Pricing Document and the percentage adjustment thereto.

## **38.0 LOCATION OF EXISTING SERVICES**

**38.1** The Contractor shall be responsible for locating and protecting all services (drainage, gas, water, electricity, telephone, TV aerals. Satellite Dishes etc.,) above and below ground, or within the structure of the property during the course of the Works.

## **39.0 EXISTING SERVICES TO BE MAINTAINED**

**39.1** Any existing drainage system, gas, telephone, TV aerial, satellite dishes, electric and water services to the premises and any adjoining premises shall be fully maintained during the progress of the Works and the Contractor shall take all necessary steps to prevent any interruption thereof.

**39.2** No diversion of any of the existing services, etc., other than as indicated on the Works Orders shall be carried out without the written agreement of the Contract Administrator. Any temporary disconnection of the services, etc. which may be necessary in connection with the Works shall be done at such times as may be directed by the Contract Administrator. The Contractor shall be responsible for maintaining close liaison with the Royal Borough of Kensington and Chelsea Tenants Management Organisation and the Public Utility Authorities so as to avoid any disruption of existing services.

Any costs that may arise due to damage/disruption of Public Utility services and/or Equipment are to be at the Contractors expense.

## **40.0 LIGHTING AND POWER**

**40.1** The Contractor shall provide all artificial lighting and power for use on the Works, pay for all temporary connections, leads, fittings, etc., and clear away and make good on completion.

**40.2** All temporary electrical work shall comply with the Home Office Regulations, the Current Edition of the Regulations for Electric Equipment of Buildings issued by the Institution of Electrical Engineers (with particular reference to the sections dealing with temporary electrical installations and installations on construction sites) the relevant Codes of Practice and the requirements of the appropriate Electricity Board.

**40.;J** In the event of the Contractor taking a supply of electricity in occupied premises, he is to arrange with the tenant for permission to use this supply and pay all charges for consumption of electricity direct to the Tenant.

**40.4i** In the event of the Contractor taking a supply of electricity from public or communal areas, he is to arrange with the Contract Administrator for permission to use this supply and make good on completion.

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#### **41.0 WATER FOR THE WORKS**

**41.1** The Contractor shall be responsible for providing clean, fresh water for use on the Works at his own expense

**41.2** Provide all temporary runs, storage cisterns, plumbing connections and the like and pay all charges.

#### **42.0 CONTRACTORS' PERSONNEL**

**42.1** The Royal Borough of Kensington and Chelsea Tenants management Organisation reserves the right to issue instructions requiring the immediate removal from the project of any foreman, chargehand and operatives if the Contract Administrator considers that their standard of conduct, workmanship and performance remains unsatisfactory.

**42.2** It is expected of the Contractor that his labour force will have received formal trade training and have experience of undertaking maintenance/small works of a similar nature to that contained in this Contract.

**42.3** The playing of radios, cassette players and the like is not permitted on the sites. This is to apply to all the Contractor's servants, agents, employees and Sub-Contractors

**42.4** The Royal Borough of Kensington and Chelsea Tenants Management Organisation operates a non-smoking policy on all its sites and the contractor is to comply with this policy.

#### **43.0 WEEKLY PROGRAMME MEETINGS**

**43.1** Meetings will be weekly to snag completed orders, issue new orders and to discuss costed orders and programme. The Contractor shall attend all such meetings and he is to inform

any nominated or other Sub-Contractors when their presence is required. All costs arising are deemed to be included in the Pricing Document and the percentage adjustment thereto.

#### **44.( ) QUARTERLY PROGRESS MEETINGS**

**44.1** Meetings will be held Quarterly by the Contract Administrator. The Contract Administrator will arrange and chair any meeting he shall deem necessary for the successful running of the Contract. The Contractor shall attend all such meetings and he is to inform any nominated or other Sub-Contractors when their presence is required. The Contract Administrator will be responsible for the production and circulation of Minutes of Site Meetings. All costs arising are deemed to be included in the Pricing document and the percentage adjustment thereto.

**44.2** ' The Contractor is advised that there will be occasions when Tenants or Tenants Representatives will need to be present and will have a role to play in satisfying maintenance needs.

#### **45.0 SURVEY/SETTING OUT**

**45.1** All surveys, inspections etc. deemed necessary to determine the full requirements appertaining to the various scheduled items specified together with all setting out required shall be carried out by the Contractor. The cost of this item shall be deemed to be included in the Pricing document and the percentage adjustment thereto.

#### **46.0 REMOVAL OF DEBRIS AND RUBBISH**

**46.1** It is an essential condition of the contract that the properties are kept clean and tidy and free from, all rubbish. The removal of rubbish and protection of the site is the Contractor's responsibility and is not an item for which extra payments will be made.

**46.2** The Contractor shall clear away daily to authorised tips all dirt, rubbish and superfluous materials from time to time as they accumulate and keep the interior, exterior and gardens of the sites clean and tidy at all times.

**46.3** All entrances, exits and paths, together with public footpaths, verges and roadways adjoining the site are to be kept clean and clear at all times.



- 46.4** The Contractor shall, at the end of each working day and on completion of the specified works, clear away and remove to authorised tips all rubbish, materials and plant and leave the whole of the premises and site in a clean, tidy and safe condition. On no account will the burning of rubbish, debris etc be allowed.
- 46.5** The Contractor shall keep all roads, streets and footpaths, (whether public or private) free from any damage arising out of or in the course of or by reason of the execution of the Works.
- 46.6** The Contractor shall keep roads, streets and footpaths adjacent to the site of the Works free from mud, dirt, rubbish, obstructions, skips, etc., arising as aforesaid at all times and observe any Bye-Laws or regulation imposed by a competent Authority requiring roads or streets to be kept free from mud, dirt, rubbish etc.
- 46.7** | The Contractor is to ensure that no ballast, sand, rubbish or cement or the like is discharged into the road gullies.
- 46.8** | The Contractor is expressly forbidden to dump any debris or rubbish from any works on any vacant land or cleared sites other than at authorised tips.
- 46.9** | Should the Contractor fail to carry out these requirements to the Contract Administrator's satisfaction, and after 24 hours' notice, the Contract Administrator may execute the work, and to set off its value against any sum due or to become due to the Contractor under this Contract. Should the Contractor repeat his default the Contract Administrator may reduce the period of notice to less than 24 hours at his sole discretion.
- 46.10** | The Contractor shall provide for cleaning, as necessary, of all rooms affected by the works including sweeping and scrubbing floors, cleaning glass with wash-leather both sides, cleaning out gutters, outlets, etc., removing stains and touching up paint work and polished work and leaving clean and tidy to the entire satisfaction of the Contract Administrator on completion.
- 46.11** | It should be noted that it is the Contractors sole responsibility for all costs incurred in complying with the aforementioned conditions. Should the Contractor find prior to commencement of the works excessive rubbish, debris etc requiring removal then the Contractor shall notify the Contract Administrator accordingly and obtain appropriate Instructions, the Contract Administrator's decision in this respect shall be absolute and final.

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**46.1.1** The Contractor must submit with his Pririnn rirtrnmont a detailed statement on his proposed methods for removal of rubbish etc., from the works and must provide clear evidence of compliance with current legislation concerning the Transporting and Disposal of Waste which forms part of the SWMP.

#### **47.0 BUILDERS SKIPS**

**47.1** The Contractor's attention is drawn to the regulations (Highways Act 1980, Section 139 and 140) relating to the deposit and use of builder's skips on the highway.

**47.2** Should the Contractor wish to deposit a skip on the highway, he must apply to the relevant Local Authority for permission. If permission is granted, the Contractor must ensure that the skip is deposited and used strictly in accordance with the Departments conditions with particular attention being paid to positioning and lighting requirements.

#### **47.0 PROTECTION OF GARDENS**

**47.1** The Contractor shall ensure that no permanent damage is caused to lawns, flowerbeds, plants, trees and pavings during the progress of the Works.

**47.2** Any damage caused shall be rectified at the Contractor's expense and to the satisfaction of the Contract Administrator.

#### **48.0 ILLEGAL PARKING**

**48.1** The Contractor is not to park, or allow his servants, agents, employees or Sub-Contractors to illegally park any motor vehicle or motor cycle upon the public and estate footpath, firepaths, pre allocated car parking areas or grassed areas. The Royal Borough of Kensington and Chelsea may provide provision of parking permits but this is not guaranteed.

#### **49.0 ADVERTISING**

**49.1** The Contractor shall not display or permit to be displayed any advertisement without the previous written consent of the Royal Borough of Kensington and Chelsea Tenants Management Organisation.

**| DOCUMENTS AND VOUCHERS,**

**| The Contractor shall retain for production as required by the Royal Borough of Kensington and Chelsea Tenants Management Organisation all accounts, vouchers and documents relating to the Contract, for a period of six years.**

**| CODE OF CONDUCT**

**| The Royal Borough of Kensington and Chelsea Tenants Management Organisation has a Code of Conduct, which the Contractor must comply with at all times. A copy of the Royal Borough of Kensington and Chelsea Tenants Management Organisation's Code of Conduct is available to Pricing documenters free of charge upon request and the Contractor's pricing document is deemed to allow for compliance with the Royal Borough of Kensington and Chelsea Tenants Management Organisation Code of Conduct.**

**52.0 EQUAL OPPORTUNITIES**

- 52.1 The Contractor shall, as an Employer, comply with his statutory obligations under the Race Relations Act 1976 and accordingly not treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin in regard to matters on recruitment or promotion of employees.**
- 52.2 The Contractor shall, as far as possible, observe the Commission for Racial Equality's Code of Practice for Employment as approved by Parliament in 1983 which gives practical guidance to Employers and others on the elimination of racial discrimination and the promotion of equality in employment.**
- 52.3 The Contractor shall also comply with the requirements of the Equal Pay Act 1970, the Sex Discrimination Act 1975 and 1986, together with the measures for disabled persons and their attempts to provide equal opportunities for all.**
- 52.4 The Royal Borough of Kensington and Chelsea Tenants Management Organisation undertake a comprehensive Equal Opportunities Policy and a copy of this Policy is available to Pricing documenters free of charge, upon request.**

52.5 The Contractor must provide with his Pricing document a copy of his Equal Opportunities Policy and if required be able to demonstrate compliance.

### 53.0 C.O.S.H.H. REGULATIONS

53.1 The Royal Borough of Kensington and Chelsea Tenants Management Organisation endorses the concern over the damage that is caused to the Environment through pollution and requires the successful Contractor to take all reasonable measures to control the damage to the Environment resulting from C.F.C.'s disposal of waste and other such issues and should comply in all respects to the current regulations regarding the Control of Substances that are Hazardous to Health (C.O.S.H.H.).

### 54.0 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

54.1 *THE HEALTH & SAFETY PLAN (Pre-Pricing document) is to be read in conjunction with the Preliminaries and specification. Including but not restricted to the sections below.*

*Commonplace hazards, which should be controlled by good management and good site practices, are not listed.*

1. *Nature of the project: Items*
2. *The existing environment: Item*
3. *Existing drawings: Item*
4. *Site-Wide elements: Item*
5. *Overlap with Clients undertakings: Items*
6. *Site Rules: Items*
7. *Liaison: items*
8. *The Design and Construction Materials: refer to the Health and Safety Plan ( Pre-Pricing document )*
9. *Continuing Liaison*

### 55.0 THE CONSTRUCTION PHASE HEALTH & SAFETY PLAN

Developed from the Pre-Pricing document Health & Safety Plan, must be submitted to the Planning Supervisor, at the Pre - Start meeting or not less than four weeks before the date of the proposed start of the construction Works, which ever is the later.



Do not start work until the employer has confirmed in writing that in his view the construction phase health & safety plan includes the procedures and arrangements required by CDM regulation 15 (4). The plan must follow format described in Appendix 4 of the HSE APPROVED CODES OF PRACTICE: Managing construction for Health & Safety.

## 56.0 OPERATION / MAINTENANCE OF THE FINISHED BUILDING

56.1 **THE BUILDING MANUAL:** The Building Manual (incorporating the Health and Safety file and subtitled accordingly) is to be a comprehensive information source and guide for the Employer and end users, providing a complete understanding of the building and its systems and enabling it to be operated and maintained efficiently and safely.

56.2 The Contractor is required to obtain or prepare all the information to be included in the Manual, produce the required number of copies of the Manual and submit them to the CA for delivery to the Employer.

The manual is to consist of the following three parts:

56.3 **PART 1: GENERAL:**

Content as Item 1.29, the information being provided to the Contractor by the CA.

56.4 **PART 2: BUILDING FABRIC:**

Content as item 1.29, plus certain as-built drawings and other information provided to the Contractor by the CA.

56.5 **PART 3: BUILDING SERVICES:**

Content as Item 1.29.

56.6 The presentation of the Manual must be submitted to the CA for comment not less than two weeks before the date for submission of the final copies of the Manual. Do not proceed with production of the final copies of the manual until authorized to do so by the CA.

Final copies of the Manual: Provide the CA with Two copies not less than one week before Practical Completion.



**57.0 THE BUILDING MANUAL PART 1: GENERAL must include:**

1. Description of the building.
2. Details of all consultants and designers.
3. Copies of all consents and approvals obtained.
4. Drawings showing layout of the newly installed kitchen.

**57.1 THE BUILDING MANUAL PART 2: BUILDING FABRIC:**  
Provide such Information as is reasonably required by the Planning Supervisor including:

1. Copies of manufacturers current literature for all products chosen by the Contractor, including COSHH dated data sheets and recommendations for cleaning and maintenance.
2. Names, addresses, telephone and fax numbers of all sub-contractors, suppliers and manufacturers.
3. Copies of all guarantees, warranties and maintenance agreements offered by sub-contractors and manufacturers.
3. Copies of all test certificates and reports required in the specification.

**58.0 THE BUILDING MANUAL PART 3: BUILDING SERVICES must include:**

1. A full **description** of each of ~~the~~ systems installed including their mode of operation written to ensure that the Employer's staff fully understands the scope and facilities provided.
2. Diagrammatic drawings of each system indicating principle items of plant, equipment, valves etc.
3. The name, address and telephone number of the manufacturer of every item of plant and equipment together with catalogue list numbers.
4. Manufacturers' technical literature for all items of plant and equipment, including operating and maintenance instructions.
5. A copy of Test Certificates for all items of plant and

equipment used in the installation.

6. A copy of all manufacturers guarantees, warranties and maintenance agreements offered by sub-contractors and manufacturers.
7. Emergency procedures, including telephone numbers for emergency services.

#### **59.0    PRESENTATION OF BUILDING MANUAL:**

The manual is to be contained in A4 size, plastic covered, loose leaf, four binders with hard covers, indexed, divided and appropriately cover titled. Selected drawings larger than A4 are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings as well as to electronic copies on CO Rom.

**TRAINING:** Before Practical Completion explain the operation of the installation to the Employer's representatives.

#### **60.0    GENERALLY EMPLOYER'S REQUIREMENTS: WORKING WITH RESIDENTS.**

##### **60.1    NEWSLETTER**

Provide a six weekly newsletter to be sent to all residents. This should update the residents on the progress of the works, bring to their attention Health and Safety matters or any other specific Issues that the Contractor or the TMO feel should be brought to the residents attention.

##### **60.2    RESIDENTS COLOUR CHOICES**

The Contractor shall allow for presenting up to 5 standard colour choices to residents and carrying out changes of colour if requested within reason. This will include for residents front doors.

##### **60.3    APPOINTMENT OF RESIDENT LIAISON OFFICER**

The Contractor shall identify 1 No. member of his staff, acceptable to the Employer, who will carry out the full time duties of Resident Liaison Officer (RLO). The RLO will not have any other duties on site, including that of a Site Manager. He/she shall conduct and maintain all communications in respect of the works with individual residents and/or their

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representative associations. The RLO will be responsible for liaising with residents throughout the contract.

The Contractor shall inform the Contract Administrator and the Employer of the identity of the RLO in writing.

#### 60.4 THE SITE/EXISTING BUILDING

The buildings will remain occupied throughout the works, and the Contractor is to allow for all necessary measures to ensure that disruption to the Residents is kept to the minimum.

The Contractor shall allow for maintaining free passage in all the common areas, and when working within Residents' properties shall allow for adequate protection to the occupiers' fixtures and fittings, and shall ensure that the working area is kept clean and safe at all times.

At the end of each working day the Contractor shall clean and clear the entire working area, leaving in a condition satisfactory to Residents and the Contract Administrator.

#### 61.0 RESIDENT LIAISON OFFICER RESPONSIBILITIES

##### 61.1 OCCUPIED PREMISES:

Existing buildings will be occupied during the Contract and the contractor should allow for a part time RLO.

Carry out the Works without undue inconvenience and nuisance and without danger to occupants and users.

Allow for visiting occupants outside normal working hours where necessary.

61.2 Part of the RLO's responsibility will be to make arrangements with residents for access to their homes for work and to inform residents of the timing and progress of work within their individual homes and/or immediate communal areas, also to ensure that proper facilities are maintained for occupiers with special needs, e.g. the physically disabled and elderly.

61.3 Where written notification to residents is called for it may be necessary for this to be provided in more than one language. In such circumstances RBKC&C TMO officers will provide the translation.

61.4 The RLO will also maintain the Site Incident Book which will log all complaints or comments made by the residents or contractor which should be handed over to Royal Borough of Kensington



**& Chelsea.**

**61.5** The RLO is also to log all telephone calls or emails made to the site office by Residents including the action required and taken. This shall be signed and dated.

**62.0 CONSULTATIVE MEETINGS**

**62.1** The successful Contractor and his/her RLO will be required to attend 5 No Pre Contract residents' meeting to explain extent of the work being carried out, together with all the precautions etc, safeguarding the health and well being of the occupants.

**63.0 CO-OPERATION WITH RESIDENTS**

**63.1** Endeavour to secure the co-operation and preserve the good will of residents and other occupants to the reasonable satisfaction of the Contract Administrator. So far as practicable, arrangements are to be made to avoid disturbance of night workers or sick persons.

**64.0 ACCESS TO DWELLINGS**

**64.1** The Contractor through their RLO will be responsible for arranging access to dwellings with the occupiers to undertake all works. The Contractor will also be responsible for gaining access to all other areas that are having works undertaken or that are needed for access purposes. The Contractor must note that no claim for disturbance, or loss and expense due to the Contractor's inability to gain access to a dwelling will be considered unless the Contractor is able to give proof that he has given to the resident the required notice, and that he has taken all reasonable steps to make alternative or suitable and amicable arrangements to gain access.

**65.0 ACCESS TO DWELLINGS/NOTICE**

**65.1** The Contractor shall give prior to commencement 7 days written notice to each Resident that works will start. He will then provide a final 24 hours call to the property prior to commencement work. 3 separate 24 hour notices should be issued prior to the Contractor approaching the Contract Administrator and Client for assistance. Copies of all notification letters should be retained and provided to the Contract Administrator upon request. Only after these attempts to gain access will the Client offer assistance. Once access is obtained, the Contractor is to allow for any costs incurred in working out of sequence. RBKC TMO and the Contract

	<p>Administrator reserve the right to add and omit properties/works from the contract at their discretion. Such adjustment to the overall contract sum shall not give rise to any claim from the Contractor.</p>		
66.0	<b>WORKING IN PROPERTIES:</b>		
66.1	Ensure that work is carried out in one sequence to each property, without the need to return to properties at a later date.		
66.2	Some of the work involves working in occupied dwellings. In preparing the master programme the Contractor must:		
	<p>Ensure that work is carried out in a methodical sequence within each property over an agreed period time, without the need to return to properties for further work at a later date</p> <p>Reduce the period in which work is undertaken in each property to the absolute minimum but in any event to five days or less prior to works commencement of work to any home, the RLO shall ask the Resident whether they require, where appropriate, any CLEAN dust sheets or temporary floor coverings and shall meet all reasonable requests. Any dispute arising from this shall be reported immediately to the Contract Administrator.</p>		
	<b>MAXIMUM NUMBER OF PROPERTIES</b>		
67.0	The Contractor should note that they will only be allowed to work on a maximum of 20 properties./block/houses at any one time and should allow for this within their programme.		
67.1	Access of subsequent properties will be granted when previous properties have been completed to the satisfaction of the Contract Administrator.		
	<b>USE OF RESIDENTS' ELECTRICITY/ OTHER SERVICES</b>		
68.0	Is not permitted		
68.1			
69.0	<b>DAMAGE TO RESIDENTS PROPERTY</b>		
69.1	All damage to Residents' property, belongings, RBKC TMO property caused by the Contractor, including any of his sub contractors and tradesmen, or persons to which he has allowed access on the scaffold will be expected to be adequately compensated for.		
70.0	<b>SCHEDULE OF WORKS IN OCCUPIED DWELLINGS</b>		

- 70.1** The Contractor in conjunction with the Subcontractors will produce a Schedule of Works in occupied dwellings at the commencement of the works and update the Schedule from time to time for the duration of the contract. The Schedule shall show the following information in tabular format: property number, trade/subcontract work item, trade/subcontract access date (for each work item), trade/subcontract completion date (for each work item), trade/sub contract completion date (for each work item), and names of operatives (for each work item/trade/subcontract).
- 70.2** Provide each Resident with an extract of the Schedule of Works in Occupied Dwellings relating to their property, prior to commencing works in their property. Answer any queries the Resident may have in connection with the Schedule and keep record of this on site.
- 80.0** RESIDENTS' CHOICE OF SAMPLES:
- 80.1** The Contractor should note that they will be required to liaise with individual residents and will be offered colour choices to flat entrance doors. Where communal areas have single colour doors, the majority decision will be used.
- 80.2** The Contractor will be required to provide the Contract Administrator with signed choices for each block where majority colour choices are used.
- 81.0** CONTRACTOR'S RESIDENT LIAISON MEETINGS
- 81.1** From time to time hold meetings with representatives of the residents of the site to discuss progress, access to properties and other issues and for monitoring any ongoing problems. Take minutes and issue to all interested parties. These meetings may be out of hours, but will not be held at weekends.
- 82.0** NOTICE BOARDS
- 82.1** Upon commencement of works to an estate/block/property the Contractor is to supply and fit a minimum of 1 No Timber Notice board on each estate/block/property and affix a basic programme of works. The Contractor will include to update the programme on a weekly basis.
- 83.0** SECURITY/SAFETY/PROTECTION



### **83.1      RUBBISH**

Remove rubbish and debris from time to time and keep the site and Works clean and tidy. Remove all rubbish, dirt and residue from voids and cavities in the construction before closing in. During the period of refuse chute works allow for collecting Residents' refuse from all floors daily.

### **84.0      WORKING IN PROPERTIES**

- 84.1** | While working in occupied areas: Protect all carpets, furniture and finishes from dust and the effects of construction using appropriate, quality, protection sheets or similar. Where furniture is moved to obtain access discuss removal with the Resident before work starts and ensure that it is returned to its location on completion. Ensure that all tools, dust sheets, builders' rubbish and materials are removed from the work area and that it is swept and left in a tidy state on completion of the works and at the end of each working day. The Site Project Manager/Site Agent or RLO and, if appropriate the Contract Administrator shall inspect the work at the end of each day and ensure that all tools, dust sheets, working materials and debris are tidy, a record should be entered in the site diary confirming that these inspections have been made and copies should be provided to the Contract Administrator on demand. Do not use any of the Resident Facilities, including food and drink, water, WCs, telephones or other appliances. No use of radios or smoking will be permitted Only works for which the information on the Schedule of Works.

### **| CORRIDORS AND COMMON AREAS**

- 85.1** | No materials shall be left or stored in common areas or corridors. Ensure safe access for all Residents and other users of the building for the duration of the Works. Ensure that restrictions are kept to a minimum.

### **86.0      NOTICE:**

- 86.1**      When in the opinion of the Contractor the work within a dwelling or other "relevant part" is nearing practical completion give at least 48 hours notice to the Contract Administrator of the anticipated practical completion date.

### **87.0      INITIAL INSPECTION**

**87.1** On completion the Contract Administrator shall In conjunction with the Contractor inspect the dwelling or other "relevant part". Should any areas of work, materials or goods fail to comply with the Terms of the Contract, the Contractor shall be notified in writing of such failures. These failures shall be brought up to the standard required by the Terms of the Contract at no further expense to the Employer.

## **88.0 FINAL INSPECTION**

**88.1** Once the failures have been made good and comply with the Terms of the Contract, the Contract Administrator shall make one further inspection for the purposes of accepting handover of the flat/unit or other "relevant part".

## **89.0 MINIMISING INTERFERENCE WITH OCCUPIER /PUBLIC**

**89.1** All works shall be carried out so as to cause minimum of interference to the public and the occupiers of the premises at which work is being carried out and to persons using the premises. To achieve this, the works shall be carried out in the sequence and Indicative timing agreed with the Contract Administrator.

**89.2** The Contractor shall confine the works to an orderly sequence to ensure that operatives are not allowed to progress work in such a manner as will prevent the full completion of any one area within the sequence. The Contractor shall take measures to minimise the effect of all noise on site, and shall ensure that site boards are not placed so as to cause inconvenience to occupiers. Action should be taken, including damping as necessary, to ensure that dust generation is kept to a minimum.

**89.3** No operative employed upon the works shall be allowed to trespass upon adjoining property. If the execution of the works requires that operatives must enter upon adjoining properties, the necessary written permission shall first be obtained by the Contractor who shall ensure that these instructions are carried out.

## **90.0 OBLIGATIONS AND RESTRICTIONS DUE TO OCCUPATION OF PROPERTIES**

## **New security doors**

From January this year KCTMO will begin to fit new security doors to houses and flats. These doors will be supplied and fitted by the Principal Contractor. These doors will then form part of the long term agreements and be rolled out to the remaining properties.

The Door is a fibreglass composite doors that gives long term performance, stability and security.

**DOOR LEAVES** - Door skins made from GRP (Glass Reinforced Polymer), The GRP skins are bonded to a PVC composite sub-frame, which offers complete waterproofing of the insulating core, and removes all exposed timber from the door.

The insulating core of the door leaf is made from 100% CFC-free polyurethane, which provides superior thermal performance, and enhances the doors soundproofing.

3 Hinges per door leave, to meet PAS 23-1 and BS EN 1670:1998 Grade 3

**OUTER FRAME** - The door blades are hung in a specially designed, 5 chamber 70mm, multiple-seal, white, fully reinforced PVCu outer frame. Low barrier-free threshold sills are also offered to accommodate wheelchair access. Frames are to be fixed in accordance with the guidance laid out in BS 8213: Part 4.

External sealant needs to conform to BS EN ISO 11600 around the perimeter of the frame to form a weather tight joint. This will also provide a neat finish.

**HARDWARE** - The doors are fitted with high- security locks, quality hardware and door accessories. Masterdor have PAS23 and 24 accreditation using both Winkhaus and Fullex locks, providing maximum security and stability with anti bump cylinders. Hinges manufactured to BS 7352, in stainless steel,

**GENERAL** - All door sets, including the hardware, meet the requirements of PAS 24-: 1999, incorporating Amendments Nos 1, 2, and 3 Corrigendum No 1. Cylinders and handles should have the capacity to sustain a minimum of 50,000 cycles of operation without any significant deterioration that would reduce their performance as PAS 23-1. All external components should meet BS EN 1670:1998 Grade 3 in accordance with BS EN ISO 9227

**ACCESSORIES** - Sleeved, double sided letter plate is fitted as standard and must comply with BS EN 13724, with a fire door option available at least in excess of half hour to BS 476-20/22. Restrictor chains, door viewers and knockers, can be positioned at any height Special consideration is given to occupants with visual impairments.



Each front door has a door viewer with a wide angle of vision min 70o and a maximum diameter of 19mm in colour specified by user. Viewer is to be fitted with internal swivel cover to prevent light emission and viewing from outside. Special consideration must be given to occupants with visual impairments.

Security chain must be fitted at 1440mm from the bottom of the door.

Handles are to be powder coated and must comply with BS EN 21670:1998 Grade 3. The handles include a cylinder guard for security protection under PAS 24-1, 2006 Amendment. Cylinders must meet BS EN 1303: and Cylinder for locks need to be durable, locking by thumb turn internally and key operation externally. Must meet all Building Control and Building Regulation requirements.

**WARRANTY** - Doors carry a 10 year manufacturer's warranty. Each Door blade & frame carries a 25 year manufacturers' warranties. Any maintenance or forced access needed to be undertaken so as not to invalidate the warranty period and must be undertaken by full trained & certified operatives.

**SECURITY** - As a registered social landlord we have a duty to consider crime and disorder reduction. For high risk areas or to protect the elderly and vulnerable products must obtain a PAS 24-1 (single leaf entrance doors)

#### **OTHER REQUIREMENTS**

Principal contractor must provide to all occupants a set of clear operating manual/instructions to explain the key locking process in simple terms together with a diagram illustrating the locking process. Also please make clear process to occupant at handover process prior to sign off.

All components by manufacturers needs to comply with BS EN 9001: 2000 as well as 10 year audited warranty system. A certificate must be issued by manufacturer at completion of the project.

**PRICING DOCUMENT**

**FIXED RATE FOR  
INDIVIDUAL FIRE DOOR REPLACEMENT AND  
ASSOCIATED WORKS**

**1.0**

**GENERAL NOTES:**

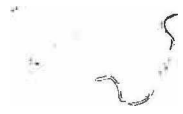
- a) **This Section shall be read in conjunction with the general performance Specification.**
- All Doors are to be priced individually at a fixed price.**
- All fixing of doors must be supplied, surveyed, fixed and installed of replacement of individual flat/unit doors in accordance with BS 8213: Part 4 Code of Practice.**
- c) **All fixed rates are to include allowances for overheads and profit, Wastage, Director's *Construction Design (Management) Regulations 1994* and adjustments preliminaries and measured survey, the removal of the existing door and frame, supply and fit new door and frame and all associated and all necessary making good works.**
- d) **All front doors must meet requirements of PAS 24-1:1999, incorporating amendments Nos 1,2 and 3 and Corrigendum No1 "Enhanced security performance requirements for door assemblies"**
- e) **Fixing of doors must be in accordance with relevant sections BS 8213: Part 4. Generally, the jambs and head should be secured as follows:**
- **Corner fixings should be between 150mm and 250mm from the external corners**
  - **No fixings should be less than 150mm from the centre line of a transom**
  - **Intermediate fixings should be at centres no greater than 600mm**
  - **There should be a minimum of two fixings on each jamb.**
- f) **Presence of precast concrete or steel lintels may make it impractical to achieve the specified fixing distances. In this instance, use of polyurethane foam can be used as an alternative to mechanical fixings. Please note that foam fixings should never be used as the sole method of fixing the entire frame into the reveal.**

**Not Carried to Summary**

	<p><b>g) Frames are fixed in accordance with the guidance laid out in BS8213: Part 4. Plastic sleeved stainless steel through frame fixings. (Please ensure provision for fixing lugs are incorporated to cost in case it is not possible frame fixing)</b></p> <p><b>h) Do not use foam fixing as the sole method of fixing the entire door frame into the reveal.</b></p> <p><b>i) Ensure that external sealant is one part silicone to confirm to BS EN ISO 11600 is applied around the perimeter of the frame to form weather tight joint.</b></p> <p><b>j) All front doors must be fitted with a security chain to be fitted in accordance with manufacturer's instructions. To be fitted with internal viewer with prevention of light emission and viewing from outside.</b></p> <p><b>k) All doors must meet BS476 Part 22 requirements and independent test reports must be provided at request</b></p> <p><b>l) All letter plates must comply with BS EN 13724, 2002, apertures of private letter boxes and letter plates.</b></p> <p><b>m) Cylinders and handles should be capable of sustaining a minimum of 50,000 cycles of operation without any significant deterioration that would reduce their performance, as referred to in PAS 23-1 paragraph 6.11 Cylinders must meet BS EN 1303: 2005 Building Hardware.</b></p> <p><b>n) Door viewer and chain type is positioned at a height to suit the resident's requirements. Special consideration is given to occupants with visual impairment.</b></p> <p><b>o) Hinges must have three hinges per door leaf and meet PAS 23-1 and BS EN 1670: 1998 Grade 3 corrosion resistances. Testing must meet BS EN 1935:2002 Building Hardware. Single axis hinges: must have 100kg to each hinge and 25,000 cycles of operation (Grade 4)</b></p>		
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Not Carried to Summary





**APPENDIX B**

**KCTMO HANDOVER PROFORMA**



**HAND OVER CERTIFICATE**



To:

Date:

Project Name:

Project ID:

The Employer took over.....(state which property)  
on.....(Insert date)

Any outstanding items: (no more than 3 snag items)

Signed for by Contractor:

Print name:

Date:

Signed for by Client/COW:

Print name:

Date:

Signed for by Consultant:

Print name:

Date;

**APPENDIX C**

**KCTMO EXAMPLE OF  
PRE CONSTRUCTION INFORMATION PACK**



**Network Hub**

**292a Kensal Road**

**London W10 5BE**

# **PRE CONSTRUCTION INFORMATION PLAN**

**For**

**Door Replacement Programme 2010/11**

**At**

**Various Properties**

**borough wide**

**Date January 2011**



Various Properties • *h.t*

## REVISION HISTORY

REVISION	DATE	REVISION DETAILS

## CONTENTS

1. INTRODUCTION AND INSTRUCTIONS TO TENDERERS
2. DESCRIPTION OF PROJECT
3. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS
4. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS
5. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS
6. THE HEALTH AND SAFETY FILE

APPENDIX A - F10

APPENDIX B - HEALTH AND SAFETY FILE TEMPLATE

## Various Properties

### 1. INTRODUCTION

- 1.1 **CDM Co-ordinators for this Project.** <sup>to be advised.</sup> Details of Fellings and all other parties to the project are shown with a description of the project in Section 2.
- 1.2 The Construction (Design and Management) Regulations 2007 require a Construction Phase Plan to be prepared prior to the tender stage of the project and maintained until the end of the construction phase. The purpose of the Plan is to provide information and describe procedures that will ensure the health and safety of all those involved in the project.
- 1.3 A description of the works covered by this plan is provided in part 2. The plan draws together all the project-specific information provided by the Client, Designers and CDM Co-ordinator during the design and early planning stages. It identifies key health and safety issues, in particular those that a Contractor might not reasonably be expected to identify. The level of detail found in the plan will be proportionate to the anticipated risks involved in the project. Little emphasis is given to risks that are commonplace or those that a Competent Contractor would be expected to recognise. Information contained in this plan is intended to alert the Contractor to health and safety issues that may have significant resource implications or may affect the way that work is planned and carried out.
- 1.4 This Pre-Construction Information Pack addresses the requirements of the Construction (Design and Management) Regulations 2007.
- 1.5 Regulation 16 of the CDM 2007 requires the Client to ensure, so far as is reasonably practicable, that the construction phase of any project does not start until a construction phase plan complying with Regulation 22(1)c, 23(1)a and 23(2) is in place.  
Therefore, prior to the commencement of the construction phase, the Principal Contractor must submit the developed construction phase plan to the Client to enable him to ensure compliance with the duties of Regulation 16. Where the Client has designated to the CDM Co-ordinator the task of reviewing the construction phase plan, a copy of the plan shall also be sent to the CDM Co-ordinator.  
It should be noted that the Principal Contractor is obliged under Regulation 23 of CDM 2007 to develop the construction phase plan and maintain it until the end of the Construction Phase.

Various Properties Borough Wide

## **2. DESCRIPTION OF PROJECT**

### **2.1 Project and programme details**

#### **2.1.1 Site Address:**

Various Properties Borough Wide

#### **2.1.2 Description of the project**

Supply and fit in accordance with TMO performance specification one number GRP 30m fire/security door set, complete with all necessary ironmongery, letter plates, door viewer and chain, handles, cylinder locks, hinges and other requirements

#### **2.1.3 Programme**

Anticipated start is 24<sup>th</sup> January 2011.

Overall site works duration in weeks is 10 weeks

Contractor's mobilisation period is tba

### **2.2 Details of Project Team**

#### **2.2.1 Client**

Kensington and Chelsea Tenants Management Organisation Ltd

Network Hub

11/01/11

292A Kensal Road

1

North Kensington

London W10 5BE

Contact: Abigail Acosta

Email: [aacosta@kctmo.org.uk](mailto:aacosta@kctmo.org.uk)

#### **2.2.2 CDM Coordinator**

TBA

#### **2.2.3 CONTRACT ADMINISTRATOR**

As 2.2.1

1

Various Properties Borough Wide

## **2. DESCRIPTION OF PROJECT**

### **2.2.4 HSE LOCAL AREA OFFICE**

**Rose Court**

**2 Southwark Bridge**

**London**

**SE1 9HS**

- 100, 00

### **2.2.5 LOCAL A&E HOSPITAL**

**Principal contractor to establish the nearest suitable hospital providing accident and emergency services.**

### **2.2.6 PRINCIPAL CONTRACTOR**

**The successful tenderer will be appointed as the Principal Contractor**



Various Properties In

## 2. DESCRIPTION OF PROJECT

### 2.3 Extent and location of existing records and plans

#### 2.3.1 Health and Safety File

No health & safety files are available for the properties subject to the works

#### 2.3.2 Survey Information

The contractor should satisfy himself that his works will not come into contact with any existing overhead or underground services using the information provided in the tender documentation and conducting his own surveys.

#### 2.3.3 Asbestos Register/Report

A pre demolition/refurbishment survey should be carried out prior to the commencement of any works which is likely to disturb or damage existing soffits & facias or other materials that may reasonably be presumed to contain asbestos fibres. Surveys must be site specific and encompass all areas affected by the works.

## **Various Properties**

### **3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**

#### **3.1 Structure and Organisation**

The Principal Contractor will be required to appoint a person who has responsibility for liaising on health and safety matters. This person will be expected to have sufficient authority to act on requests from the Client or their nominated representative and be able to provide suitable information on health and safety issues to the Client.

Co-ordination and liaison on health and safety will be principally through the Project Manager/Contract Administrator for client matters.

Client liaison matters shall be reviewed at regular project progress meetings. The Principal Contractor is expected to manage and implement site safety liaison between subcontractors and when necessary neighbours, utility authorities, etc.

The Principal Contractor must assess the health and safety implications of any design changes, contract instructions or unforeseen eventualities. The Contract Administrator and the CDM Co-ordinator must be advised of any significant health and safety risks or significant changes to programme or methods of working resulting from these changes.

## Various Properties in ...

### 3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

#### 3.2 Safety goals for the project and arrangements for monitoring and review

The safety goals for this project are:

- No fatalities
- No major injuries
- No dangerous occurrences
- No exposure to substances and processes hazardous to health
- Minimise and/or remove, where reasonably practicable, the risk of ill health or injury to employees, subcontractors and others, including the general public

The Principal Contractor will manage, monitor and review on an ongoing basis health and safety implementation and performance and copy reports etc. to the *Project Manager/Contract Administrator* and the CDM Co-ordinator.

Health and Safety will be an item on the agenda of all project progress meetings. The Principal Contractor will be expected to provide a report on any health and safety issues that have arisen since the previous meeting. As a minimum, this will include:

- Health and safety incidents
- Time lost due to accidents
- Safety Inspections and Audits (key issues, action)
- HSE visits (observations, enforcement notices, action)
- Implications of developing design issues and changes

The Principal Contractor will make suitable safe provision for the following and show in their construction phase plan how they will be managed on site:

- Management of construction tasks,
- Arrangements for any "No-Go Areas or Authorised Areas Only" on the site that has been highlighted by the Client.
- Arrangements for working at height,
- Adequate site accommodation and welfare facilities;
- Loading and unloading of materials and equipment;
- Safe storage of materials, plant and equipment, etc.
- Access and egress to the site and security and isolation of the works;
- Dealing with live and active utility and private services;
- Dealing with waste etc in compliance with environmental legislation;
- Minimising exposure to dusts, noise, vibration and heat;
- Provision and maintenance of a suitable Fire Plan;
- Suitable competent and trained staff and operatives; including allowing for those who: **Cannot read and those cannot understand English.**
- Suitable plant and equipment properly maintained;
- Site traffic management plan and provision of banksman when required.

### 3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

#### 3.2 Safety goals for the project and arrangements for monitoring and review cont'd

- Preparation and maintenance of suitable and sufficient risk assessments and method statements;
- Appropriate site rules,
- Site safety induction,
- \* Site safety toolbox talks.
- Segregation of site traffic and pedestrians, including on site activity.

3.3 The Client or a nominated representative may carry out health and safety inspections of the construction work. The purpose of these inspections is to ensure that the Client is not in breach of their own statutory obligations. The Principal Contractor will be expected to co-operate and assist the Client with these inspections and to act on any reasonable suggestions that are offered.

#### 3.4 Permits and authorisation requirements

Where appropriate the Principal Contractor is to seek a permit to work and/or formal authorisation to commence works from the following parties as appropriate to the work phase, e.g.

- The Client
- Local authority

The PC shall contact the above parties to determine any site or work specific safety rules that are applicable.

#### 3.5 Emergency procedures

The Principal Contractor's developed construction phase plan is to include a section detailing specific emergency procedures to be adopted during normal working hours and when the site is closed. These procedures will include contact names and telephone numbers of people or organisations that can deal with an emergency at any time, 24 hours a day, and 7 days a week.

Where Applicable the Principal Contractor Is expected to be familiar with the Clients own emergency procedures and to ensure that the construction work does not interfere with the effective operation of these procedures. Similarly, all persons carrying out construction work in occupied buildings are expected to know and understand the existing emergency procedures that are in place.

The Principal Contractor's emergency procedures should address the requirements of the Fire Prevention on Construction Sites recommendations as per the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.



## Various Properties in W10 C. R. 1111

### 3. CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

#### 3.9 Welfare Facilities

The welfare facilities for the site must comply with schedule (2) of the CDM Regulation 2007. In addition, they must be separate from the premises unless arranged in advance with the client that the facilities in the premises may be used. In addition, they are required to be in place before the project starts and described within the Construction Phase Plan.

The minimum standard that will be required on site from the start of the project is :-

Hot and cold running water

Flushing toilets for male and females

Canteen and drying area for the number workers on site

#### 3.10 Traffic Management

This is based upon site specifics and must include the following information:

Traffic routes, site access & egress, delivery times, any parking restrictions.

Arrangements for deliveries and /or collections (including waste)

Overhead cables around the site and across the site

Segregation of site traffic and pedestrians, including on site activity

#### 3.11 Site Waste Management Plan (SWMP)

For all project starting after the 1<sup>st</sup> July 2008. With a project value over £300,000, they must have a SWMP in place, this SWMP must have been written and implemented by the Client. Once the Principal Contractor has been appointed it will be their responsibility to ensure that the Site Waste Management Plan is kept up to date.

The requirements of such a SWMP are to record the amount of each type of waste that is expected to arise on site and determine whether it can be reused, recycled or needs to be disposed of.

During the works, the plan will be required to be updated and to map out what happens against what was expected to happen.

At the end of the project, the SWMP will be required to be kept for two years at the Principal Contractors principal place of business or at the site of the project.

## 6. THE HEALTH AND SAFETY FILE

### 6.1 Format

Format should be agreed with client and documented here. This should include:  
Identifying the type of binder and or electronic format;  
Describing how the file will relate to any Building Manuals and O&M Manuals that may be produced;  
Stating how many copies will be required and to whom they are to be issued.

### 6.2 Content

As the per the attached template in Appendix F

### 6.3 Contributors and Co-ordination of Contributions

<b>PC/CDM-C</b>	Responsibility for compilation and assembly of the file;
Principal Contractor	Responsibility for contributions to each section of the file;
Principal Contractor	Responsibility for co-ordinating and Chasing contributors;
<b>CDM Co-ordinator</b>	Responsibility for reviewing the file to establish satisfactory completion;
<b>CDM Co-ordinator</b>	Responsibility for delivering the file to the client.

### 6.4 Programme for Development and Completion of the Health and Safety File

Initiate the file binders with contents sheets and action lists for contributors	From contract award
Monitor contributions to the file throughout construction	Record progress at site meetings
Complete the file ready for review to establish satisfactory completion	two weeks before Practical Completion
Reviewers response to the file	one week from receipt
Complete and issue the Health and Safety File to the client	To be issued at Practical Completion.

**CDM INFORMATION PACK  
APPENDIX A**

**F10 NOTIFICATION**

**CDM INFORMATION PACK  
APPENDIX B**

**HEALTH AND SAFETY FILE TEMPLATE**



## **CONTENTS**

- 1. INTRODUCTION**
- 2. BRIEF DESCRIPTION OF THE PROJECT**
- 3. RESIDUAL HAZARDS**
- 4. DESIGN CRITERIA**
- 5. LIST OF MATERIALS WITH ANY ASSOCIATED HAZARDS**
- 6. INFORMATION REGARDING THE REMOVAL OR DISMANTLING OF INSTALLED PLANT OR EQUIPMENT**
- 7. MAINTENANCE AND CLEANING PROCEDURES FOR THE STRUCTURE**
- 8. NATURE, LOCATION AND MARKINGS OF SIGNIFICANT SERVICES, INCLUDING FIRE-FIGHTING SERVICES (APPENDIX C & D)**
- 9. AS BUILT DRAWINGS OF THE STRUCTURE (APPENDIX A)**
- 10. OPERATING AND MAINTENANCE MANUAL AND NATIONAL BUILDING SPECIFICATION.**

<b>APPENDIX A</b>	<b>AS BUILT DRAWINGS</b>
<b>APPENDIX B</b>	<b>SERVICE DRAWINGS AND DETAILS</b>
<b>APPENDIX C</b>	<b>LOCATION OF FIRE HYDRANTS AND FIRE PLAN</b>
<b>APPENDIX D</b>	<b>GROUND INVESTIGATION REPORT (If applicable)</b>
<b>APPENDIX E</b>	<b>ASBESTOS REGISTER (If applicable)</b>



## **CONTENTS**

1. THE PURPOSE OF **SWMPS**:
2. PARTIES INVOLVED:
3. PREPARED BY AND SIGN OFF BY CLIENT AND SGMS PROPERTY SOLUTIONS LTD
4. DESCRIPTION OF PROJECT
5. SITE WASTE MANAGEMENT PLAN CHECKLIST
6. INSTRUCTION AND TRAINING
7. WASTE MANAGEMENT ON SITE
8. WASTE MINIMISATION
9. PRIORITISING WASTE REQUIRING WASTE MANAGEMENT ENABLING WORKS (INCLUDING DEMOLITION)
10. SEGREGATION
11. DISPOSAL OF WASTE
12. MONITORING
13. HAZARDOUS WASTE
14. DUTY OF CARE FOR WASTE

APPENDICES; (SEE ATTACHED CD)

APPENDIX 1; SITE LOCATION PLAN

APPENDIX 2; ROYAL BOROUGH OF KENSINGTON & CHELSEA TMO AND PRINCIPAL CONTRACTOR ENVIRONMENTAL STATEMENT

APPENDIX 3; WASTE TYPE TABLE COMPLETED BY SGMS PROPERTY SOLUTIONS LTD

APPENDIX 4 TOOLBOX TALKS

APPENDIX 5 SKIP SIGNS

APPENDIX 6 EUROPEAN WASTE CODES

APPENDIX 7 WASTE CARRIERS LICENCES / TRANSFER NOTES,

APPENDIX 8 ROLES AND RESPONSIBILITIES





## **1. THE PURPOSE OF SWMP's**

**SWMPs aim to address two key issues;**

- 1. improving materials resource efficiency, by promoting the economic use of construction materials and methods so that waste is minimised and any waste that is produced can be re-used, recycled or recovered in other ways before disposal options are explored; and**
- 2. reducing fly-tipping, by restricting the opportunities available for the illegal disposal of waste by ensuring compliance with existing legal controls and providing a full audit trail of any waste that is removed from the construction site.**

**Although it is a legal requirement to write and implement a SWMP, the greatest cost savings are likely to be achieved as a result of the consideration of materials resource efficiency, which will be a necessary part of the preparation, before the SWMP is drafted.**

**SWMPs apply to all aspects of construction work including preparatory work such as demolition and excavation. They are required for civil engineering and engineering projects as well as projects involving the maintenance, alteration and decoration of existing structures. The installation, maintenance or removal of all related services such as electrical, gas, water, sewage and telecommunications are also subject to this requirement.**

**For projects between £300,000 and £500,000, you should describe in the plan any deviation between the first draft of the SWMP and the final outcome.**

**For projects that cost more than £500,000 a more detailed analysis is required, both confirming that the plan has been periodically updated, and calculating the difference between proposed waste management and actual performance. You should also estimate the cost savings that you have achieved through the SWMP process.**

**The client is responsible for ensuring that the plan is prepared before construction work begins. For many projects, it will be appropriate for the designer to write the SWMP on behalf of the client, as this will assist in recording any decisions that have been taken at the design stage.**

**The plan should then be passed to Principal Contractor, who must update it as work progresses, ensure that workers on the site are aware of the plan, and co-operate with it. This will include providing suitable site induction, information and training. Contractors will in turn need to engage their employees and sub-contractors to ensure that any waste management objectives in the SWMP are understood and achieved.**

**Both the client and Principal Contractor are responsible for reviewing, revising and refining the SWMP as necessary, in particular, to ensure that roles and responsibilities are clear as the project progresses.**

**They must also ensure that adequate security measures are put in place to help avoid waste being disposed of illegally at the site.**

**It is important to remember that responsibility for compliance with the SWMP Regulations rests not solely with an individual but ultimately with the client or Principal Contractor. If there is a change of personnel during the course of the project, the details of those responsible for the plan must be kept up-to date.**

### **Design and specification**

**A range of approaches adopted during the design phase can reduce wastage and make a building more cost effective during both construction and occupation. For example, applying lean and modular designs, selecting standard component sizes and designing for deconstruction are all options, which will result in cost and waste savings, and merit consideration.**

### **Tender specification**

**Reduce the quantity of waste arising on the construction site by including in tender specifications a requirement for material suppliers to take back any packaging and unused materials. Materials with excessive packaging should be avoided where possible. Thought should be given to the amount of materials needed by decreasing wastage allowances.**

### **Responsible Timber Purchasing - Certification - Introduction**

**Members of the Timber Trade Federation - accounting for about 80% of the UK timber imports - are committed to sourcing their timber from legal and well-managed forests. The most straightforward way to provide assurances that timber comes from such forests is by sourcing timber and timber products that can be traced back to forests that have been 'certified'.**

**Forest Certification is an independent assessment of the management of a particular forest. If the management complies with a set of standards, forest certification allows using an eco-label for the timber that originates from that forest. Forest certification is responding to an international consensus that sustainable forest management is of great significance. Various certification schemes set up different standards defining the environmental, economical and social thresholds. Applying those on the operational forest management level (by a certification body), they assess and approve a sustainable forest use. The standards address e.g. management planning, harvesting, conservation of biodiversity, pest and disease management, and social impacts of the forestry operations.**

**To guarantee customers that the certified goods they buy are genuinely the products of a well-managed forest, a Chain of Custody Certification is required. The Chain of Custody system enables to trace back the certified timber from the end user to the source forest. It requires that certified products are identified, segregated and accompanied by appropriate documentation at all stages. A certified company must prove that it does have an effective control system to trace back its raw material through processing, transformation and distribution, to the certified source.**

## On the Construction Site

Efficient site planning and material storage will minimise the level of wastage through damage and allow unused materials and waste to be segregated and stand a better chance of effective recovery. Aim to recover any unused materials in the highest cost application.

## Gypsum Waste Classed as Special Waste.

Land filling of gypsum waste including plasterboard, which can be found at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) means that from 1 April 2009, producers of construction and demolition waste must:

- Separate gypsum-based material from other wastes so it can either be recycled, reused or disposed of properly at landfill
- Not deliberately mix gypsum waste or plasterboard with other waste

New science confirms there is no acceptable limit for gypsum to be deposited with biodegradable waste.

Firms dealing with gypsum waste, such as plasterboard and plaster, are being encouraged to recycle and reuse more as new guidance on gypsum going to landfill has been announced by the Environment Agency.

The land filling of gypsum and other wastes with a high sulphate content together with biodegradable waste has been banned in England and Wales since July 2005.

From 1 April 2009, the ten per cent guideline will be scrapped and gypsum waste that cannot be recycled and is sent to landfill must be deposited in a separate cell with non-biodegradable waste.

## Waste Transfer Notes

A Waste Transfer Note must be created for each load of waste that leaves your site. It must contain enough information about the waste to enable anyone coming into contact with it to handle it safely and either dispose of it or allow it to be recovered within the law. Failure to give enough information may result in prosecution. Therefore, each Waste Transfer Note (WTN) must include the following information:

- Name and address of the Producer (normally PC Name and the site address),
- Name and address of the Carrier,
- Name and address of Disposer (Transfer station, exempt facility, or landfill site.)
- Description of waste in words, and 6-digit EWC code,
- The quantity of waste,
- Details of how the waste is contained i.e. loose, skip, bin, or other container.

Where waste is being transported directly to a landfill site, you may also need to include details of the treatment process (e.g. sorting). This is not required if mixed waste is sent to a transfer station or recycling centre as this is classed as a treatment.

**2. PARTIES INVOLVED:**

**Client;**                                **The Royal Borough of Kensington and Chelsea TMO Ltd,  
Network Hub,  
292A Kensal Road  
London, W10 5BE**

**Contact: Abi Acosta  
Tel:**

**Contract Administrator    As above**

**CDM Co-ordinator            TBC**

**Principal Contractor        TBC**



**3. PREPARED BY AND SIGN OFF BY THE CLIENT AND PRINCIPAL CONTRACTOR**

**The Client**

<b>PREPARED BY</b>		<b>DATE</b>
<b>TITLE</b>		
<b>SIGNED</b>		
<b>APPROVED BY</b>	<b>Abi Acosta</b>	<b>DATE</b>
<b>TITLE</b>	<b>Property Services Project Manager</b>	
<b>SIGNED</b>		
<b>DISTRIBUTION</b>	<b>All Parties listed above</b>	

**SGMS Property Solutions Ltd**

**REVIEWED BY** **DATE**

**TITLE**

**SIGNED**

**ENVIRONMENTAL CHAMPION REVIEW** **DATE**

**TITLE**

**SIGNED**

**The Client and Principal Contractor will take all reasonable steps to ensure that -**

**(a) all waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) regulations 1991; and**

**(b) Materials will be handled efficiently and waste managed appropriately.**

#### 4. DESCRIPTION OF PROJECT

Door Replacement Programme for various properties borough wide in the Royal Borough of Kensington & Chelsea TMO as follows.

See attached property list

The works consist of the following:-

Supply and fit in accordance with TMO performance specification one number GRP 30m fire/security door set, complete with all necessary ironmongery, letter plates, door viewer and chain, handles, cylinder locks, hinges and other requirements

The Estimated costs of the project is **£300,000.00**

#### **Pre-notification - Hazardous Waste Regulations (England and Wales)**

Before any hazardous waste is moved in England and Wales, the site must be pre-notified to the Environment Agency. On notification the site will be Issued with a unique "premises code" which must be included on all hazardous waste consignment notes. Notification will be carried out by the Client or Principal Contractor and will need to be renewed annually. Where a site needs to move hazardous waste, and they have not received a premises code, they should contact the Environmental Agency Immediately.

Also under the Hazardous Waste Regulations, the Consignee (disposer) Is required to send to the producer, within one month of the end of each quarter, a waste return, or a copy of the consignment note, detailing the method of disposal or recovery undertaken.

#### **Site Waste Management Plan**

Royal Borough of Kensington & Chelsea TMO has prepared this SWMP, before the project commences, information is collected on the wastes likely to be produced by the project and the available options for reduction, reuse, recycling and disposal.

Principal Contractor is to nominate one of the site staff who will be the environmental co-ordinator for the project and as such Is responsible for instructing workers, overseeing and documenting results of the Site Waste Management Plan (SWMP).

Principal Contractor Is to ensure that the nominated person is trained in the role of SWMP environmental co-ordinator.

Principal Contractor is to ensure that the SWMP includes procedures and commitments for reducing waste generated on site in accordance with best practice and the defined waste groups and to include procedures and commitments to sort and divert waste from landfill according to the defined waste groups

The WRAP Net Waste tool kit should be used to help to record all information on the sites waste. Information is included in appendix 3 about the WRAP net waste tool kit and how to it is to be used.

The web address is <http://www.wrap.org.uk/construction/index.html>

KCTMO will monitor the effectiveness and accuracy of the documentation during the site visits.

## 5. SITE WASTE MANAGEMENT PLAN CHECKLIST

The Policy, Design, Planning and Procurement Stages of this checklist should be completed by the Design team during the Pre Construction phase. The project environmental co-ordinator should review the completed sections and is responsible for completing the Construction and Post Completion sections during and after the project.

Questions to consider	Tick if "yes"	If 'yes', what action have you taken/ do you propose to take? If 'no', why not?
✓ Copy & paste <b>tick</b> from here		
<b>Policy</b>		
1. Has the client stipulated any specific waste management or recycling requirements?	•	Gypsum is now classed as special waste and is to be sent for recycling or reuse and not to landfill.
2. Is there a requirement to segregate wastes on site for BREEAM credits?		
3. Is there a requirement to use recycled materials to gain BREEAM credits?		
4. Is WRAP'S Recycled Content Tool Kit to be used on site?	•	The WRAP'S tool kit is included in appendix 3, the PC is to confirm which toolkit is to be used if not the WRAP'S Toolkit
5. Has waste been designed out of the project through standardisation of components and sizes?		
<b>Design Stage</b>		
6. Has the design been reviewed by specialist suppliers and contractors? (E.g. BG or Lafarge on specification of walls, etc.)		
7. Have demolition audits been specified to plan for reuse and recycling of available materials?		
8. Does the specification encourage the use of recycled materials?		
9. Have offsite fabrication and modern methods of construction been considered?		
10. Has responsibility for producing the initial plan been assigned to a responsible individual in the Design Team	✓	TBA has prepared the initial plan for the remainder of the works.
<b>Planning Stage</b>		
11. Have sub-contractors been asked to estimate their anticipated wastage?		
12. Have estimated waste streams been identified, quantified and shown as to when they will be produced?		
13. Has the schedule of wastes that may be reused, recycled or reprocessed been completed?		
14. Has a site plan been prepared showing material handling areas and designated areas for skip and recycling; including the sizes and types of skips required?		Site location plan is included in appendix 1 Principal Contractor is to prepare a site plan showing site compound, handling area and waste area.
15. Have onsite crushers and screens been considered?		
16. Will the WRAP Quality Protocol be used?		



Questions to consider	Tick if "yes"	If 'yes', what action have you taken/ do you propose to take? If 'no', why not?
<ul style="list-style-type: none"> <li>Copy &amp; paste tick from here</li> </ul>		
17. If processing material on site, have we notified the EA that we wish the site to be made exempt from the Waste Management Regulations 1994 for processing of C&D Waste under Paragraph 13?		
18. If there is crushing plant on site, do we have a "Part 6 permit" from the Local Authority's Environmental Health Department?		
19. Have compactors been considered for packaging?		
20. Have shredders been considered?		
21. Where relevant, has discharge consent been obtained from the EA and or water authority?		
22. Have sub-contractors identified as major waste producers been asked to produce a Waste Management Plan?		
<b>Procurement Stage</b>		
23. If sub-contractors are removing their own waste have they been asked for: a) their waste carriers licence and b) a waste management licence for the landfill/ recycling facility they are using prior to letting the order.		
24. Are all sub-contractors tied in to our Site Debris & Waste Conformance Agreement?		
25. Have "take back schemes" been established?	•	Principal Contractor buyers to put this into place with their suppliers
26. Have quantities been checked to avoid over ordering?		
27. Have deliveries been checked to avoid double handling?		
28. Has packaging been omitted where possible?	•	Principal Contractor buyers to put this into place with their suppliers
29. Has a Waste Champion been appointed?	•	Principal Contractor to appoint someone to carry out this role.
<b>Construction Stage</b>		
30. Are all operatives advised of the SWMP at their site induction?	✓	all operatives to be advised of the requirements of the SWMP
31. Is the SWMP discussed at the sub-contractors monthly site meeting?	•	this is to be included as part of the meetings agenda
32. Are containers/ skips clearly labelled to avoid confusion?	✓	labels are included in appendix 5, due to the locations of the properties they may not be able to be used
33. Have toolbox talks been planned for all site personnel about waste management on site	✓	all operatives to receive toolbox talks on the waste management for this project
34. Are any checks made that excavation materials/ waste is received at the intended site?	•	Principal Contractor is to ensure checks are carried out.
35. Who has been nominated to check and control skips and sign tickets?	✓	Principal Contractor to appoint someone to carry out this role
36. Are reports regularly produced?	S	If all waste is been taken to a recycling point then the recycling centre need to produce the reports/graphs on the waste.
37. Has a final report of use of recycled and secondary materials, waste reduction, segregation, recovery and disposal (with costs and savings identified) been completed?	•	the report is included in appendix 3 of this document and is required to be completed by SGMS Property Solutions Ltd

Questions to consider	Tick if "yes"	If 'yes', what action have you <b>taken/</b> do you propose to <b>take?</b> If <b>'no'</b> , why not?
✓ <i>Copy &amp; paste tick from here</i>		
<b>Post Completion</b>		
38. Have key waste management issues been considered for action at future projects?	✓	Post project-meeting need to take place to review the final report so actions can be taken forward for future projects.

## **6. INSTRUCTION AND TRAINING**

Royal Borough of Kensington & Chelsea TMO with the assistance of TBA is to ensure that the design team are given instruction and training on waste management and what control measures should be in place to ensure compliance with the Regulation and Environmental Protection Act.

Principal Contractor is to provide on-site instruction of appropriate separation, handling, recycling, re-use, and return methods to be used by all parties' at all appropriate stages of the Project.

Toolbox talks by the contractor will be carried out regularly on waste Issues, all subcontractors will be required to attend, attendant sheets to be completed and produced at the monthly Clients meetings.

The SWMP will also be mentioned In the site induction process to ensure that all site staff are Included and that they recognise their roles and responsibilities with respect to helping to minimise waste.

## **7. WASTE MANAGEMENT ON SITE**

Surplus or waste materials arise from either the materials imported to site or from those generated on site.

Imported materials are those, which are brought to site for inclusion into the permanent works.

Generated materials are those, which exist on the project such as topsoil, sub-soil, trees and materials from demolition works etc.

However, there are other considerations to waste management such as waste reduction, segregation of waste, disposal of waste, financial impacts of waste disposal and recording, monitoring, education and reviewing. This plan outlines the procedures that have been put in to place and demonstrates how they benefit the environment, how we can measure the effects and how these procedures and that practices are sustainable.

## **8. WASTE MINIMISATION**

We have looked at how we can minimise the waste produced, thereby reducing the amount of waste to be removed from the site. We have attempted to forecast the volume of waste likely to be produced and will review the quantities specified on a quarterly basis.

## 8.1 FORECAST VOLUMES (M<sup>3</sup>) OF POTENTIAL WASTE ON SITE

WASTE Category & Types ✓	ENABLING WORKS (including DEMOLITION) <i>CODV &amp; Waste tick from here</i>		CONSTRUCTION WORKS	
	Tick	Estimated Quantity (m <sup>3</sup> )	Tick	Estimated Quantity (m <sup>3</sup> )
Inert Waste				
Aggregates				
Concrete			•	
Tarmac				
Brick/Blocks				
Roof Tiles				
Cladding Sheets				
Top soil (uncontaminated)				
Sub soil (uncontaminated)				
Bulk excavated (uncontaminated)				
Glass			•	
Polystyrene				
Plastics (non biodegradable)			•	
Other			•	
Sub TOTAL				
Active/ biodegradable Waste				
Plasterboard			✓	
Gypsum products				
Metals — reinforcement				
Metals — steel				
Metals — off cuts				
Metals — copper wiring				
Timber				
Cardboard				
Paper				
Biodegradable plastic				
Canteen waste				
Trees				
Vegetation				
Other:				
Sub TOTAL				
Hazardous Waste				
Topsoil (contaminated)				
Sub soil (contaminated)				
Asbestos			•	
Lead			•	
Flammable				
Toxic				
Other:				
Sub TOTAL		To be completed, once design		
TOTAL VOLUMES		Further advanced		



## 9. PRIORITISING WASTE REQUIRING WASTE MANAGEMENT ENABLING WORKS (INCLUDING DEMOLITION)

Waste type	European Waste Catalogue code	j Opportunity for recycling/reuse	Method of storage, transportation	Disposal consents & licences	Reporting / monitoring
Excavated material	170504	High	temp storage muck away lorries	Controlled waste	Transfer note
General mixed building waste	170904	Low	Skip	Controlled waste	Transfer note
General office waste	200301	Low	Skip	Controlled waste	Transfer note
Inert hardcore	170107	Medium	Skip	Controlled waste	Transfer note
Plasterboard / Gypsum	170801*	High	Skip	Controlled waste	Transfer note
Mixed — packaging	150106	High	Skip	Controlled waste	Transfer note
Timber	170201	Medium	Skip	Controlled waste	Transfer note

Contractors, Design Team and Suppliers are all being encouraged to look at ways to minimise the amount of waste produced at the workplace. Up to date actions are recorded in the table below:

Action	j Responsibility	Date Action Commenced
Materials, which arrive on pallets, are unloaded and the pallets are stored neatly and removed from site once the numbers are sufficient to make collection economical.	Site Manager	
Plasterboard sheets are made to standard sizes to suit the wall heights and to reduce the amount of off cuts.	Site Manager	
Establishing designated material storage areas to avoid damage. Promote "just-in" time deliveries, to avoid damage prior to installation.	Site Manager	
to comply with the WEEE Regulations	Site Manager	
Create a separate waste stream for Gypsum and Plasterboard so that it is recycled or reused only.	Site Manager	
Create separate waste stream for metals, from demolition and new construction activities	Site Manager	
Re-use or recycle of timber	Site Manager	
All Hazardous is to be disposed of in separate skip to the general waste skips.	Site Manager	
Paints Tins to be recycled or reused	Site Manager	
The Principal Contractor is to ensure procedures and a site location plan is prepared, to ensure all works understand how they are to handle any waste, and where it is to be taken to for recycling, re-use or return.	Contracts Manager / Site Manager	

All of the above act to reduce the amount of waste and surplus materials, which traditionally would be skipped and sent to landfill. We are continually identifying waste minimisation actions and these will be updated in the above table.

Specialist Waste Disposal company is to be used as a key member of the Supply Chain who currently targets thirty per cent recycling to waste removed from site.

## 10. SEGREGATION

All waste will be stored on site in suitable containers and removed in accordance with best practice requirements.

Good management will require the waste disposal route to be validated through the use of a phone call to the designated site. In normal circumstances, this will only be necessary if the integrity of the haulage company becomes doubtful.

Waste streams will be segregated whenever possible to reduce waste and increase re-use of material. Wherever possible waste disposal shall be minimised through good management and housekeeping and continual review of the design and recycling processes.

Recycling and waste bins are to be kept in a separate area in order to avoid cross contamination of materials.

## 11. DISPOSAL OF WASTE

All waste will be removed from site in accordance with UK legislation. The Client, Design team, and Principal Contractor shall abide by the Duty of Care Regulations 1991.

Wherever possible waste should be disposed of via a Waste Transfer Station. Most skip companies will remove the waste to either their own, or another operator's, Transfer Station for further treatment. In most cases, they will sort and recycle over 80% of the waste sent to them, thereby reducing the amount of waste sent to landfill

All surplus or waste materials fall into three categories for management, these are:

- Re-used
- Recycled
- Landfill

### 11.1 Re-used

If surplus materials can be incorporated into the permanent works, they are classified as materials, which may be *re-used*. If they are surplus to requirements and need to be removed from site, they may be exported and used in their unaltered form for *re-use* elsewhere.

## 11.2 Recycling

If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for *recycling*.

## 11.3 Landfill

If surplus materials cannot be re-used or re-cycled then they will be sent to *landfill*. Landfill must be only considered once all other options have been proven unsuitable.

**Table for Waste Types & Waste Management Packages**

<b>waste types</b>	<b>Waste Management Contractor Details</b>	<b>Waste Management</b>
<b>Enabling Works (including Demolition)</b>		
e.g. Top soil		Reuse (offsite)
1. Concrete	TBC	
2. Tarmac	TBC	
3. Bricks/Blocks	TBC	
4. Timber	TBC	
5. Subsoil's	TBC	
6. Metals	TBC	
7. Asbestos	TBC	
8. Plasterboard	TBC	
1. Plasterboard	TBC	
2. Brick/Blocks	TBC	
3. Timber	TBC	
4. Cardboard	TBC	
5. Mortar	TBC	
6. Metals	TBC	
7. Paints	TBC	
8. Soils	TBC	

## **12. MONITORING**

Monthly records will be kept of all materials that come on to site and the volumes of materials being removed from site. Monthly records will also be sought from disposal companies, highlighting the quantity of materials that went to landfill and how much went for recycling/recovery.

We will continually review the type of surplus materials being produced, change the site set up to maximise re-use or recycling, and minimise the use of landfill.

This plan will be included as an agenda item at the weekly construction meetings. In addition, the plan will be communicated to the whole project team (including the client) at the monthly meetings. This will include any updates from the last version.

Principal Contractor is to visit the waste transfer facilities to ensure that we are effectively discharging our 'duty of care'.

## **13. HAZARDOUS WASTE**

Due to the additional requirement of various hazardous waste regulations, the management of hazardous waste on site needs particular attention.

### **Identifying Hazardous Waste**

Hazardous Waste may include the following:

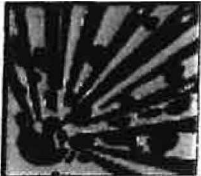
- Contaminated excavated soil
- Asbestos
- Empty or partially full spray paint cans
- Waste oils and fuels
- Paints, thinners, and solvents
- Fluorescent tubes
- Waste electrical and electronic equipment such as computer monitors
- Other Dangerous Substances identified from Safety Data Sheets
- Empty Containers, the original contents of which were Hazardous Waste.

Hazardous Waste will generally be described as waste, which contains a Dangerous Substance. Where you suspect that a material you are required to remove from site contains a dangerous substance e.g. Contaminated Soil, you should arrange to have the material tested to determine whether the concentrations of the dangerous substance constitute that waste being classified as Hazardous Waste.



A Safety Data Sheet should accompany any material brought to site that has potentially hazardous properties. This will tell you how the material and containers should be handled, stored, and disposed of. Suppliers who fail to provide adequate information for the safe use of their products are in breach of the law.

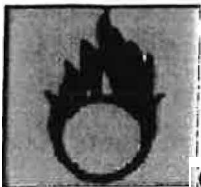
Most, but not all, Dangerous Substances supplied to site will also be identified by a standard symbol on the label:



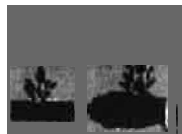
Explosive



Harmful, Irritant, or Sensitising



Oxidising



Corrosive



Extremely Flammable,  
Highly Flammable, or  
Flammable



Carcinogenic,  
Mutagenic, or  
Toxic for  
Reproduction



Very Toxic, or  
Toxic



Dangerous for the  
Environment

A COSHH assessment is to be carried out on these materials to determine the safe method of disposal for the product and its container. This could include some form of pre-treatment, such as allowing the product to cure or dry out e.g. paints and mastics, or mixing it with another substance to reduce its hazardous nature, e.g. two part resins. In many cases, completely empty containers can be disposed of as normal waste. Where these options are not available product and/or its container will need to be disposed of as Hazardous Waste.

In addition to the above dangerous substances, all prescription only medicines will be classified as Hazardous Waste.

You must ensure that potentially 'Hazardous Waste' is not deposited in General Waste skips.

## **Ground Contamination**

Where surface water drains are located within the compound and are highlighted as either being potential transfer routes for contamination they shall be temporarily blocked up or emergency drain seals will be stored on site.

Potentially polluting substances will be stored in suitably bunded areas in order to reduce the potential for ground contamination and, therefore, groundwater contamination. If polluting substances penetrate the ground, the ground will be dug up and removed and replaced with a suitable replacement material. The polluted, excavated material will be disposed of according to legislative requirements. This is in order to prevent redress under the Contaminated Land Regulations 2000 and remove any potential expensive clean-up claims.

Absorbent material containing oil digesters will be stored on site for use on minor spillages. If a pollutant can be soaked up before it penetrates the ground it should be. All diesels should be stored in double-skinned mobile bowzers or double skinned diesel tanks. A designated re-fuelling (hard-standing) area will be made available for plant that is 10 metres plus from any drains. All diesel/hydrocarbons and potentially harmful substances not stored within a double-skinned bowser will be stored in a bunded area. The bund will comply with environment agency recommendations and UK legislative requirements. When there are a number of drums stored within the bund the bund will be capable of holding not less than 150% of one of the drums. Any diesel in a single skinned tank will be placed within a bund that will be impermeable and be capable of holding 110% of the contents stored within it.

## **14. DUTY OF CARE FOR WASTE**

### **Authorised Waste Carriers**

You must ensure that anyone removing wastes from the site is one of the following:

- A person who is registered as a carrier of controlled waste
- A person who has a waste management licence
- An authority, which is a waste collection authority
- A person exempt from registration as a carrier of controlled waste
- In Scotland, a waste disposal authority acting in accordance with a resolution made under section 54 of the Environmental Protection Act 1990.

A registered carrier, such as a skip company, should be able to produce when requested a 'Certificate of Registration under the Control of Pollution (Amendment) Act 1989' or a certified copy. This certificate will show the name and address of the issuing authority, the name and address of the carrier, the issue date, and the date on which the registration expires. Be aware that a photocopy does not provide evidence of registration -

**You should check the details online to ensure the registration or authorisation has not expired or been revoked. To check the public registers visit:**

**<http://www2.environment-agency.gov.uk/epr/search.asp?type=register>**

**You should take a photocopy for your records, date it, and write on it that you have checked the details online and confirmed its validity. Checks should be carried out on a yearly basis as a minimum to ensure that you are properly discharging your Duty of Care.**

**Persons exempt from registration as a carrier of controlled waste would include charitable and other voluntary organisations, and waste regulation, disposal and collection authorities collecting waste themselves. However, they will need to produce an exemption letter to confirm this.**

**Waste must only be transported in suitable containers and vehicles that are secure and will prevent spillage of waste during transit. Loose materials should be covered in transit to prevent it being blown out of the vehicle.**

### **Authorised Waste Disposers**

**Our responsibility for the waste does not stop when the Waste Carrier removes it from the site; it extends until the waste has either been finally and properly disposed of, or fully recovered, and there is no time limit. You must therefore ensure that all those treating, storing or disposing of your wastes have the appropriate authorisation. This would include materials suppliers if you were returning containers or other materials to them for reprocessing or disposal. Be aware that many municipal tips are not licensed to accept business waste, and it is therefore an offence to dispose of our waste at these sites. The authorisations will take the form of the following, and more than one may be required for any one site:**

- Waste Management Licence (WML). Approximately 16 pages long. Will state the disposal site address, details of the waste that the site is allowed to take, including quantities per week.**
- Pollution Prevention and Control (PPC) Permit. Some waste disposal or recovery activities are regulated under the Pollution Prevention and Control Regulations. The permit will contain similar information to a WML.**
- Environmental Permits - All new waste operations will be issued with an Environmental Permit. These will eventually replace WMLs and PPC Permits.**
- Environmental Permit Exemptions (Formally a Waste Management Licence Exemption). Will contain similar information to an Environmental Permit but will normally allow only a limited number of waste streams and at lower quantities.**

Ask to see a copy of the Environmental Permit, Waste Management Licence, PPC Permit or Exemption, and confirm with the Environment Agency that it is still valid, either online as above or by phone. Always check that the site is authorised to take all the types of waste material that you are planning to send there. Again, remember that registrations and authorisations can expire or be revoked. You should repeat these checks on a yearly basis as a minimum to ensure that you are properly discharging your Duty of Care.

## **WEEE Regulations 2006**

The Waste Electrical and Electronic Equipment (WEEE) Regulations apply to electrical and electronic equipment (EEE) in the categories listed below with a voltage of up to 1000 volts for alternating current or up to 1500 volts for direct current.

You will need to comply with the WEEE Regulations if you generate, handle or dispose of waste that falls under one of ten categories of WEEE:

1. Large household appliances
2. Small household appliances
3. IT and telecommunications equipment
4. Consumer equipment
5. Lighting equipment
6. Electrical and electronic tools
7. Toys, leisure and sports equipment
8. Medical devices
9. Monitoring and control equipment
10. Automatic dispensers.



**APPENDIX 1**

**SITE LOCATION PLAN  
SITE LAYOUT PLAN  
SITE WASTE AREAS**

**APPENDIX 2;**

**R B KENSINGTON & CHELSEA TMO  
AND  
PRINCIPAL CONTRACTOR  
ENVIRONMENTAL STATEMENT**

**APPENDIX 3**

**WASTE TYPE TABLE COMPLETED BY SGMS PRINCIPAL CONTRACTOR**

## **APPENDIX 4**

### **TOOLBOX TALKS**

# TOOLBOX TALK

## SITE WASTE MANAGEMENT PLANS

### WHAT?

Site Waste Management Plans (SWMPs) are an important tool to ensure resource efficiency and waste minimisation, to reduce rising costs of disposing of waste, and to meet regulatory controls. Requirements include detailing the amount and type of waste that will be produced on a construction site and how it will be used, recycled, or disposed of.



### WHY?

In England and Wales, the Construction sector uses some 400 million tonnes of materials each year and generates an estimated 109 million tonnes of waste. It is estimated that 13% of all materials delivered to site goes into skips without ever being used. The potential for greater resource efficiency, therefore, is considerable.

Benefits of an efficient SWMP include:

- Lower use of raw materials, greater re-use and recycling, and production of less waste.
- Cost savings by better managing materials supply, storage, & handling.
- Better control of risks relating to the materials and waste on site.
- Demonstrating to clients how we manage waste and minimise costs and risks to them.
- Help dealing with queries from regulators regarding wastes arising from site.
- Help to fulfil the requirements of Quality and Environmental Management Systems.
- Reduced fly tipping of construction & demolition waste.

### DO

Know who the nominated on-site Waste Champion is, and bring any issues or recommendations to their attention.

Identify and employ waste minimisation techniques whenever possible.

Be aware of your responsibilities under the waste Duty of Care, in all areas of your job.

Assist wherever possible in the accurate collection of waste data.

Take care while handling and storing materials.

### DON'T

✘ DO NOT underestimate the importance of good housekeeping towards the aims of the SWMP.

✘ DO NOT assume others will carry out your responsibilities under the SWMP.





**APPENDIX 5;**

**SKIP SIGNS**

**APPENDIX 6;**

**EUROPEAN WASTE CODES**

## **APPENDIX 7**

### **WASTE CARRIERS LICENCE / TRANSFER NOTES**

**APPENDIX 8;**

**ROLES AND RESPONSIBILITIES CHECKLISTS**