

**THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA  
TENANT MANAGEMENT ORGANISATION LIMITED**

**SERVICE INFORMATION AND PREAMBLES  
FOR THE  
LIFT PREVENTATIVE PLANNED MAINTENANCE  
AND  
REPAIR CONTRACT  
2012 - 2017**

**ON BEHALF OF:**

**THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA  
TENANT MANAGEMENT ORGANISATION LTD  
NETWORK HUB  
292A KENSAL ROAD  
LONDON W10 5BE**

**PREPARED ON BEHALF OF:**

**ROBERT BLACK  
CHIEF EXECUTIVE  
THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA  
TENANT MANAGEMENT ORGANISATION LTD**

**TELEPHONE NO.  
FAX NO.**



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# SECTION ONE

## PRELIMINARIES

## SECTION 1 - PRELIMINARIES

### A10 PROJECT PARTICULARS

#### 110 The Works

Name: Lift Preventative Planned Maintenance and Repair Contract 2012-2017

Nature: Lift Maintenance and Repairs

Contract Area: The Royal Borough of Kensington & Chelsea, London.

#### 120 Employer (Client)

Name: The Royal Borough of Kensington & Chelsea

/O Tenant Management Organisation Ltd

Address: Network Hub, 292A Kensal Road, London, W10 5BE

Contacts:

**Service Manager:** Mr. R. Cahalarn, RBK&C Tenant Management Org Ltd, Tel [REDACTED]

**TMO Lift Administrator:** Mrs. M. Ares, RBK&C Tenant Management Org Ltd, Network Hub, 292A Kensal Road, London W10 5BE, Tel [REDACTED]

**Engineering Manager:** Mr. R. Sams, RBK&C Tenant Management Org Ltd, Network Hub, 292A Kensal Road, London W10 5BE, Tel [REDACTED]

#### 130 Principal Contractor (CDM)

Name: TBC

Address: TBC

Contact: TBC

Telephone: TBC

E-mail: TBC

#### 140 Contract Administrator (herein referred to as 'CA')

Name: Tenant Management Organisation Ltd

Address: Network Hub, 292A Kensal Road, London, W10 5BE

Contact: Mr. R. Cahalarn

Telephone: [REDACTED]

Email: [cahalarn@kctom.org.uk](mailto:cahalarn@kctom.org.uk)

#### 150 CDM Coordinator

Name: TBC

Address: TBC

Contact: TBC

Telephone: TBC

E-mail: TBC

#### 190 Clerk of Works

Name: Tenant Management Organisation Ltd

Address: Network Hub, 292A Kensal Road, London, W10 5BE

Telephone: [REDACTED]



200

### **Responsive Repair Requests**

For the purposes of receiving response repair requests the principal contacts will be at the following locations:

1. The Lancaster West Estate Management Board  
Lancaster West Estate Office  
Grenfell Tower  
Lancaster West Estate  
London W11 1TQ
2. Royal Borough of Kensington & Chelsea, Tenant Management Organisation Limited  
Customer Services Centre  
The Hub  
1<sup>st</sup> Floor  
300 Kensal Road  
London W10 5BE
3. Pinnacle Connect  
Unit 1 Nelson Street Studios  
Nelson Street  
Canning Town  
London E16 1DS

(Pinnacle Maintenance Services are responsible for issuing out-of-hours emergency orders between 18:00 hours and 08:00 hours and during weekends and bank holidays).

The Principal Contacts may change during the duration of the contract.

## **A11 TENDER AND CONTRACT DOCUMENTS**

160

### **Preconstruction information**

Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

180

### **Other documents**

Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of Tenant Management Organisation Ltd

The documents include: Maintenance and Repair Records

A12

## **THE SITE/ EXISTING BUILDINGS**

110

### **The sites**

Locations: The sites comprise housing estates managed by the Employer and properties managed by the Council including council offices, libraries, schools and social services premises as identified in Section 3.

The possibility exists that 32 lifts may be removed from the Schedule of Installations as a result of the Employers involvement in the 'Tri Borough Project'. The 32 lifts that may be removed comprise 7 education, 3 libraries, 16 public buildings, and 6 social services.

All of the 32 can be identified as those within the Schedule of Installations which are not identified with an 'H' for housing.

Note: The Employer reserves the right to add, or omit individual lifts as directed by the Service Manager or operational circumstances. All maintenance costs shall be adjusted accordingly and claims for loss of profit or expenses shall not be accepted.

**120 Contract area**

Location: The Royal Borough of Kensington & Chelsea.

**180 Access to the site**

Description: Via local road network.

**220 Use of the site**

General: Do not use the site for any purpose other than carrying out the Works.

**230 Surrounding land/ building uses**

General: Adjacent or nearby uses or activities are as follows:  
Residential/Commercial

**240 Health and safety hazards**

General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present: Asbestos containing materials and sharps.

Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.

Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

**250 Site visits**

Assessment: Visit buildings, land or other places within the Contract Area to assess local conditions and restrictions likely to affect the execution of the Works.

Upon submitting the Tender, the Contractor shall be deemed to have visited sufficient lift installations, as indicated in the Schedule of Lift Installations, to ascertain the locations covered by the Contract, to determine particular access and/or parking restrictions and all other relevant information necessary to submit tenders.

Site visits: Arrangements: Site visit may be made by appointment with the Employer's Lift Administrator within office hours between 09:00 to 17:00 Mondays to Fridays excluding public holidays.

**260 Parking Restrictions**

Restrictions in respect of loading, unloading and parking of vehicles exist on all sites.

**200 Responsive Repair Requests**

For the purposes of receiving response repair requests the principal contacts will be at the following locations:

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The 32 lifts that may be removed comprise 7 education, 3 libraries, 16 public buildings, and 6 social services. All of the 32 can be identified as those within the Schedule of Installations which are not identified with an 'H' for housing.

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Assessment: Visit buildings, land or other places within the Contract Area to assess local conditions and restrictions likely to affect the execution of the Works.

Upon submitting the Tender, the Contractor shall be deemed to have visited sufficient lift installations, as indicated in the Schedule of Lift Installations, to ascertain the locations covered by the Contract, to determine particular access and/or parking restrictions and all other relevant information necessary to submit tenders.

Site visits: Arrangements: Site visit may be made by appointment with the Employer's Lift Administrator within office hours between 09:00 to 17:00 Mondays to Fridays excluding public holidays.

**260 Parking Restrictions**

Restrictions in respect of loading, unloading and parking of vehicles exist on all sites.

Whilst undertaking works on the affected properties, parking permits will be available free from the Employer so as to avoid the risk of vehicle clamping. The permits will be issued after the Contractor has confirmed the registration, make and model of vehicle to the Service Manager.

Public highways are subject to normal traffic regulations and restrictions. However, the Council operate a “Silver Shields” scheme which allows Contractors working within the Borough 1 hour’s free parking on single yellow lines on certain public highways for urgent works, including the release of trapped passengers. Permits will be issued once details of registration, make and model of the vehicle have been received by the Service Manager. The permits shall be issued when the application has been approved by the Council. There is a cost of £100.00 to the Contractor at present but this may change in the future.

**270 Congestion Charge**

Parts of the Borough were subject to the congestion charge but this no longer applies after the 4th January 2011.

**A13 DESCRIPTION OF THE WORK**

**120 Types of work**

Scope: The types of work within the Contract Area consist of the following:

Preventative planned maintenance and repairs to lifts.

**A20 JCT 2011 MEASURED TERM CONTRACT (MTC)**

**JCT 2011 MEASURED TERM CONTRACT**

The contract: JCT Measured Term Contract, (MTC), 2011 Edition.

Requirement: Allow for the obligations, liabilities and services described therein against the following headings:

**THE RECITALS**

**First The Contract Area**

Description: The Employer requires maintenance and minor works to be carried out in the area described in clause A12/120.

**THE ARTICLES**

**3 Contract Administrator**

Meaning: The term 'the Contract Administrator' in the said conditions: See clause A10/140.

**4 CDM Coordinator**

Meaning: The person listed in Clause A10/150.

**5 Principal Contractor**

Meaning: TBC

**CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007**

If CDM Regulations should be found to apply for any instruction that the Service Manager issues, the Service Manager will appoint a CDM Co-ordinator.

It shall be the duty of the Contractor to inform the Service Manager should any of the Service Managers instructions require a team of labour of a magnitude in persons or person-days which falls within the CDM Regulations.

## **CONTRACT PARTICULARS**

### **First recital Properties and description of the types of work**

1.1: List of properties in the Contract Area in respect of which Orders may be issued:

Refer to Section 3.

1.2: Description of the types of work for which Orders may be issued: General maintenance activities and such repairs as may arise. .

### **Sixth Recital and Schedule Supplemental provisions**

Collaborative working: Paragraph 1 applies

Health and safety: Paragraph 2 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 of disputes: Paragraph 6 applies.

Where paragraph 6 applies, the nominees of the parties are:

- Employer's nominee: Mr. R. Black. CEO The Royal Borough of Kensington & Chelsea.
- Contractor's nominee: TBC

Or such other replacement as each Party may notify to the other from time to time.

### **Article 1 and clause 7.1 Contract Period**

Subject to clause 7.1. the Contract Period will be 60 months commencing on 1st June 2012.

If at the end of year 5 the Employer considers it appropriate then a further two years will be added to the contract term.

### **Article 7 Arbitration**

Article 7 and clauses 9.3 to 9.8 apply

### **Clause 2.4 Orders - minimum and maximum value**

Minimum value of any one Order to be issued: None.

Maximum value of any one Order to be issued: No maximum is set, but the majority of orders are expected not to exceed the value of £500.00

### **Clause 2.5 Orders - value of work to be carried out**

Approximate anticipated value of work to be carried out under this Contract: £316,000.00 per annum.

### **Clause 2.6 Orders - priority coding**

Priority codes:

Priority 'E4' - For Emergencies; to attend within 4 hours and complete within 24 hours.

Priority 1 - To attend within 24 hours and complete within 3 working days.

- Priority 2 - To complete within 7 working days.
- Priority 3 - To complete within 28 working days.
- Priority 4 - To carry out under planned works within 2 months.
- Priority 5 - To carry out under planned works within 12 months.
- Priority 8 - To carry out under planned works within 3 months
- Priority 9 - To carry out under planned works within 4 months
- Priority 10 - To carry out under planned works within 6 months

#### **Clause 4.2 Construction Industry Scheme (CIS)**

The Employer at the commencement of the Contract period is a 'contractor' for the purposes of the CIS.

#### **Clause 4.3.1 Progress payments**

Estimated value of an Order above which progress payments can be applied for: N/A. Monthly progress payments apply.

#### **Clause 5.2 Responsibility for measurement and valuation**

The Contract Administrator shall measure and value each Order with an estimated value of £500.00 or more; The Contractor shall measure and value all other Orders.

#### **Clause 5.3, 5.6.1 and 5.6.2 Schedule of Rates**

The Schedule of Rates is: Enclosed in Appendix B, subject to adjustment of the rates listed in that Schedule by the Lifting Equipment Engineer's Association (LEEAA) of the Adjustment Percentage which is: TBC per annum.

Where the Schedule of Rates is the National Schedule of Rates, the following versions are to apply: Not Applicable.

#### **Clauses 5.6.1 and 5.6.2 Schedule of Rates - Fluctuations**

Fluctuations: Clause 5.6.1 applies

#### **Clauses 5.6.1 and 5.6.2 Schedule of Rates - Fluctuations**

Basis and dates of revision (not applicable where the National Schedule of Rates applies) is as follows: 1st August each year except year 1

#### **Clauses 5.4, 5.6.3 and 5.6.4. Daywork**

Valuation - Percentage additions. Where not included in or annexed to the Schedule of

Hourly Charges, the percentage additions to the invoice price of non-labour items are as follows:

- Overheads and profit on Materials: TBC via Tender
- Overheads and profit on Plant, Services and Consumable Stores: TBC via Tender
- Overheads and Profit on Sub-Contractors: TBC via Tender

Revision of Schedule of Hourly Charges: Clause 5.6.3 does not apply

**Clause 5.7 Overtime work**

The percentage addition in respect of overheads and profit for non-productive overtime is TBC via Tender

**Clauses 6.4.1.2, 6.9, 6.11 and 6.14 Insurance**

Insurance cover for any one occurrence or series of occurrences arising out of one event: [REDACTED]

Percentage to cover professional fees: [REDACTED]

Annual renewal date of insurance as supplied by the Contractor: TBC

Terrorism cover: Details of the required cover: [REDACTED] cover is required.

**Clause 7.1 Break provisions - Employer**

The Contract will be subject to annual performance reviews and there will be an Employer's break clause at the end of year 2.

This will be subject to 3 months notice in writing.

**Clauses 9.2, 9.3 and 9.4.1 Settlement of Disputes**

Adjudication:

- The Adjudicator is: President or a Vice President
- Nominating body: The Royal Institution of Chartered Surveyors

Arbitration:

- Appointer of Arbitrator (and of any replacement): President or a Vice President:

The Royal Institution of Chartered Surveyors

**Attestation**

The Contract will be executed: As a Deed.

**CONDITIONS****Section 1. Definitions and interpretation****Section 2. Carrying out Work****Section 3. Control of Work****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.****Performance Bonds/ Guarantees**

Performance bond: Not required.

Advance payment bond: Not required.

Other bonds/ guarantees:



The Contractor shall, where required by the Contract Documents or instructed by the Service Manager in a Works Order issued by the Employer on or before the relevant contract completion date, procure from any sub-contractor, supplier or manufacturer engaged in the supply of materials, workmanship, manufacture or installation (as the case may be) of works comprised in a Works Order, a guarantee or warranty in the form required by the Contract Documents, the Works Order or by the Service Manager.

Such guarantee or warranty shall subsist for a minimum period of twelve (12) months (or such other period specified in the Contract Documents or in the relevant Works Order (or by the Employer, as the case may be) and shall be entered into directly in favour of the Employer or, if entered into in favour of the Contractor, shall be capable of assignment to the Employer and in either case shall be capable of assignment by the Employer to a third party acquiring an interest in the works to which the guarantee or warranty relates.

The Contractor shall maintain a spreadsheet record of all such guaranteed or warranted components, fittings, materials, workmanship, manufacture process, installations or like items that have been supplied, fitted or installed and at the end of each calendar month provide a hardcopy and a copy on disk of this record to the Contracts Manager. The spreadsheet shall record the following information.

- a) Employer's Works Order Number.
- b) Date of Works Order.
- c) Location Address of work undertaken (site address and lift number).
- d) Date Work Completed.
- e) Date Item Purchased.
- f) Contractors Invoice Number to Employer
- g) Description of Item
- h) Manufacturer/Supplier providing guarantee or warranty
- i) Manufacturer's/Supplier's Serial or Identification number
- j) Manufacturer's/Supplier's Guarantee or Warranty period (and if extended)
- k) Assignment confirmed

The Contractor will throughout the duration of the Contract and for a period following the contract up to the expiry of the outstanding Guarantee or Warranty periods, monitor the Works Orders for the replacement of items under Guarantee or Warranty at no cost to the Employer. Any labour charges or other expenses occasioned by the replacement shall be recovered by the Contractor from the sub-contractor, supplier or manufacturer engaged in the supply of materials, workmanship, manufacture or installation under Guarantee or Warranty.

Should the Contractor replace the item under Guarantee or Warranty and submit an invoice against the Works Order for the repair no payment will be made for the replacement item or labour.

The Contractor will make all necessary arrangements to assign any Guarantee or Warranty from a sub-contractor, supplier or manufacturer engaged in the supply of materials, workmanship, manufacture or installation that has not expired by the end of the contracts defects liability period to the Employer. The Contractor must provide to the Employer written confirmation from the sub-contractor, supplier or manufacturer engaged in the supply of materials, workmanship, manufacture or installation that the Guarantee or Warranty has now been assigned to the Employer for every item.

## **Section 9. Settlement of Disputes**

### **A30 TENDERING/ SUBLETTING/ SUPPLY**

#### **MAIN CONTRACT TENDERING**

##### **110 Scope**

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

##### **145 Tendering procedure**

General: In accordance with NBS Guide to Tendering for Construction Projects.

Errors: Alternative 1 is to apply.

##### **160 Exclusions**

Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.

Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

##### **170 Acceptance of tender**

Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.

Costs: No liability is accepted for any cost incurred in the preparation of any tender.

##### **190 Period of validity**

Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 20 weeks from the date fixed for the submission or lodgement of tenders.

#### **PRICING/ SUBMISSION OF DOCUMENTS**

##### **310 Tender**

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

Alterations: Do not alter or qualify the priced schedules of work without written consent.

Tenders containing unauthorised alterations or qualifications may be rejected.

**500 Tender stage method statements**

Method statements: Provide 'standard' method statements associated with the undertaking of general lift maintenance and repair activities.

Statements: Submit with the tender

**530 Substitute products**

Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.

Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

**550 Health and safety information**

Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.

Include:

- A copy of the contractor's health and safety policy document, including risk assessment procedures.
- Accident and sickness records for the past five years.
- Records of previous Health and Safety Executive enforcement action.
- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

Submit: Within one week of request

**595 Environmental policy**

The Council of The Royal Borough of Kensington and Chelsea acknowledges the increasing public concern about the protection, preservation and enhancement of the Borough and about the global, national and local effects of pollution. Accordingly, Goods, Services and Works are to be provided by the Contractor at a standard which:

- a) Keeps the Borough clean and litter free;
- b) Reduces atmospheric pollution;
- c) Reduces risk of ill health from disposal or production of harmful substances;
- d) Reduces noise pollution and nuisances;
- e) Preserves and conserves its heritage.

The Employer has an active Environmental Policy and this will affect the provision of certain commodity groups. In particular, the following should be observed where practicable. The Employer will monitor the effectiveness of the Contractor:

- a) No chlorofluorocarbon (CFC) aerosol propellant may be used;
- b) No polystyrene packing containing CFC may be used;

- c) Printed Circuit Boards shall not be washed in FC solutions;
- d) Bio-degradable or photo-degradable plastic used as packing shall be positively identified and shall not be toxic (including when burnt);
- e) All packaging shall be either recycled paper and/or cardboard and non-toxic (including when burnt);
- f) Printing inks shall be bio-degradable natural colorants;
- g) Conditions (a) to (f) shall not prejudice the reasonable protection that should be afforded to a commodity whether in transit or in stock pending issue.
- h) The Contractor shall indicate where items to be supplied under the Contract may be capable of recycling and whether the Contractor himself is able to receive such items for recycling. The Contractor shall under all circumstances, reimburse the Employer in a sum to be subsequently agreed by valuation in respect of each items returned for recycling.
- i) Replaced monitors, cameras, electronic equipment etc. must be disposed of in accordance with recommended methods in compliance with current COSHH regulations and the Environmental Protection Act to the approval of the Service Manager.
- j) Any equipment containing asbestos material must be correctly removed and disposed of in accordance with recommended methods in compliance with current COSHH regulations and the Environmental Protection Act to the approval of the Service Manager. These works must be undertaken by a licensed asbestos removal contractor.

Where the Contractor is able to offer an alternative product in an environmentally friendly or recyclable format, this should be noted on a separate sheet and clearly cross-referenced to the appropriate line number in the Schedule of Rates. Notwithstanding this condition, the 'traditional' product shall be priced in the Schedule, subject to availability.

The Employer shall have the option to purchase either or both the 'traditional' or environmentally friendly/recyclable product.

## **A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

### **DEFINITIONS AND INTERPRETATIONS**

#### **110 Definitions**

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

- 120 Communication**  
Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.  
Format: In writing to the person named in clause A10/140 unless specified otherwise.  
Response: Do not proceed until response has been received.
- 145 Contractor's choice**  
Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.
- 150 Contractor's Design**  
Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.
- 155 Submit proposals**  
Meaning: Submit information in response to specified requirements.
- 160 Terms used in specification**  
Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.  
Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.  
Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.  
Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.  
Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.  
Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.  
Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.  
Refix: Fix removed products.  
Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.  
Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.  
System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

- 170 Manufacturer and product reference**  
Definition: When used in this combination:  
- Manufacturer: The firm under whose name the particular product is marketed.  
- Product reference: The proprietary brand name and/ or reference by which the particular product is identified.  
Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.
- 200 Substitution of products**  
Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.  
Reasons: Submit reasons for the proposed substitution.  
Documentation: Submit relevant information, including:  
  
- manufacturer and product reference;  
- cost;  
- availability;  
- relevant standards;  
- performance;  
- function;  
- compatibility of accessories;  
- proposed revisions to drawings and specification;  
- compatibility with adjacent work;  
- appearance;  
- copy of warranty/ guarantee.  
Alterations to adjacent work: If needed, advise scope, nature and cost.  
Manufacturers' guarantees: If substitution is accepted, submit before ordering products.
- 210 Cross references**  
Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.  
Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.  
Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.  
Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.
- 230 Equivalent products**  
Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.
- 240 Substitution of standards**  
Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.  
Before ordering: Submit notification of all such substitutions.  
Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

**250 Currency of documents**

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

**260 Discrepancies**

Upon submitting the Tender, the Contractor shall be deemed to have read, and understood, all the above documents. In **ALL** cases where the Contractor notices any discrepancies, he shall immediately inform the Employers Service Manager. The Lift Specification calls for the complete maintenance and repair of the lifts and should any part of the same that may be considered essential for the correct maintenance and repair be omitted from the Lift Specification, then the Contractor shall include for the same in his tender price giving details thereof.

**A32 MANAGEMENT OF THE WORKS**

**118 Contractor's Code of Conduct**

The Contractor should be aware that although a property may be owned by the Employer it is someone's home and their privacy shall be respected.

The Contractor shall inform all staff and operatives of this Code of Conduct during their induction training which shall address the following:

- a) No work is to be undertaken privately for a member of the Employers staff or any close relative.
- b) The Contractor shall not under any circumstances either ask for or accept any tools, equipment or sundry materials from residents or use residents' telephones.
- c) All dealings with residents are to be undertaken with a polite attitude with strict observance of the requirements of Equal Opportunity and Racial Discrimination Regulation.
- d) The Contractors Operatives are to carry identification at all times and make such identification clearly and readily available for inspection by residents and the Employers staff.
- e) Particular care must be taken to ensure the comfort, safety and security of residents and adjoining householders during Work activity. All necessary reasonable action will be required to ensure the well being of both the property worked on, and those adjoining. Specifically, the Employers operatives will be required to employ the use of dustsheets and protective coverings whenever dust, dirt, paint, mortar or similar nuisance is liable to foul surrounding property, fauna or flora.
- f) Particular care must be exercised when Work is carried out in the vicinity of small children, particularly with regard to sharp tools, toxic substances and lift entrances.
- g) Care and consideration will be required when working in sheltered accommodation or Homes for the Elderly particularly with regard to restricting or impending movement around the property, tools and materials lying on floors.

- h) Any complaint arising from a dispute in any form, between residents and the Contractor must be referred IMMEDIATELY to the Service Manager.
- i) Show sensitivity to those with special needs, the elderly or disabled.
- j) Treat the Residents and any guest to their home with utmost courtesy.
- k) Make good any damage arising from your work.
- l) Always carry and display your identification cards without the Residents requesting this
- m) Not play your radios or use inappropriate language on the sites.
- n) You are required to behave professionally.
- o) All the operatives employed by the Contractor shall at all times wear overalls clearly and permanently bearing the Contractor's name on them.
- p) Smoking will not be permitted within any of the affected properties.
- q) In the interests of all concerned, whenever Contractor encounters a particularly difficult or a potentially violent situation they must leave the site immediately and contact the Service Manager as soon as possible.

**120 Insurance**

Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

**130 Insurance claims**

Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.

Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

**150 Ownership**

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

**420 Removal/ replacement of existing work**

Extent and location: Agree before commencement.

Execution: Carry out in ways that minimize the extent of work.

**430 Proposed instructions**

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

Include:

- A detailed breakdown of the cost, including any allowance for direct loss and expense.
- Details of any additional resources required.
- Details of any adjustments to be made to the programme for the Works.



- Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.

Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

#### 440 **Measurement**

Covered work: Give notice before covering work required to be measured.

### A33 **QUALITY STANDARDS/ CONTROL**

#### 110 **Incomplete documentation**

General: Where and to the extent that products or work are not fully documented, they are to be:

- Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.

Suitable for the purposes stated or reasonably to be inferred from the project documents.

Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

#### 120 **Workmanship and Materials**

Operatives: Appropriately skilled and experienced for the type and quality of work.

Registration: With Construction Skills Certification Scheme.

Evidence: Operatives must produce evidence of skills/ qualifications when requested.

The Works shall be executed in a good and workmanlike manner in accordance with manufacturer's instructions, applicable Codes of Practice, British Standards and to the satisfaction of the Service Manager.

The Contractor shall ensure that all parts replaced and adjustments undertaken during the Works are in accordance with the original lift installer's specifications unless first otherwise agreed by the Service Manager.

Where the Service Manager permits substitution of a product of different manufacture to that specified and such substitution is desired, the Contractor before ordering the product submit for approval documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance and submit certified English translations of any foreign language documents.

All replacement components and equipment used in repairs or during maintenance shall be either new or re-conditioned parts that are free from damage, blemishes and distortions.

In the event that the component requiring replacement is no longer available due to that component being replaced by one of an upgraded, improved or different design, the Contractor shall fit the new component at no extra cost.

The Contractor shall ensure that replacement car and landing door shoes shall incorporate a robust safety flange extending downwards into the bottom track such that, in the event of the collapse or breaking adrift of the normal rubbing surfaces of the shoe, the safety flange will prevent the bottom of the door panel from being pushed into the lift well.

The Contractor shall be responsible for the immediate replacement of car and landing door shoes or guides as and when found necessary and without delay.

The Contractor shall ensure that all products, materials, etc., specified and installed shall fully comply with the requirements of the Electromagnetic Compatibility Regulation 1992.

For all electrical installation works associated with this contract, the relevant NICEIC Certificate shall be issued.

The Contractor is responsible for ensuring that completed Works and equipment have final tests and commissioning carried out in accordance with the manufacturers' instructions so that they are in full working order at completion.

When storing materials, the Contractor shall:

- a) Prevent over-stressing, distortion and any other type of physical damage.
- b) Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
- c) Keep dry, prevent premature setting, moisture movement and similar defects.
- d) Where appropriate store off the ground and allow free air movement around and between stored products.
- e) Prevent excessively high or low temperatures and rapid changes of temperature in the products.
- f) Protect adequately from rain, damp, frost, sun and other elements as appropriate.
- g) Ensure that products are at a suitable temperature and moisture content at time of use.
- h) So far as possible keep products in their original wrappings, packaging or containers, until immediately before they are used.

130

### **Quality of products**

Generally: New. (Proposals for recycled products may be considered).

Supply of each product: From the same source or manufacturer.

Whole quantity of each product required to complete the Works:

Consistent in kind, size, quality and overall appearance.

Tolerances: Where critical, measure a sufficient quantity to determine compliance.

Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

**135 Quality of execution**

Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.

Colour batching: Do not use different colour batches where they can be seen together.

Dimensions: Check on-site dimensions.

Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.

Location and fixing of products: Adjust joints open to view so they are even and regular.

**150 Inspections**

Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:

- Date of inspection.
- Part of the work inspected.
- Respects or characteristics which are approved.
- Extent and purpose of the approval.
- Any associated conditions.

**170 Manufacturer's recommendations/ instructions**

General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.

Changes to recommendations or instructions: Submit details.

Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.

Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

**330 Appearance and fit**

Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:

- Submit proposals; or
- Arrange for inspection of appearance of relevant aspects of partially finished work.

General tolerances (maximum): To BS 5606, tables 1 and 2.

**410 Services regulations**

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

**435 Electrical installation certificate**

Submit: When relevant electrical work is completed.

Original certificate: To be lodged in the Building Manual.

**440 Gas, oil and solid fuel appliance installation certificate**

Before the completion date stated in the Contract: Submit a certificate stating:

- The address of the premises.

- A brief description of the new installation and/ or work carried out to an existing installation.
- Any special recommendations or instructions for the safe use and operation of appliances and flues.
- The Contractor's name and address.
- A statement that the installation complies with the appropriate safety, installation and use regulations.
- The name, qualification and signature of the competent person responsible for checking compliance.
- The date on which the installation was checked.

#### **445 Service runs**

General: Provide adequate space and support for services, including unobstructed routes and fixings.

Ducts, chases and holes: Form during construction rather than cut.

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

#### **510 Supervision**

Replacement: Give maximum possible notice before changing person in charge or site agent.

#### **540 Defects in existing work**

Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.

Documented remedial work: Do not execute work which may:

- Hinder access to defective products or work; or
- Be rendered abortive by remedial work.

#### **710 Work before completion**

General: Make good all damage consequent upon the Works.

Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.

Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.

Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.

COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.

Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.

Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

#### **720 Security at completion**

General: Leave the Works secure with, where appropriate, all accesses closed and locked.

Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

**730**

### **Making good defects**

Remedial work: Arrange access with Employer

Rectification: Give reasonable notice for access to the various parts of the Works.

Completion: Notify when remedial works have been completed.

**740**

### **Regulations**

The Contractor shall comply with all current Statutory Regulations, British and European Standards and other relevant codes of practice relating to the lift industry including, but not restricted to:

- Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- I.E.T Regulations for Electrical Installations BS 7671 2008 + A1:2011
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- British Standards Applicable to Lifts BS 5655, EN81 (All parts thereof)
- The Lift Regulations 1997 (As amended)
- Safe Working on Lifts BS 7255 (2001)
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- Offices, Shops and Railway Premises Act
- Supply of Machinery (Safety) Regulations 2008
- Electromagnetic Compatibility Regulations 2006
- The Construction (Health, Safety and Welfare) Regulations 1996
- The Workplace Health and Safety (Safety Signs and Signals) Regulations 1996
- The Construction (Design and Management) Regulations 2007
- The Work Place (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment Regulations 1992
- Manual Handling Operations Regulations 2002
- Confined Spaces Regulations 1997
- BS EN 13015:2001 + A1:2008 'Maintenance for Lifts and Escalators – Rules for Maintenance Instructions'
- BS EN 1050:1997 Safety of Machinery, Principles for Risk Assessment
- Environmental Protection Act
- The Factories Act
- LG1 SAFed Regulations
- PM26 Safe Working at Lift Landings
- Control of Pollution Act 1974
- Control of Substances Hazardous to Health (COSHH)
- Waste Electronic and Electrical Equipment Regulations 2006 (As amended)

- Control of Asbestos Regulations 2012
- The Building Regulations
- The Building Industry National Code of Practice for Passenger Lifts

All applicable Regulations listed above shall be as amended, re-enacted or extended at the relevant time.

Under this agreement the Contractor will have an obligation to notify the Employer of any changes to Regulations and practices that may affect the safety of the equipment or maintenance operations.

**750**

### **Complaints**

Where a written complaint is received about the Contractor, it is the Contractor's responsibility to respond to the complaint, copying the Service Manager with the response.

The Service Manager shall issue a copy of the complaint to the Contractor who shall provide a draft response within five working days of receipt.

**760**

### **Performance standards**

The performance of the Contractor shall be closely monitored against a number of key performance indicators (KPI). The Client and the Contractor shall work together to develop the key performance indicators during the course of the contract and these shall be based on but not limited to:

#### **Servicing**

- Tenant Satisfaction - 95%
- Percentage of Insurance Company's six-monthly inspection report items completed within a set time - 95% (this will not include non-contract repairs or recommendations).
- Percentage of property service visits completed within 12 months - 95%
- Percentage of properties attended within the time slot in accordance with programme required to be submitted by the Contractor - 95%.
- Percentage of Quality Control Checks passed by the Service Manager & Contractor - 95%.

#### **Breakdowns**

- Tenant satisfaction - 85%.
- Percentage of first time completions - 90%.
- Percentage calls completed within response time - 95%.
- Percentage of Quality Control Checks passed by Employer/Contractor - 95%.
- Percentage of Formal Complaints received and completed - 97%.

These target figures will be subject to annual review and possible variation. The Contractor shall present these figures to the Service Manager at monthly project meetings. The Average figure shall be presented at the annual meeting with the Employer prior to the Contract annual increment adjustment.

Reports for the Key Performance Indicators shall be submitted by the Contractor/Client on a monthly basis and discussed at the Contract Meetings.

The Contractor is required to demonstrate that he is analysing fault data, identifying instances of failure and taking appropriate planned and corrective actions as necessary to prevent further failure and improve lift availability.

#### **770 Contractor's operatives**

All maintenance, call outs, response repairs shall be attended to by a MINIMUM of two lift operatives one of whom shall be a skilled competent Lift Engineer who must hold, as a minimum qualification, NVQ Level 3 or similar and approved. The other must hold, as a minimum qualification, NVQ EOR 202 Basic Lift Safety.

Electricians employed by the Contractor on this contract for any electrical work must be competent to work to the current edition of the IEE Wiring Regulations and the electricians company must be registered with NICEIC.

It is the Contractor's responsibility to fully brief his operatives on the contract requirements and conditions and to ensure that the particulars of the contract are strictly adhered to.

The Contractor shall use only permanently employed P.A.Y.E. personnel and shall not sub-let any part of the contract to 'self-employed' persons.

The Contractor shall ensure that all operatives are 'competent' persons and that they are continually trained and updated with regards to all current and relevant Health and Safety Regulations, approved Codes of Practice and British Standards appertaining to lift maintenance.

The Contractor shall provide the Service Manager with the relevant certification for any operative employed to carry out lift related work, prior to the operative commencing work on the contract.

The Contractor shall only employ operatives on the Contract that have a proven track record with the Contractor and are known to be capable of undertaking the works properly. Where the Contractor employs newly appointed operatives on the Contract these shall be fully monitored by the Contractor during the initial stages of their work and regularly monitored thereafter. All operatives shall be regularly monitored during the course of their work and adequately supervised.

All engineering operatives engaged in the maintenance works shall carry a company mobile phone and be contactable at all times between 0800 to 1800 hours.



TUPE will be applicable to this Contract. Where TUPE applies at the expiry or sooner termination of the Contract the Contractor shall forthwith upon being called to do so by the Employer supply it with the details of all personnel in its employment who entered the employment exclusively for carrying out of the Contract. The "details" shall mean names, current pay, other emoluments such as pensions and all other elements of applicable employment history, details of Trade Union membership of personnel and of all relevant Recognition and other Collective Agreements with Trade Unions, while in the Contractor's employ which might be relevant to a potential new employer for the purposes of TUPE.

The successful tenderer shall be entitled to contact all such personnel with a view to enquiring if any of them wish to transfer employment to the person who contemplates or comes to execute either the remainder of the Contract (if uncompleted) or a new Contract being a similar Contract for the succeeding period for the Employer. In the event of such personnel wishing to leave the employment of the Contractor he shall release them at the time appropriate for them to commence employment in the execution of the new contract.

**780 Condition and asset reports**

The Contractor shall provide a report within the first six months of the contract detailing the condition of each lift, along with a complete asset list that includes each major component/piece of equipment of each lift. The report shall also contain any recommendations for remedial works.

The Contractor shall provide a report within the first six months of the contract listing hard-to-source equipment and spare parts. The list shall include recommended quantities and costs.

**A34 SECURITY/ SAFETY/ PROTECTION**

**100 Health and safety generally**

The Contractor shall ensure that his operatives wear hardwearing safety shoes with oil/water resistant non-slip soles with suitable heels whilst undertaking the Works. The wearing of training/sports shoes will not be permitted.

The Employer maintains a Register of Asbestos identified in properties and information is available on request from the Contractor.

No work shall 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 hazard which is liable to be a source of danger and the Contractor shall take all necessary safety measures accordingly.

The Contractor shall be responsible for ensuring that lift landing, car and machine room doors are left in a secure condition and locked shut on leaving site on the completion of each maintenance or repair visit. All guards and ladders shall be securely and correctly refitted following their removal for any maintenance purpose.



The Contractor shall be responsible for reporting to the Service Manager on his lift service report any Health and Safety defect to the installation including the correct provision of warning signs on machine room doors, electric shock notices in machine rooms, the safe access to machine rooms, the availability of ladders and of the security of their fixings, security of machine room and landing and car doors together with the safe access to any other part of the installation including the lift pit.

In the absence from site of any equipment required for the safe and satisfactory undertaking of the maintenance and/or repair of the lift installations, the Contractor shall be responsible for ensuring that his employees are fully aware of the relevant regulations and equipment required so as to enable his employees to undertake the maintenance and/or repair of the installations in a safe and satisfactory manner.

The Employer does not make available barriers on all the Affected Properties as described in the Health & Safety Executive Guidance Note. No. PM26. The Contractor shall be responsible for providing the aforementioned barriers as required so as to ensure the safety at lift landings whilst carrying out the works.

#### **110 Preconstruction information**

Location: Integral with the project Preliminaries, including but not restricted to the following sections:

- Description of project: Sections A10 and A11.
- Client's consideration and management requirements: Sections A12, A13 and A36.
- Environmental restrictions and on-site risks: Section A12, A35 and A34.
- Significant design and construction hazards: Section A34.
- The Health and Safety File: Section A37.

#### **140 Construction phase health and safety plan**

Submission: Present to the Employer/ Client no later than 2 weeks prior to commencement.

Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.

Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

#### **150 Security**

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

Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

The Contractor shall report any matters relating to theft to the Service Manager and Police as soon as practicable following the incident.

All Employer lift plant rooms, electrical intake cupboards and loft access spaces are fitted with a Gerda security lock.

Keys will be made available to the successful Contractor but there will be deposit of £100.00 per key, refundable at the end of the Contract.

**160 Stability**

Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.

Design loads: Obtain details, support as necessary and prevent overloading.

**170 Occupied premises**

Extent: Existing buildings will be occupied and/ or used during the Contract as follows: Residential.

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

Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

**180 Passes / Identity Cards**

Controlled areas: ID badges will be required for access to all sites.

The Contractor shall issue to all operatives employed by him or his sub-contractors and engaged upon the Works with an identification card of a type and in a form previously approved by the Service Manager.

All personnel working on the contract shall prominently display the ID card during the time they are carrying out the works.

The identification shall contain the following details within a laminated casing:

- a) Photograph of Operative
- b) Operative's name in bold capital letters
- c) Contractor's name, address and telephone number
- d) Expiry date of card
- e) Unique Reference Number, where applicable
- f) Signature of Contractors operative

Samples of the Cards shall be submitted to the Service Manager for approval (to be given in writing) prior to commencement of any works under the Contract, and the design of the cards shall not be changed without the written consent of the Service Manager.

The Contractor shall ensure that his operatives including sub-contractors are informed that it is a requirement of the Contract that identification cards are to be prominently displayed at all times, when the operatives are on the Affected Properties.

Operatives ceasing to be in the employment of the Contractor or his sub-contractors shall have their ID cards withdrawn.

**200 Mobile telephones and portable electronic equipment**

Restrictions on use: Not allowed.

210

**Employer's representatives site visits**

Safety: Submit details in advance, to the Employer or the person identified in clause

A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

220

**Working precautions/ restrictions**

Hazardous areas: Operatives must take precautions as follows:

- Work area: Areas accessible by the general public.
- Precautions: Do not store materials or plant on access balconies, lobby areas and the like. Maintain at all times clear means of access and egress to all dwellings.

Access for the delivery of material and operatives shall be restricted to the immediate vicinity of the lift machine room and lift hoistway only. The Contractor shall be required to inform the Service Manager should he require using any other parts of the sites.

The Contractor shall ensure that no plant impedes the flow of pedestrian traffic around or through the accommodation. Failure to comply with this clause may result in the Contractor being prohibited from site.

Permit to work: Operatives must comply with procedures in the following areas:

- Work area: All
- Procedures: Operatives must follow HSE guidance and ensure that where required, a Permit to Work system is in operation including for hot work, storage of flammable liquids in containers and assessment of fire hazards from solid materials and the precautions required for their safe storage and use.

330

**Noise control**

Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to

minimize noise levels during the execution of the Works.

Noise levels from the Works: Maximum level: 70 dB(A) when measured from outside the nearest window of the occupied room closest to the site boundary.

Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

Restrictions: Do not use:

- Pneumatic drills and other noisy appliances without consent before 10:00am and after 4.30pm.
- Radios or other audio equipment are not to be used at any time.

- 340 Pollution**  
Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.  
Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.
- 350 Pesticides**  
Use: Not permitted.
- 360 Nuisance**  
Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.  
Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.
- 370 Asbestos containing materials**  
Duty: Report immediately any suspected materials discovered during execution of the Works.  
  - Do not disturb.
  - Agree methods for safe removal or encapsulation.  
The Contractor must always comply with requirements of the Health and Safety at Work Act 1974 and all associated Regulations and Approved Codes of Practice. In particular, work involving asbestos must only be carried out by approved asbestos Contractors licensed by the Health and Safety Executive and this work is to be in line with the requirements of the Control of Asbestos Regulations 2006 (as amended). Asbestos is classified as “special waste” and must be disposed of by licensed Contractors in accordance with relevant legislation.
- 371 Dangerous or hazardous substances**  
Duty: Report immediately suspected materials discovered during execution of the Works.  
  - Do not disturb.
  - Agree methods for safe removal or remediation.
- 380 Fire prevention**  
Duty: Prevent personal injury or death, and damage to the Works or other property from fire.  
Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').  
No oils, grease or any inflammable materials are left on site, unless stored within suitable storage cabinets in the lift machine rooms where available.  
All machine rooms and lift pits shall be left clean and tidy and free from rubbish after each inspection  
All equipment shall be kept free from dirt or “fluff” to prevent the spread of fire.
- 390 Smoking on site**  
Smoking on site: Not permitted.

- 400 Burning on site**  
Burning on site: Not permitted.
- 420 Infected timber/Contaminated materials**  
Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.  
Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.
- 430 Waste**  
Includes: Rubbish, debris, spoil, containers and surplus material.  
Minimize: Keep the site and Works clean and tidy.  
Remove: Frequently and dispose off site in a safe and competent manner:  
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.  
Waste transfer documentation: Retain on site.
- The Contractor shall on each and every occasion when works are carried out at the Affected properties and during the course of the works, remove all rubbish, shavings and litter and all redundant equipment and materials as they accumulate during the progress of the works, clean away all surplus plant and leave the sites internally and externally clean and tidy in every respect.
- Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.
- Ensure that non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority and provide waste transfer documentation to the Service Manager.
- 440 Electromagnetic interference**  
Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.
- 460 Power actuated fixing systems**  
Use: Not permitted.
- 510 Existing services**  
Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.  
Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

Work adjacent to services:

- Comply with service authority's/ statutory undertaker's recommendations.
- Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.

Identifying services:

- Below ground: Use signboards, giving type and depth;
- Overhead: Use headroom markers.

Damage to services: If any results from execution of the Works:

- Immediately give notice and notify appropriate service authority/statutory undertaker.
- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

## **520 Roads and footpaths**

Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

## **560 Existing features**

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

The Contractor shall:

- a) Take adequate measures to protect the Employers property whilst undertaking the Works and during cartage, loading or unloading or removal of materials.
- b) Prevent damage to existing buildings, fences, gates, walls, roadways, paths, landscaping and other areas and site features that are to remain in position during the execution of the Works.
- c) Prevent damage to any carpets, furniture, fittings and apparatus in the existing properties and move as necessary to enable the Works to be executed, cover and protect as necessary with clean linen dust cloths and replace in original positions at the end of each working day. Work areas should be vacuumed on completion with an industrial cleaner.

The Contractor shall be responsible for the costs associated with reinstating any damaged feature should he fail to adequately protect the aforementioned features

- 570 Existing work**  
Protection: Prevent damage to existing work, structures or other property during the course of the work.  
Removal: Minimum amount necessary.  
Replacement work: To match existing.
- 580 Building interiors**  
Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.
- 600 Existing furniture, fittings and equipment**  
Protection: Prevent damage or move as necessary to enable the Works to be executed.  
Reinstate in original positions.
- 630 Existing structures**  
Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.  
Supports: During execution of the Works:
  - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
  - Do not remove until new work is strong enough to support existing structure.
  - Prevent overstressing of completed work when removing supports.Adjacent structures: Monitor and immediately report excessive movement.  
Standard: Comply with BS 5975 and BS EN 12812.
- 640 Scaffolding**  
The Contractor is required to provide all scaffolding to undertake the Works and all relevant health and safety procedures shall be adhered to when using the scaffolding. Accordingly the Employer expects that scaffold be professionally erected.
- All scaffolding shall be erected by a registered scaffolding company with the works being carried out during normal working hours as specified in the Service Information.
- No operative shall be allowed on the scaffolding until a safety inspection certificate has been issued by the scaffolding erector a copy of which shall be provided to the Service Manager.
- The scaffolding should be dismantled and removed as soon as the work is completed.
- No tenants or leaseholders shall be allowed on the scaffolding or any other Contractor without the Service Manager's permission.

**A35        SPECIFIC    LIMITATIONS    ON    METHOD/    SEQUENCE/  
TIMING**

**160        Use or disposal of materials**

Specific limitations: Remove from site and dispose in accordance with relevant regulations.

**170        Working hours**

Specific limitations:

Follow those restrictions set out by RBKC with the exception of attending call-outs.

**180        Contractor's Delay or Default**

If the Contractor fails to carry out any repair or planned maintenance work or fails to properly respond to emergency call-out within the agreed response times or, fails to carry out any repair in response to an order issued by the Service Manager, or to remove or make good any defective or unsatisfactory work, materials and/or workmanship not in accordance with this Contract when ordered to do so by the Service Manager or fails to meet a prearranged appointment, the Employer may employ and pay any other person to carry out the Works and all costs incurred may be deducted as a debt or deducted from payments due to the Contractor under this contract with an addition of the Employer's administrative costs.

The Contractor must have a means of accessing lift plant rooms should the site ladder be damaged or not on site when attending for service or response to a call out to enable him to complete the works in an acceptable time.

**A36        FACILITIES/ TEMPORARY WORK/ SERVICES**

**270        Generally**

The Contractor where necessary shall provide temporary power, artificial lighting and power for the Works, including sub-contractors, together with any temporary wiring, switchboards, distribution boards, poles, brackets, etc. and remove same on completion and make good all work disturbed

**280        Accommodation Use/ Location**

The use and location of facilities is to be agreed with the successful contractor prior to commencement.

**300        Use of existing services**

The Contractor shall be allowed use of the Landlords services to undertake the maintenance and repair works on site at no cost to the Contractor.

Due notice must be given wherever it is necessary to disconnect services or interrupt the use the services and such interruption shall be kept to a minimum. The Contractor is responsible for ensuring that, where appropriate, statutory consent is obtained before work commences.



The Contractor shall adequately protect and prevent damage to the services and shall not interfere with their operation without the consent of the service authority or Service Manager.

If any damage to services results from the execution of the Works, the Contractor shall notify the Service Manager and appropriate service authority without delay and make arrangements for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate. Any measures taken by the Service Manager to deal with an emergency will not affect the extent of the Contractor's liability.

Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.

**410 Lighting**

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

**420 Lighting and power**

Supply: Electricity from the Employer's mains may be used for the Works as follows:

- Metering: Free of charge
- Point of supply: Various
- Available capacity: TBC
- Frequency: 50 Hz.
- Phase: Three
- Current: Alternating.

Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

**430 Water**

Supply: The Employer's mains may be used for the Works as follows:

- Metering: Free of charge
- Source: Various
- Location of supply point: Various

Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

**440 Telephones and Communication**

Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

In addition to telephone, normal mail, facsimile and email, it is the Employers intention to use Internet technology to exchange information.

It is envisaged that a computer link will be established to enable information to be transferred between the Contractor and the Employer to allow all asset information, response callouts and service information to be available on a "real time" basis.

(We have assumed that the successful Contractor has or intends to develop a PDA system which will enable automatic transfer of servicing information and callouts etc. but for the interim period, monthly service reports shall be delivered electronically in portable document format).

Provision will be made by the Employer for a terminal to be sited within the Contractor's premises whereby the Contractor shall receive and update work orders and completion dates for the duration of the contract. All information on the system is subject to the data protection act.

As a minimum the Employer will require:-

- a) A dedicated telephone line within the Contractor's office for communications between the Employer and the Contractor exclusively.
- b) Computer fax technology using incoming and outgoing ISDN lines dedicated to the business use between the Employer and the Contractor.
- c) A dedicated back up fax machine for use if the computer system fails.
- d) A suitable E-mail address for the sole use of communications between the Employer and the Contractor
- e) Use of a reliable Internet Service Provider (ISP) to guarantee the fast and dependable delivery of E-mail.

The Contractor must ensure that the hardware and software products to be used for this purpose are compatible with the Employer's systems. The Employer's systems are listed below:-

- a) Mail System
- b) Microsoft Exchange 2003 using Microsoft Outlook Client
- c) Academy Repairs System
- d) Keystone Asset Management System

**530**

#### **Beneficial use of installed systems**

Permanent systems: Do not use for the Works.

Unless specific permission is given by the Service Manager, the Contractor shall not use the waste disposal, communications and utility systems within any of the Affected Properties.

Lifts shall only be used for the purposes of conveying operatives and equipment/tools not exceeding 40 kg in weight. Written permission must be obtained from the Service Manager before the lifts are used for the purposes of conveying redundant equipment and where permission is given, the Contractor shall be responsible for protecting the lift finishes from damage. The cost of rectifying any damage caused by non compliance with this clause shall be the Contractors responsibility.

**A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS**

**115 Operation/ maintenance information**

General: For each works order supply information that is required for inclusion in either the building manual or the health and safety file.

Compilation: Prepare information for Contractor designed or performance specified work including as built drawings.

- Include adequate information about the structure or materials used which might affect the health or safety of anyone carrying out construction or cleaning work or of anyone who may be affected by such work.
- Obtain or prepare other information to be included in the Manual.

Format: To match existing manual or file.

**220 Training**

Objective: Where required, explain and demonstrate to the Employer's maintenance staff or the end users the purpose, function and operation of the installation including items and procedures listed in the Building Manual.

## **SECTION TWO**

### **SERVICE INFORMATION**

## **2.0 DESCRIPTION OF THE WORKS**

2.0.1 The scope of the works is for the Contractor to provide a fully comprehensive servicing of the lifts throughout the Royal Borough of Kensington and Chelsea but not including any breakdown response repairs due to vandalism or misuse which shall be charged at hourly rates and the Schedule of Repair Rates as Appendix B.

The Works are essentially the routine inspection, maintenance and repair of lifts and the Works shall encompass, but not be limited to, the following basic areas of Work:

- a) The regular inspection and carrying out of all necessary maintenance, repairs and component replacements required in order to maintain the lifts, including the alarms and communication systems, in a safe and satisfactory working order, free from fault and defect, operating as designed and fit for the intended purpose.
- b) The provision of a 24 hour 365 days per year emergency response repair service for the attendance to lift breakdowns.
- c) The undertaking of any supplementary tests requested by the designated Competent Person as detailed within paragraph 1.1.1 of the SAFed Guidelines on supplementary tests of in service lifts 2006.
- d) The replacement of suspension and overspeed governor ropes.
- e) The correction of defects identified on the Employer's 6-monthly "Thorough Examination Reports" undertaken by the Employer's insurers.
- f) Repairs or replacements ordered by the Service Manager ranging from door rollers to controllers and drive units as complete systems.

2.0.2 To achieve the necessary standard of maintenance and reliability required by the Employer, a maintenance schedule of frequencies, tasks and times per lift has been identified in Section 2.1.10. The Contractor shall allow what they consider to be adequate tasks and time but this must not be less than the minimum identified or otherwise identified by the manufacturer and installer.

2.0.3 The maintenance tasks and frequencies schedule (identified in Section 2.1.10) does not intend to dictate new working practices but it does stipulate the minimum standards required.

2.0.4 The Contractor shall price the maintenance schedule as identified by the Employer in this Specification which shall form part of the tender analysis. However, it is envisaged that the Employer and Contractor shall consider procedures during the term of the contract in order to identify whether efficiencies can be achieved in the maintenance programme without detriment to the reliability or safety of the lift service.

2.0.5 The Contractor shall maintain lighting, emergency lighting and low power services within the lift rooms (identified in Section 2.1.10).

## **2.1 MAINTENANCE TASKS AND FREQUENCIES**

- 2.1.1 The maintenance to each passenger or goods lift shall be undertaken monthly at 12 evenly and regular programmed visits. However, some non-passenger carrying hoists may have a specified lesser number of servicing visits. Prior to the works commencing on site, the Contractor shall provide his maintenance programme for acceptance by the Service Manager, this must show the expected week of each scheduled maintenance visit. The minimum period between each visit must not be less than 21 days.
- 2.1.2 In the event of any missed maintenance visit the Contractor shall immediately inform the Service Manager. The agreed re-scheduling of these visits must not interfere with the remainder of the agreed programme.
- 2.1.2 Maintenance shall only be carried out between the hours of 0800 -1700 Monday to Friday, excluding Bank Holidays, unless otherwise authorised by the Service Manager.
- 2.1.3 At the conclusion of each maintenance visit the lift shall be left in a safe and satisfactory working condition. Should any lift need to be “shut down” and withdrawn from service for repairs necessary for its safe operation, the Contractor shall immediately inform the Service Manager by telephone and in writing of the nature of the works required and the estimated “down time”.
- 2.1.4 The Works do not include for any equipment upgrades requested by the Service Manager and for these a quotation will be required and agreed before commencement of any such works.
- 2.1.5 From time to time planned repairs are to be carried out as agreed by the Service Manager and these shall be charged in accordance with the priced Schedule of Rates (Appendix B).
- 2.1.6 Lift response repairs due to vandalism or misuse that are chargeable shall not include any travelling time. Only site time repairing the lift shall be included in the invoice sum.
- 2.1.7 The Works include servicing as specified on a regular basis and breakdown response repairs including those where the attending engineer finds the lift working on arrival, a door obstruction or unable to find the fault.
- 2.1.8 The undertaking of any SAFed supplementary tests and all rope renewals required by the insurance company or Contractor's reports or the Service Manager shall be included. Supplementary tests unless required sooner by the insurance company are to be carried out at 5-yearly intervals for the safety gear, governor and rupture valves and 10-yearly for main gear and pulley inspections. Certificates shall be provided within seven days after completion. (the latest dates that these have been carried out are detailed on the Asset Register).

- 2.1.9 This Section outlines the maintenance tasks and frequencies. The following abbreviations shall have the frequencies herein assigned to them:

| Abbreviation | Frequency       |
|--------------|-----------------|
| M1           | Monthly         |
| M2           | Every 2 months  |
| M3           | Every 3 months  |
| M6           | Every 6 months  |
| M12          | Every 12 months |

## Machine Room

## Frequency

### Gearbox

The gearbox and other oil levels shall be checked for viscosity and as required, topped up and replaced.

M1

The inspection cover shall be removed and crown wheel checked for markings. Any running noises shall be noted and wear to the thrust race and other bearings reported and replaced when conditions warrant. The condition of sheaves and other pulleys and their bearings shall be observed and reported on and replaced when conditions warrant. The gearbox casting shall be cleaned and surplus oil removed from drip trays.

M3

### Motors and Generators

The motor and generator's bearings shall be checked for wear and correct lubrication levels.

M1

All DC motors and generators shall have their brush gear thoroughly cleaned, carbon deposits removed from the commutator and field windings.

M3

If conditions warrant, any worn motor or generator brushes shall be replaced with new, of the correct size and grade and adjusted so that they are correctly seated on the commutator surface.

### Brake

The brake drum and coil casting shall be thoroughly cleaned. Its operation shall be observed and checked for correct lift. The brake linings shall be checked for cleanliness and their rivets checked for security. When conditions warrant, any worn linings shall be replaced. All necessary adjustments shall be undertaken to ensure that the correct floor levels are maintained.

M1

### Controller

All selectors and associated relays shall be checked for correct operation and any necessary adjustments made. M1

All contactors, relays and switches shall be checked for correct operation and adjustment. All contact surfaces shall be cleaned with a non-abrasive material and any self-cleaning wipe action shall be maintained. Should any copper contacts require refacing, then an abrasive material should be used and checks made to ensure correct seating. M2

Any dust deposits within the controller shall be removed. M6

All circuits, including heavy current, shall be checked for integrity. M12

When conditions warrant all contacts, tails, resistors and capacitors shall be replaced.

### Overspeed Governor

The electrical switches shall be checked for operation. M1

The overspeed governor shall be cleaned and lead seals checked for integrity. The pulley and bearings shall be checked for wear and correct lubrication. The mechanical operating mechanisms and linkages shall be checked for freedom of movement and correct lubrications. The electrical switch terminals shall be checked for tightness and internal parts cleaned. M6

### Safety Rope Pulleys

The safety rope pulleys and bearings shall be checked for wear and correct lubrication. M6

The pulleys and supporting steel work shall be checked for integrity. M12

### Main Switch and/or Ellison Circuit Breaker

The main isolation switches and circuit breakers shall be checked, opened up and cleaned. The isolation switch shall be checked for correctly rated fuses and the circuit breaker shall be tested for accurate settings or tripping times. M12

### Emergency Hand winding Floor Level Indicator

The hand winding indicator shall be checked for correct operations. M1

### Floor

The floor shall be swept clean and any oil or grease spillage shall be removed. M1



### Machine Room Lighting

Replace lighting luminaries upon failure. M1

Check the operation of the machine room emergency lighting and record on the service report. M1

### **Lift Car**

#### Enclosure

The car floor levels pushes, door open and alarm pushes and position indicator (where fitted) and car lights shall be checked for correct operations. M1

The emergency car light and emergency alarm supplies shall be checked for correct operation and the car light diffuser cleaned from inside of light fitting. M3

The car overload devices (where fitted) shall be checked for correct operation and adjusted as required. On completion, the Contractor shall issue to the Engineer his test certificate in accordance with the requirements of the SAFed Guidelines on supplementary tests of in-service lifts 2006. M12

If conditions warrant, any worn part shall be replaced with new, together with any car light, indicator or push button acceptance lamp or diode.

#### Entrance

The car door operator shall be checked and adjusted as required to give a smooth and efficient operation. M1

The car door safety edge, light rays and infra-red detector shall be checked for correct operation. M1

The car to landing levels shall be observed for correct alignment and adjusted as necessary. M1

The bottom car track shall be cleaned. M1

All door suspension rollers and door shoes shall be checked for wear and replaced depending on their condition. The hanging rollers, pick up rollers and kick in rollers shall be adjusted as necessary to ensure the correct gaps and clearances are maintained. M3

All locks shall be inspected for mechanical and electrical operation and all electrical terminals shall be checked for tightness and internal parts cleaned. M6

The top track shall be cleaned and lightly lubricated. M12

### Mechanics Control Station

The mechanics car control station and associated buttons and switches shall be checked for correct operation. M1

### Car Sling and Guide Shoes

The car guide shoes shall be checked for wear, adjusted and any surface oil or grease removed from the outer casing. M3

The complete sling and car enclosure arrangement shall be checked for integrity. M12

### Safety Gear

The electrical switch shall be checked for operation. M1

The safety gear shall be cleaned, lubricated and all linkages checked for integrity and freedom of operation. The electrical switch terminals shall be checked for correct operation and tightness and internal parts cleaned. M6

### **Landing Entrances**

The push buttons and position indicators (where fitted) shall be checked for correct operation and all inoperative lamps replaced. M1

All safety edges and/or light rays (where fitted) shall be checked for correct operation. M1

The fireman's control switch (where fitted) shall be checked for correct operation, any damaged lens shall be replaced. M1

All bottom tracks shall be cleaned. M1

All door hanger suspension and kicking rollers shall be checked for wear and adjusted, replaced or reported on depending on their condition. All lock/drive block rollers shall be checked for integrity and freedom of movement and replaced or reported on depending on their condition. All frames and equipment shall be swept clean. M3

All door shoes and door closure devices shall be checked for wear and tightness and replaced or reported on depending on their condition. The correct running clearances between doors and architraves shall be maintained and the integrity of vision panels (where fitted) shall be checked and reported on depending on their condition. M3

All locks shall be inspected for mechanical and electrical operations, all lock covers replaced and all electrical terminals shall be checked for tightness and internal parts cleaned in accordance with the requirements of the SAFed Guidelines on supplementary tests of in-service lifts 2006. M12

All top tracks shall be cleaned and lightly lubricated. M12

As conditions warrant, any worn part shall be replaced with new, together with any indicator or push button acceptance lamp or diode.

## **Lift Shaft, Counterweight and Pit**

### Counterweight

The counterweight guide shoes shall be checked for wear, adjusted and any surface oil and grease removed from the outer castings. M3

The complete counterweight frame arrangement shall be checked for integrity. M12

### Guides and Brackets

The car and counterweight guides shall be checked for lubrication. M3

The car and counterweight guides and associated brackets shall be checked for integrity and all fixings checked for tightness. M12

### Spring and oil filled buffer

The car and counterweight buffers shall be checked for operation. Any electrical interlock switch shall be checked for operation and electrical terminals checked for tightness and internal parts cleaned. Oil levels shall be checked for viscosity and as required, topped up and replaced. M6

The buffers and steelwork shall be checked for integrity. M12

### Switches and Limits

The pit stop switch, terminal floor overtravel limits and maintenance limits shall be checked for correct operation. M1

The governor pit tension weight and bearings and selector tape and shaft switches shall be checked for correct operation and lubrication. M3

All electrical switches shall be internally inspected, their electrical terminals checked for tightness and internal parts cleaned and pivots lubricated. M12

### Shaft Lights

The shaft lights shall be checked for operation and any failed lamps replaced as required. M3

Because the illumination of shaft lights may create an attractive environment to unauthorised persons, particularly CHILDREN, the Contractor shall ensure that his engineers switch off the lights at the completion of every visit.

### Lift Pit

The pit shall be swept clean and all litter removed from site. All associate equipment in pit area shall be cleaned to prevent the risk of fire. M1

## General

As conditions warrant, all equipment shall be adjusted and any worn part replaced with new.

All cleaning materials and lubricants shall be included at no cost to the Employer.

Motor rewinds or any repairs to drive motor and the winding gear shall be included at no cost to the Employer.

## Ropes and Chains

All suspension, compensating, safety and governor ropes and suspension chains shall be checked and their condition reported in accordance with the requirements of the SAFed Guidelines on supplementary tests of in-service lifts 2006.

M3

All suspension, compensating, safety and governor ropes and suspension chain terminations shall be checked for integrity and reported on in accordance with the requirements of the SAFed Guidelines on supplementary tests of in-service lifts 2006.

M3

The Contractor shall undertake any maintenance and/or adjustments to the ropes or chains as conditions warrant.

## **Hydraulic Lifts (Additional Requirements)**

Hydraulic tanks shall be kept filled to the correct level with oil of the correct viscosity and specification to comply with the original manufacturer's specification. Any oil leak shall be reported to the CA together with the Contractor's recommendations.

M1

All operating and isolating valves shall be checked for operational safety. Directional Valves shall be checked for levelling accuracy, adjustment and smooth operation.

M1

All pipes and joints shall be checked for integrity.

M6

The ram(s) shall be checked for scratches, abrasions or scores over the full length of travel. Any such scratch, abrasion or score shall be reported to the Engineer together with the Contractor's recommendations.

M6

The complete ram assembly and associated equipment shall be checked for integrity.

M12

Any leak and the necessary correction of and/or replacement of oil seals shall be the Contractor's responsibility.

- 2.1.10 The maintenance and response repair of equipment for lighting, emergency lighting and low power supplies are the responsibility of the Contractor. The Contractor shall also ensure that lift rooms are kept clean and tidy and that any security or access issues are reported to the Service Manager. The Works shall include, but not limited to, the following areas of work:

- Visual checks on lighting and emergency lighting on each maintenance visit
- Drop test of emergency lighting on each maintenance visit
- Replacement of lamps and bulbs
- Rectification of faults on the lighting, emergency lighting and low power equipment including the replacement of circuit breakers and residual current devices

The Contractor shall submit a report, to the Employer, on the general condition of the lighting, emergency lighting and low power equipment and systems contained within each lift room, including Health & Safety, access and security issues. The report shall include recommendations for remedial works, associated costs and be submitted within the first six months of the Contract commencement.

## 2.2 Supervision

- 2.2.1 The Contractor shall provide a very good level of contract administration and field supervision by the Contract Manager who must hold, as a minimum qualification, AMA NVQ Level 3 or similar and approved relevant experience. The Contract Manager shall be knowledgeable in the field of maintenance, response repairs, safety and problem solving to be able to offer solutions to the Service Manager.
- 2.2.2 The Contractor shall provide a very good level of Quality Assurance and Contract Monitoring by the 'Quality Assurance Engineer' (QAE) who must be adjudged to be a 'competent person'. The QAE shall hold sufficient NVQ or similar and approved lift qualifications.
- 2.2.3 The Contractor shall accept responsibility for co-ordination, supervision and administration and quality assurance of the Works, including that of all subcontractors. The Contractor shall arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work.
- 2.2.4 The Contractor shall give maximum possible notice to the Service Manager before changing the Contract Manager (CM). This should normally be within a period of 3 months or shorter only with the consent of the SM. Full details of proposed staff shall be forwarded to the SM at least 6 weeks prior to starting the Contract. The SM reserves the right to request that the CM be replaced. This will not be done vexatiously and the SM for this request shall give written reasons.
- 2.2.5 The CM shall allow for attending the Employer's offices to liaise, discuss and offer all necessary information and detail to the SM on at least 1 day during each working month and more often should the SM so require. It will be the responsibility of the CM to inform the SM of any delays or problems relating to works in progress and the CM will have sufficient experience, qualifications and competence to offer solutions to the problems encountered. The CM must be fully conversant with all the Employer's documents, Schedules and invoicing and payments procedures. The CM must be available for consultation (by telephone) with the SM during the working hours of 09:00 to 17:00. Contact phone and mobile phone numbers shall be provided for this, answer-phone will not be accepted.
- 2.2.6 The Contractor's Quality Assurance (QAE) engineer shall carry out quality assurance checks on all aspects of the works as detailed in 2.0.1.

- 2.2.7 Following a quality assurance check, if the QA engineer should find that the work is unsatisfactory they will immediately put in place such works as are necessary to correct the faults found. The QA engineer will arrange to re-visit the address to ensure that the works have been satisfactorily completed and will issue, in writing, confirmation to the SM that works are now complete.
- 2.2.8 The QA engineer will provide the SM with an “in advance” account of his intended visits.
- 2.2.9 The format of the QA engineer’s reports shall be agreed, to the SM’s satisfaction, before contract commencement.
- 2.2.10 The Employer reserves the right to engage an external auditor to inspect work and review reports, certificates and any documentation relevant to the works carried out by the Contractor or any of their sub-contractors.

### **2.3 SERVICE MANAGER'S (SM) INSTRUCTIONS**

- 2.3.1 From time to time the SM may appoint one or more authorised officers to act for the SM generally or for specified purposes or periods. When such appointments are made the SM will give written notice thereof to the Contractor.
- 2.3.2 All work and services performed by the Contractor under this Contract will be subject to inspection and acceptance by the SM or his nominated delegate whose decision shall be final in respect of inspection and acceptance.
- 2.3.3 Any direction by the SM with regards to the above shall be issued to the Contractor in writing.
- 2.3.4 The SM may from time to time during the Contract Period issue at any time to the Contractor, an official order (hereafter called an “order”) instructing the Contractor to execute work at specified premises. The said orders may be in writing, or communicated by fax or email. In the case of orders given verbally the SM shall follow up with written confirmation.
- 2.3.5 The SM may withdraw an order at any time during the period of this Contract in accordance with the contract conditions.
- 2.3.6 Prior to the issue of a written instruction, the SM may at his option, require the Contractor to submit a budget estimate, based where possible, on the rates and prices contained in the Schedule of Rates and a proposed programme for the particular task to be performed under the Instruction.
- 2.3.7 The SM may (but not unreasonably or vexatiously) issue instructions requiring the exclusion from the Contract of any person employed by the Contractor.
- 2.3.8 The SM retains the right to instruct specialist contractors to carry out the specialist works not included within this contract.
- 2.3.9 The Employer may require the inclusion of additional items within the Schedule of Rates. In such situations the Employer will identify items and either pre-price these or request a price from the Contractor for negotiation, agreement and inclusion in the Schedule of Rates.



2.3.10 The SM shall order any extra work or to vary the work or to omit any part of the work, any such extras, variations or omissions to be paid for or allowed for at the rates contained in the Schedule of Rates together with the percentage adjustment thereto or to be agreed.

2.3.11 The Contractor shall, before commencing any such extra works, so ordered or giving effect to any such omissions or additions obtain a written instruction from the SM.

## **2.4 CONTRACT MEETINGS**

2.4.1 The Contractor shall attend contract progress meetings with the SM throughout the term of the contract on a monthly basis. The SM reserves the right to ask for further progress meetings, should operational reasons or non performance by the Contractor so dictate or should the key performance indicator (KPI) scores drop to an unacceptable level for two months running.

## **2.5 QUALITY ASSURANCE AND CONTRACT MONITORING**

2.5.1 The Contractor shall be responsible for maintaining Quality Control Checks on the work carried out under this contract. As a guide, the Employer expects a minimum of 10% of all servicing work and 10% of all response repairs to be inspected by the Quality Assessment Engineer (QAE).

2.5.2 The SM will require to see evidence of the Q.A. file maintained by the Contractor showing dates, property, order number, fault found, operative, action taken etc. on a monthly basis. Access to this file shall be available at any time

2.5.3. The QAE shall carry out checks equally among all the operatives working on the Contract, to provide a balanced inspection. The QAE shall make arrangements with Estate Office staff for access and “no-access” will not constitute a quality control inspection. The SM reserves the right to be in attendance with the QAE at the time he carries out the quality control inspections.

2.5.4 The QAE shall be a technically competent person to inspect the range of work carried out in this contract and have that ability to set up and maintain the Quality Control procedures. The QAE must also be electrically competent. The QAE shall not be the same person as the Contract Manager (CM). The SM shall be advised of the QAE’s name and details at the pre-contract meeting.

2.5.5 The QAE shall meet the SM at the SM’s offices once a month to discuss issues relating to Quality Control. For this meeting a working day shall be allowed, each month. At this meeting a typed Quality Control report sheet shall be submitted to the SM giving the following information:

- a) A list of lifts, in alphabetical order where the Quality Control Inspections took place including the tenant’s name and phone number.
- b) The dates of the Quality Control Inspections.
- c) The nature of the work that has been quality checked.
- d) The name of the person who carried out the work.
- e) Compliance of the work with regards to:
  - Displaying ID cards
  - Making and keeping appointments

- Quality of materials used
  - Completion of Manufacturers Log Card
  - Replacement equipment.
  - Engineer's Service Report.
  - Invoice details and accuracy
  - In the event of non-compliance - what action was taken
  - The QAE shall sign each Quality Control Sheet.
- 2.5.6 The QAE shall make himself familiar with the requirements of the Service Manager's administrative procedures. Errors or omissions on invoices will result in the invoices being rejected.
- 2.5.7 The estimated number of Response Repairs orders raised for the financial year 2010-2011 are included in Section 5. These included orders for lift breakdowns, rope replacements and statutory inspections.
- 2.5.8 Carry out your work between the hours of 8am and 5pm Monday to Friday (Emergency works only will be undertaken at all other times).
- 2.5.9 Contractually, you are obliged to carry an adequate Stock of spares on your vehicle including reconditioned parts for older lifts and so complete the work in one visit.
- 2.5.10 The Contractor shall keep a Schedule of Parts within the engineers' vehicles and a copy shall be forwarded to the Service Manager at the start of the Contract.
- 2.6 ABORTIVE VISITS**
- 2.6.1 When the Contractor responds to a lift failure report and on arrival the lift is found to be working correctly or unable to find the fault with the lift's operation, the cost of the abortive call shall be at the Contractors own cost.
- 2.6.2 The Contractor, upon receipt of an Order, will immediately inform the Contract Administrator of any problem, which may lead to a delay or failure to complete the Work within the requested timescale.
- 2.6.3 If for any reason a Contractor feels unable to undertake specified work on any of the Employer's lifts then the Service Manager shall be informed immediately.
- 2.7 WORKS ORDERS**
- 2.7.1 Response Repair Orders
- a) In the event of a Response Repair, the Contractor will be issued with a work "order" number. This will be set against a particular lift and will be issued by the SM or authorised Officer, by phone, fax or e-mail.
  - b) Where order numbers are issued for a breakdown or need for repair, the works will not normally have been the subject of a pre-inspection by either the CA or the Authorised Officer and therefore the "order" will usually only give indicative notification and the symptom of the problem and/or the works to be carried out.



### 2.7.2 Planned Repairs

The Contractor shall carry out all required pre-inspection and/or identification of the work required in order that the repair work so requested can be completed and shall have deemed to have allowed in the Schedule of Rates together with his tendered percentage adjustment thereto for all such costs that compliance with the procedure will entail.

## 2.8 OUT OF HOURS REPAIRS

A Contractor's contact number must be made available to the Employer for the purpose of placing orders outside of normal working hours. An answer phone will not be acceptable.

## 2.9 EXECUTION OF THE WORKS

- 2.9.1 The Contractor shall at all times employ sufficient, competent, qualified and well-trained teams consisting of an engineer and assistant to carry out the works. The Contractor shall maintain adequate stocks of materials/equipment and plant to ensure that all of his obligations are met.
- 2.9.2 The Contractor shall undertake to carry out the Planned Maintenance during normal working hours. In addition, any work ordered by the SM shall also be carried out during the normal working hours unless the work is classed as Emergency – Priority E
- 2.9.3 If the Contractor is unable to properly complete the Response Repairs to the equipment, the Contractor shall immediately this becomes apparent, notify the SM by telephone or fax and seek the SM's approval as to the course of action to take and as soon as is practicable thereafter confirm the said notice in writing. On a daily basis a lift shut down report is to be sent to the Employer's SM giving details of any lifts shut down with reason and anticipated fix date.
- 2.9.4 The Contractor shall maintain full documentation showing the status of each job such as materials awaiting delivery, material delivery dates, estimated completion dates, together with such other details to allow the monitoring of the progress of each job.
- 2.9.5 The Contractor shall supply the status of each job whenever requested, by the CA. On an Emergency Call Out, if a temporary repair has been carried out to get the lift working, the Contractor shall inform the CA with details thereof together with confirmation as to when the permanent repair will be completed.
- 2.9.6 The Contractor shall produce an "Excel" spreadsheet on a monthly basis listing all lift breakdowns attended by the Contractor during that month. The spreadsheet shall identify in date order the date of attendance, lift number, address, details of work carried to reinstate lift, parts supplied and date work completed. The spreadsheet shall also identify whether the works are to be invoiced or carried out at no charge under the terms and conditions of the Contract. There may be occasions where call out information will be required during this period by the Employer's Administrator.
- 2.9.7 If a lift is shut down on a response repair call out for any reason then a sign must be attached to the ground floor landing door and Employer's site personnel informed if possible. The sign shall state the reason for shut down and anticipated time that the lift will be returned to service.

## **2.10 RESPONSE REPAIRS AND PLANNED MAINTENANCE WORKS**

- 2.10.1 Description of the types of works for which Orders under this Contract may be issued are Response and Scheduled Repairs, suspension rope replacements and LG examination as set out by SAFed. Details on when last done are included.

## **2.11 TERMS OF PAYMENT**

### **2.11.1 Payments**

- a) The Contractor shall prepare and present his account calculated in accordance with the Contract for each and every Order SEPARATELY (including any associated varying, modifying or cancelling Orders) within 28 days of completion of the Works. The CA shall within 30 days of receipt of a proper invoice, in accordance with the Employer's requirements, certify the account for payment certification of invoice. The CA may within a reasonable time before the expiration of such period require the Contractor to submit any relevant information or supporting documentation necessary for the checking or verification of the account.
- b) The final date for payment by the Employer of the amount due to the Contractor pursuant to any certificate (certified invoice) issued by the Contract Administrator shall be 14 days from the date of issue of the certificate.
- c) If the Employer wishes to recover by withholding and/or deduction from sums due to the Contractor then not later than 5 days before the final date for payment of the mount from which the withholding and/or deduction is to be made the Employer shall give a written notice to the Contractor which shall specify the amount proposed to be withheld and/or deducted from such amount, the ground or grounds of such withholding and/or deduction and the amount of the withholding and/or deduction attributable to each ground.
- d) If the Employer fails properly to pay the amount, or any part thereof, due to the Contractor by the final date for its payment the Employer shall pay to the Contractor in addition to the amount not properly paid simple interest thereon for the period until such payment is made. Payment of such simple interest shall be treated as a debt due to the Contractor by the Employer. The rate of interest payable shall be five percent (5%) over the Base Rate of the Bank of England, which is current at the date, the payment by the Employer became overdue. Any payment of simple interest under this Clause 4.15.4 shall not in any circumstances be construed as a waiver by the Contractor of his right to proper payment of the principal amounts due from the Employer to the Contractor in accordance with, and within the time stated in, the Conditions or of the rights of the Contractor in regard to suspension of the performance of his obligations under t his Contract to the Employer pursuant to Clause 4.16 or to determination of his employment pursuant to a significant suspension as referred to in Clause 7.1 obligations under this contract.

In the event of it being disclosed that the Contractor has persistently included in his accounts values in respect of work which he has not carried out or properly executed in accordance with this contract, the Council reserves the right to inspect all premises where it is purported that work has been carried out by the Contractor and the cost and expenses which the Employer will incur as a result of carrying out such inspection shall be recoverable from the Contractor by the

Employer. Recovery of such cost and expenses shall be without prejudice to any other rights or remedies, which the Council may have under this Contract.

- e) In addition to the above, if it is established that the Contractor has over claimed for units the Contractor will forfeit incorrect payments claimed on the invoice and with an addition of £80.00 per Works Order to cover the Employer's administrative costs.

## 2.12

### INVOICES

#### General

1. All invoices shall be submitted to the Contract Administrator at regular intervals
2. A separate invoice shall be submitted for each particular order; the invoice must be accompanied by a signed works sheet for the works undertaken.
3. All invoices shall be typed.
4. Supplier's invoices shall be presented for all non-schedule of rates items.
5. Any queries raised by the CA on the invoices must be replied to in writing within seven days of notification.
6. Invoices, if found upon receipt to be more than 56 days old from date of completion of the works, will incur a charge of £80.00 per invoice to cover Employer's administrative costs.
7. In the event that an invoice is not received after 90 days following completion of the works, it shall be deemed that the works were undertaken by the Contractor at no cost to the Employer.
8. Payments in respect of the maintenance carried out under the terms and conditions of this Specification shall be paid to the Contractor by the Employer one month in arrears.
9. The invoice will only be paid if the relevant Quarterly Service Reports have been received.
10. A standard retention will not be deducted but the Employer reserves the right to withhold payment for those lifts where maintenance has not been carried out. The amount withheld shall equate to 1/12<sup>th</sup> of the current annual service cost for each missed monthly service visit.
11. The Contractor shall accompany his invoice with a schedule detailing each individual lift, Employer's lift number and site address together with the cost for each lift. A sample invoice is identified in Appendix 'C'.
12. Overtime shall be worked only on the prior written instructions given to the Contractor by the Engineer except in the case of emergency calls to lift repairs when the Contractor shall send its engineer on receipt of verbal instructions issued through the Engineers official repair desks. Any such verbal instruction shall be accompanied by the Employer's official order number, which shall be confirmed later in writing.

The Contractor shall be responsible for all and any overtime costs incurred in attending to repairs if the repair undertaken was the Contractors responsibility under the Contract.

If overtime costs are incurred by the Contractor for emergency repairs outside of the Contractors responsibility, the Contractor shall be entitled to reimbursement of the net cost to him of the overtime 'premium' or 'non-productive' overtime payments (e.g. the half of time and a half etc.) paid directly to his employees concerned. The Contractor shall identify his overtime or "Premium" time in Section 4.5 of the term of tender.

13. No payment for any basic or premium times or payments of any other description will be considered by the Employer for repairs, which under the Contract, are the Contractors' responsibility.
14. Daywork for any additional works shall be undertaken on the prior written instructions given to the Contractor by the Engineer. When such works are authorised, they shall be paid for in respect of labour at the rates of wages actually and properly paid to the persons employed on such work, but not exceeding the rates which at the time of execution of such works have been established by the machinery of negotiation by the Engineering Employer's Federation for the Lift Trade and Industry in the district where such work is carried out with the addition thereto of the first percentage inserted by the Contractor in his Tender to cover all time-keeping, on-charges, superintendence, profit, employers contributions to National Insurance, holiday wages, out allowances, fares (town and country), dirty money, out-of-pocket expenses and all other contingencies.
15. The Contractor shall also be paid for any materials actually used in such works ordered on a day work basis at the market prices (including for delivery to site) current at the time when such work is executed with the addition thereto of the second percentage inserted by the Contractor in his tender.
16. Payment for additional works ordered will be made against direct orders issued to the Contractor by the Engineer and not as contract payments but subject as aforesaid to all the terms and conditions of this Contract (so far as they may be applicable), which shall have effect in relation to this additional work
17. All invoices for repairs must be accompanied by a signed work sheet and shall contain the following information and this is shown on Appendix C:-
  - Property Name and Lift Number.
  - Employer Order Number
  - Date and Time when Order was received.
  - Contractors Invoice Number
  - Invoice Date
  - Date when work was completed.
  - SOR Codes of work carried out, with brief description.
  - Full cost breakdown including details of materials used.
  - Completion target date from Employer order.

18. All orders that are given E and 1 priorities must be completed in the appropriate time scale, The completion date must be shown on the invoice – so as to meet the requirement of the Best Value Performance Indicators. The completion dates for all associated work additional to the original order must be recorded separately
19. All invoices for repairs shall be batch dated to the date when the invoice is posted or presented and must include the Employer's order number.
20. The Contractor shall be paid not later than 30 days following the certification by the SM, the value of work executed (labour and/or materials and/or plant supplied) in compliance with the relevant Order, after the deduction of any debts or monies due.
21. Fluctuation Provisions: The Contractors' Percentage Tender Adjustment would be uplifted annually in accordance with the Lift and Escalator Industry Association (LEIA) Contract Price Adjustment Index "Service Labour Cost Index – London". This increase will be subject to the Contractor reaching acceptable performance targets as set out in section 1.32.
22. The time incurred by the Contractor on a response call out where the Landlord's supply is not functioning is chargeable to the Employer.
23. When the Contractor responds to a lift call out and on arrival the lift door(s) are found to be obstructed by a foreign object which has caused no damage but only the obstruction of the lift door and the operation of associated door overloads or other protection devices the works associated with returning the lift to service shall be deemed to be included in the contract cost submitted.
24. The Employer reserves the right implement an alternative invoicing arrangement whereby the Contractor will submit a single monthly invoice in arrears accompanied by a schedule of charges for that month for maintenance, response repair and any chargeable works. The Employer will notify the Contractor of the change in invoicing arrangements at least one month in advance and stipulate the format of the schedule of charges.

## **2.13 DEFECTS LIABILITY**

- 2.13.1 Defects in workmanship and/or materials, which appear within 12 months of the completion of the Works carried out under any Order, or from first occurring before completion of the Works shall be made good by the Contractor at his own cost.



## 2.14 ACCEPTANCE OF TENDER:

2.14.1 The Employer and his representatives will evaluate the tenders based on the following criteria:

- a) The evaluation will be measured within the weighting parameters below:
  - (i) Assessment of the Contractor's submission in respect of Quality 50%
  - (ii) Projected annual contractual cost using the Schedule of Rates Pricing 50%
- b) The assessment of the Quality will be calculated based upon the visit's made to Contractor's offices, discussions and interviews which have taken place.
- c) To ensure an equitable method of evaluation of the costs, the following weightings will be applied:

| Item                                                  | Score |
|-------------------------------------------------------|-------|
| Maintenance costs (para.4.9)                          | 30%   |
| Hourly rate for 2 man working (para. 4.4)             | 10%   |
| Average mark up (para. 4.2)                           | 5%    |
| Minor works (taken from a random selection of App. C) | 5%    |

The weightings applied to the sub-sections will be:

| Maintenance costs (para.4.9)                          | Score |
|-------------------------------------------------------|-------|
| Lowest prices tendered                                | 30%   |
| Prices tendered within 10% of lowest prices received  | 20%   |
| Prices tendered within 20% of lowest prices received. | 10%   |
| Prices in excess of 20% of lowest prices received     | 5%    |
| Prices in excess of 50% of lowest prices received     | - 10% |

| Hourly rate for 2 man working (para. 4.4)             | Score |
|-------------------------------------------------------|-------|
| Lowest prices tendered                                | 10%   |
| Prices tendered within 10% of lowest prices received  | 5%    |
| Prices tendered within 30% of lowest prices received. | 2%    |
| Prices in excess of 30% of lowest prices received     | - 2%  |

| Average mark up (para. 4.2)                           | Score |
|-------------------------------------------------------|-------|
| Lowest prices tendered                                | 5%    |
| Prices tendered within 10% of lowest prices received  | 3%    |
| Prices tendered within 30% of lowest prices received. | 1%    |
| Prices in excess of 30% of lowest prices received     | - 1%  |

| Minor works (taken from a random selection of App. C) | Score |
|-------------------------------------------------------|-------|
| Lowest prices tendered                                | 5%    |
| Prices tendered within 10% of lowest prices received  | 3%    |
| Prices tendered within 30% of lowest prices received. | 1%    |
| Prices in excess of 30% of lowest prices received     | - 1%  |

## **2.15 SCHEDULE OF RATES**

- 2.15.1 A Schedule of Rates is included with the tender document for completion by the Contractor.

## **2.16 SCAFFOLDING AND THE LIKE:**

- 2.16.1 The Contractor is required to provide all requisite ladders, trestles, scaffolding, mobile access platforms, etc. and the cost of these is deemed to be included in the percentage adjustment to the schedule of rates.

## **2.17 PRICING OF SPECIFICATION:**

- 2.17.1 Tenders containing unauthorised alterations and qualifications will be rejected.

## **2.19 QUALITY CONTROL RESOURCES:**

- 2.19.1 A statement must be submitted describing the organisation and resources, which the Contractor proposes and undertakes to provide to control the quality of the Works, including the work of subcontractors.
- 2.19.2 The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.

## **2.20 HEALTH AND SAFETY POLICY:**

- 2.20.1 During the course of the Contract the Contractor will be required to provide method statements for site operations where there is a risk to Health and Safety of the Contractor's operatives, any residents or the general public.

## **2.21 COMPETENCY**

- 2.21.1 The Contractor shall nominate one person from within their organisation to be the account manager. The account manager must be in a position where they can deal with all issues in respect of this Contract.
- 2.21.2 The Contractor shall ensure that all persons employed by them shall have had adequate instruction in the correct method of servicing appliances in the appropriate fixing and maintenance regulations and manufacturer's instructions and that all persons are fully competent to read and understand manufacturer's instructions.
- 2.21.3 All electrical work carried out as part of this contract must comply with the current edition of the IET Wiring Regulations BS7671 (As amended).

## **2.22 SUPERVISION:**

- 2.22.1 The Contractor shall accept responsibility for co-ordination, supervision and administration and quality assurance of the Works, including all subcontractors. The Contractor shall arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work.
- 2.22.2 The Employer will expect the quality of planned maintenance and repair works to be inspected at regular intervals by the Contractor's nominated supervisor.
- 2.22.3 The CA shall be at liberty by notice in writing to the Contractor to object to any representative or person employed by the Contractor in the execution of or otherwise about the Works who shall, in the opinion of the CA, misconduct himself or be incompetent or negligent, and the Contractor shall remove such person from the Works.
- 2.22.4 The Contractor's account manager shall allow for attending the Employer's offices to liaise, discuss and offer all necessary information and detail to the CA on at least 1 day during each working month and more often should the CA so require. It will be the responsibility of the Contractor's account manager to inform the CA of any delays or problems relating to works in progress and the account manager will have sufficient experience, qualifications and competence to offer solutions to the problems encountered. The account manager must be fully aware of all the Council's documents, Schedules and invoicing and payments procedures. The Contractor's account manager must be available for consultation (by telephone) by the CA during the working hours of 08:00 to 18:00 Monday to Friday and 08:00 to 12:00 on Saturdays. Contact phone and mobile phone numbers shall be provided for this, answer-phone will not be accepted.

## **2.23 CONTRACT ADMINISTRATOR'S (CA) INSTRUCTIONS**

- 2.23.1 From time to time the CA may appoint one or more authorised officers to act for the CA generally or for specified purposes or periods. When such appointments are made the Contractor Administrator will give written notice thereof to the Contractor.



- 2.23.2 The CA will be empowered to direct, in respect of any Works Order given hereunder, that the Contractor shall at his own cost rectify forthwith to the satisfaction of the CA, all defects due to materials or workmanship not in accordance with this Contract which may be discovered or become apparent in the work executed under such Works Order during a period of twelve calendar months from and after the date of completion of the work as certified by the CA, notwithstanding that this Contract may have expired or been determined prior to the expiration of such period, but the Council and its servants, Tenants and occupiers shall be at liberty to use the said work or any part thereof during such period.
- 2.23.3 All work and services performed by the Contractor under this Contract will be subject to inspection and acceptance by the CA or his nominated delegate whose decision shall be final in respect of inspection and acceptance.
- 2.23.4 Any direction by the CA with regards to the above shall be issued to the Contractor in writing.
- 2.23.5 The Contractor shall give notice to the CA when any works which will be covered up are ready for inspection. In default, the Contractor will be required to uncover such works and recover them at their own expense.
- 2.23.6 The CA may from time to time during the Contract Period issue at any time to the Contractor, an official order (hereafter called an "order") instructing the Contractor to execute work at specified premises. The said orders may be in writing, or communicated by fax machine. In the case of orders given verbally the CA shall follow up with written confirmation.
- 2.23.7 The CA may withdraw an order at any time during the period of this Contract in accordance with the contract conditions.
- 2.23.8 Prior to the issue of a written instruction, the CA may at his option, require the Contractor to submit a budget estimate, based where possible, on the rates and prices contained in the Schedule of Rates and a proposed programme for the particular task to be performed under the instruction.
- 2.23.9 Upon receipt of an order, if the Contractor does not attend site within the response times stated and/or does not carry out the work to standards specified in this document, the Employer may employ and pay other persons to execute any work whatsoever which may be necessary to give effect to such instruction and all costs incurred thereby, together with a sum of £80.00 to cover administrative costs may be deducted from any monies due or to become due to the Contractor under this Contract or shall be recoverable from the Contractor by the Employer as a debt.
- 2.23.10 The CA may (but not unreasonably or vexatiously) issue instructions requiring the exclusion from the Contract of any person employed by the Contractor.
- 2.23.11 The CA retains the right to instruct specialist contractors to carry out the specialist works not included within this Contract.
- 2.23.12 The Employer may require the inclusion of additional items within the Schedule of Rates. In such situations the Employer will identify items and either pre-price these or request a price from the Contractor for negotiation, agreement and inclusion in the Schedule of Rates.

- 2.23.13 The CA shall order any extra work or to vary the work or to omit any part of the work, any such extras, variations or omissions to be paid for or allowed for at the rates contained in the Schedule of Rates together with the percentage adjustment thereto or to be agreed.
- 2.23.14 The Contractor shall, before commencing any such extra works, so ordered or giving effect to any such omissions or additions obtain a written instruction from the CA.
- 2.23.15 Any inconsistency in or between the Preambles and the Schedule of Rates shall be corrected and any such correction, which results as an addition, omission or other change will be rectified by means of instructions issued by the CA.

## **2.24 PROGRAMME OF WORKS**

- 2.24.1 The Contractor shall provide a detailed programme identifying the order in which the lifts will be maintained on a monthly basis.
- 2.24.2 No alteration to the agreed servicing programme or deterioration in the Contractor's performance shall be accepted due to a shortage of labour or any other reason
- 2.24.3 Upon agreement by the CA of the agreed Maintenance Programme the Contractor shall implement the programme until otherwise agreed by the CA.
- 2.24.4 The Employer retains the right to add or delete individual lifts as dictated by the CA or operational circumstances and any claims for loss of profit or expenses will not be accepted. Maintenance costs will be adjusted accordingly following written confirmation from the CA.
- 2.24.5 The Employer shall have the right to at any time during the contract term, on the expiry of 12 weeks' notice to the Contractor in writing to determine the Contract in its entirety. The Contractor's right to payment in respect of any lift or lifts cancelled as provided in this clause hereof will cease on the expiry of the period of notice set out herein.
- 2.24.6 The Contractor shall have the right to at any time during the contract term, on the expiry of 24 weeks' notice to the Employer in writing to determine the Contract in its entirety. The Contractor's right to payment in respect of any lift or lifts cancelled as provided in this clause hereof will cease on the expiry of the period of notice set out herein.

## **2.25 RESPONSIVE REPAIRS - ADDITIONAL WORK**

- 2.25.1 The Contractor shall make available all components and parts replaced during responsive repair works for inspection and possible retention by the CA. Failure to comply with this clause may result in delay of payment as the work will have to be fully inspected and this will attract a charge of £80.00 per works order to cover the Employer's administrative costs.

## **2.26 SERVICE SHEETS**

- 2.26.1 At intervals of three calendar months, the Contractor shall issue to the Employer a Service Report. The report shall be similar in presentation to that as detailed in Appendix 'C'.

The Report shall in respect of each lift:

- (a) Relate to the inspections carried out to each lift only.
  - (b) State the Employer's lift number and site address.
  - (c) Be typed and signed by the person who undertook the inspections and countersigned by the Contractor's Service Manager.
  - (d) Be available at the Employer's office not later than 14 working days after the date of the last inspections to which the report relates.
  - (e) State clearly the work carried out and parts replaced during maintenance.
  - (f) State the dates of monthly inspections.
  - (g) State the condition of all the equipment of the lift and details any unsatisfactory items and any further work which may be considered necessary. Any unsatisfactory items outside of the Contractor's responsibility shall be accompanied by the Contractor's quotation.
  - (h) Certify that the lift is or is not in a satisfactory safe and serviceable condition.
- 2.26.2 When an order has been issued to carry out any work indicated as necessary on a Contractor's report, and that work has NOT been completed when any subsequent report is issued, the Contractor shall indicate on such reports together with the reasons and the action being taken and with the Employer's order number issued for the outstanding work.
- 2.26.3 The Contractor shall issue an interim report should any inspection reveal any items of an unsatisfactory and urgent nature not included in the last preceding report. Such interim report shall be submitted within 7 working days of such inspection and following immediate notification to the CA by telephone.
- 2.26.4 As detailed in this Specification, payment of the maintenance contract shall be one month in arrears. On receipt of the quarterly maintenance invoice, the Employer reserves the right to withhold payment for those lifts for which no Service Report has been received and until such report has been received by the Employer.

## **2.27 SITE LOG CARD**

- 2.27.1 The Contractor shall provide and locate in each machine room and for each lift a site log card enclosed in a plastic protective wallet the face of which shall bear the Employer's lift number and site address. After every visit, repair or call out the Contractor shall enter the details of fault and the work undertaken together with the date of said works followed by the signature of the attending engineer.
- 2.27.2 Copies of the latest SAFed Test and Examination of Lifts Certificate are to be left in the plastic protective wallet.
- 2.27.3 Such entry may be considered as proof of attendance and if such details are not entered, the Employer reserves the right to withhold payment. When the log card becomes full, the Contractor shall forward the card to the Employer whose property it is.

## **2.28 SUPERVISION**

- 2.28.1 In addition to the constant management and supervision of the works provided by the Contractor's account manager, all significant types of work must be under the close control of competent supervisors to ensure maintenance of satisfactory quality and progress. The Contractor is to state their minimum site personnel. A full detailed chart will be provided detailing all the Contractor's key personnel. The list will include all office and mobile numbers.

### **To be included:**

Director, Regional manager, Local managers/supervisors, Technicians

## **2.29 QUALITY ASSURANCE AND CONTRACT MONITORING**

- 2.29.1 The Contractor is required to demonstrate the existence of a documented quality management system by having third party accreditation to ISO9000: 1994. Certificates will be required to be verified.
- 2.29.2 The Contractor will be required to submit details of their procedures for the processing of orders, the control of documents and data; their organisation and quality records for the indexing, filing, storing. Records of complaints received shall also be maintained.
- 2.29.3 The Contractor shall be responsible for maintaining Quality Control Checks on the work carried out under the Contract. As a guide, the Employer expects a minimum of 10% of all planned inspection and response repairs, which have been carried out throughout each month, to be inspected by a Quality Control Supervisor (QCS) employed by the Contractor.
- 2.29.4 The CA will require to see evidence of the Q.A. file maintained by the Contractor showing dates of inspections, property inspection, details of inspection and any action taken. A copy of the inspection reports is to be supplied to the CA at the Monthly Contract Meeting. Access to this file shall be available at any time.
- 2.9.5 If the Contractor fails to carry out and demonstrate the stipulated number of Quality Control checks, the CA reserves the right to employ an independent contractor to carry out the checks and all costs incurred, including an additional £80 to cover the Employer's administrative costs per address, will be recovered from the Contractor.

- 2.29.6 The QCS shall carry out checks equally among all the operatives working on the Contract, to provide a balanced inspection. The QCS shall make arrangements with Estate Office staff for access. No-access will not constitute a Quality Control inspection. The CA reserves the right to be in attendance with the QCS at the time they carry out the Quality Control inspections.
- 2.29.7 The QCS must be lift competent. The CA shall be advised of the QCS's name and details at the pre-contract meeting.
- 2.29.8 The QCS shall meet once a month to discuss issues relating to Quality Control. At this meeting a typed Quality Control report sheet shall be submitted to the CA giving the following information:
- a) A list of properties, in alphabetical order where the Quality Control inspections took place.
  - b) The dates of the Quality Control inspections.
  - c) The name of the person who carried out the Quality Control inspection.
  - d) Compliance of the work with regards to:
    - Quality of materials used
    - Quality of workmanship - compliance of installation and work in accordance with current British Standards
    - Application of Identification Labels
    - Replacement equipment. In the event of non-compliance - what action was taken
    - The QCS shall sign each Quality Control Sheet
    - That the site log card has been completed correctly
    - Compliance with monthly maintenance requirements
- 2.29.9 Within 2 weeks of each monthly meeting, a second meeting shall take place. On this day, the CA and QCS will visit sites selected by the CA, auditing the Contractor's Quality Control. The QCS shall provide transport facilities (car) for the QCS and CA to travel to the sites and return to the office of the CA.
- 2.29.10 The QCS shall carry with them basic tools (e.g. to remove covers together with appropriate test equipment).
- 2.29.11 The QCS shall make themselves familiar with the requirements of the Employer's administrative procedures.

## **2.30 DISRUPTION OF LIFT SERVICES**

- 2.30.1 Where repairs and/or renewal of equipment is to occur and there will be disruption to the premises and service in general, before work is commenced, explain the nature of works, anticipated disruption and programme of workers to the CA prior to the works being carried out.

# **SECTION THREE**

## **SCHEDULE OF LIFT INSTALLATIONS**

## **SCHEDULE OF LIFT INSTALLATIONS**

### **3.1 UNIT COST IDENTIFICATION**

The Contractor shall enter the cost for the maintenance, inspection and repair against each lift scheduled the total sum of which shall be carried over to the Tender Summary at Section 4.

### **3.2 ABBREVIATIONS**

The abbreviations detailed in the column headed 'Remarks' shall have the following means herein assigned to them:

| <u>Abbreviation</u> | <u>Meaning</u> |
|---------------------|----------------|
| 1. T                | Traction       |
| 2. H                | Hydraulic      |

### **3.3 MAINTENANCE HOURS**

The column headed 'Hours' shall mean the minimum number of maintenance hours per month or quarter the Contractor shall undertake to each lift.

### **3.4 ROPES AND CHAINS**

The Ropes will be renewed as advised by the Employer's Insurance Surveyor or the Employer Service Manager. Rope Test Certificates are to be supplied to the Employer upon completion of the works.

### **3.5 PRICED SCHEDULE**

The contractor is to fully price the below Schedule and carry the total forward to item 4.9 of the form of tender.



| Lift No. | property ref no. | Address                                                    | Type                        | Manufacture Date                     | Load Person KG/LB | Floors Served                     | Remarks                  | Minimum Hours            | maintenance costs |
|----------|------------------|------------------------------------------------------------|-----------------------------|--------------------------------------|-------------------|-----------------------------------|--------------------------|--------------------------|-------------------|
| E001     | S217000617701    | St. Thomas More RC School, 43 Cadogan Street, SW3 5AB      | Hydraulic                   | Otis 1994                            | 8P 630KG          | G.1.2.                            |                          | 1.0 Monthly              |                   |
| E002     | S217000617702    | St. Joseph's RC School, 43 Cadogan Street, SW3 5AB         | Traction. Electric 0.45 M/S | Enford Lifts 1992                    | 100KG             | G.1.                              | Kitchen lift.            | 1.0 Every 3 months       |                   |
| E003     | S217005017701    | Bousfield Primary School, South Boltons Gardens, SW5 5AB   | Hand Power                  | George Johnson. Install date unknown | 1.5 CWT           | G.1.                              | Kitchen lift             | 1.0 Every 3 months       |                   |
| E004     | S217010410001    | St. Francis of Assisi RC School, Treadgold Street, W11 4BJ | Hydraulic. 0.3 M/S A.C      | Stannah 1994                         | 8P 630KG          | G.1.                              | Hydraulic                | 1.5 Monthly              |                   |
| E005     | S217008457701    | Colville Nursery Centre, 4/5 Colville Square, W11 2BD      | Hand power                  | Enford Lifts 1992                    | 56LBS             | G.1.                              | Kitchen lift             | 1 Hour every 3 months    |                   |
| E006     | S217001530001    | Marlborough School, Draycott Avenue, SW3 3AP               |                             | City Lifts 2000                      | 8P 630KG          | G.1.2.3                           | Hydraulic Pass/Goods     | 1.5Monthly               |                   |
| E007     | S217010410001    | St. Francis of Assisi RC School, Treadgold Street, W11 4BJ | Hydraulic                   | Gartec 2002                          | 5P 400KG          | G.1                               |                          | 1.5 hours every 3 months |                   |
| H001     | S217012740008    | Greaves Tower, Worlds End Estate, SW10 0EA                 | Traction. 1.6 M/S VVVF      | Thyssen 2005                         | 10P 750KG         | G.1.2.4.6.8.10.12.14.16.18.19     | GAL & ACVF Vector MS6809 | 2.0 Monthly              |                   |
| H002     | S217012740008    | Greaves Tower, Worlds End Estate, SW10 0EA                 | Traction. 1.6 M/S VVVF      | Thyssen 2004                         | 10P 750KG         | G.1.2.3.4.5.7.9<br>11.13.15.17.19 | GAL& ACVFVector MS6809   | 2.0 Monthly              |                   |



| Lift No. | property ref no. | Address                                          | Type                   | Manufacture Date | Load Person KG/LB | Floors Served                              | Remarks                  | Minimum Hours | maintenance costs |
|----------|------------------|--------------------------------------------------|------------------------|------------------|-------------------|--------------------------------------------|--------------------------|---------------|-------------------|
| H003     | S217012740010    | Whistler Tower, Worlds End Estate, SW10 0EA      | Traction. 1.6 M/S VVVF | Thyssen 2004     | 10P 750KG         | G.1.2.3.4.6.8.10. 12.14.16.17.             | GAL& ACVFVector MS6809   | 2.0 Monthly   |                   |
| H004     | S217012740010    | Whistler Tower, Worlds End Estate, SW10 0EA      | Traction. 1.6 M/S VVVF | Thyssen 2004     | 10P 750KG         | G.1.3.4.5.7.9.11. 13.15.17.                | GAL& ACVFVector MS6809   | 2.0 Monthly   |                   |
| H005     | S217012740012    | Ashburnham Tower, Worlds End Estate, SW10 0EE    | Traction. 1.6 M/S VVVF | Thyssen 2005     | 10P 750KG         | G.1.2.4.6.8.10. 12.14.16.                  | GAL& ACVFVector MS6809   | 2.0 Monthly   |                   |
| H006     | S217012740012    | Ashburnham Tower, Worlds End Estate, SW10 0EE    | Traction. 1.6 M/S VVVF | Thyssen 2004     | 10P 750KG         | G.1.2.3.4.5.7.9. 11.13.15.16.11. 13.15.16. | GAL & ACVF Vector MS6809 | 2.0 Monthly   |                   |
| H007     | S217012740006    | Dartrey Tower, Worlds End Estate, SW10 0EB       | Traction. 1.6 M/S VVVF | Thyssen 2004     | 10P 750KG         | G.1.2.4.6.8.10. 12.14.16.17.               | GAL& ACVFVector MS6809   | 2.0 Monthly   |                   |
| H008     | S217012740006    | Dartrey Tower, Worlds End Estate, SW10 0EB       | Traction. 1.6 M/S VVVF | Thyssen 2004     | 10P 750KG         | G.1.2.3.4.5.7.9. 11.13.15.17.              | GAL& ACVFVector MS6809   | 2.0 Monthly   |                   |
| H009     | S217012740014    | Blantyre Tower, Worlds End Estate, SW10 OEB      | Traction. 1.6 M/S VVVF | Thyssen 2004     | 10P 750KG         | G.1.2.4.6.8.10. 12.14.16.18.               | GAL& ACVFVector MS6809   | 2.0 Monthly   |                   |
| H010     | S217012740014    | Blantyre Tower, Worlds End Estate, SW10 OEB      | Traction. 1.6 M/S VVVF | Thyssen 2005     | 10P 750KG         | G.1.3.4.5.7.9.11.13.15.17.18               | GAL& ACVFVector MS6809   | 2.0 Monthly   |                   |
| H011     | S217012740016    | Chelsea Reach Tower, Worlds End Estate, SW10 0EB | Traction. 1.6 M/S VVVF | Thyssen 2005     | 10P 750KG         | G.1.2.4.6.8.10. 12.14.16.18.19.            | GAL& ACVFVector MS6809   | 2.0 Monthly   |                   |

| Lift No. | property ref no. | Address                                                         | Type                   | Manufacture Date    | Load Person KG/LB   | Floors Served                      | Remarks                                                     | Minimum Hours | maintenance costs |
|----------|------------------|-----------------------------------------------------------------|------------------------|---------------------|---------------------|------------------------------------|-------------------------------------------------------------|---------------|-------------------|
| H012     | S217012740016    | Chelsea Reach Tower, Worlds End Estate, SW10 OEB                | Traction. 1.6 M/S VVVF | Thyssen 2005        | 10P 750KG           | G.1.2.3.4.5.7.9<br>.11.13.15.17.19 | GAL& ACVFVector MS6809                                      | 2.0 Monthly   |                   |
| H013     | S217012740002    | Berenger Tower, Worlds End Estate, SW10 OEB                     | Traction. 1.6 M/S VVVF | Thyssen 2004        | 10P 750KG           | G.1.2.4.6.8.10.<br>12.14.16.17.    | GAL& ACVFVector MS6809                                      | 2.0 Monthly   |                   |
| H014     | S217012740002    | Berenger Tower, Worlds End Estate, SW10 OEB                     | Traction. 1.6 M/S VVVF | Thyssen 2004        | 10P 750KG           | G.1.3.4.5.7.9.1<br>1.13.15.17.     | GAL& ACVFVector MS6809                                      | 2.0 Monthly   |                   |
| H015     | S217012740015    | Blantyre Walk, Worlds End Estate, SW10 OEB                      | Hydraulic. 1.6M?S      | Thyssen 2004        | 2250KG<br>30Persons | G.1.2.3.4.                         | Goods lift<br>Manual Doors<br>Hylogic<br>Microprocesso<br>r | 1.0 Monthly   |                   |
| H016     | S217012760006    | Jean Darling House, Millmans St, Cremorne Estate, SW10 0BY      | Hydraulic. 0.4 M/S     | Leonards Lifts 1988 | 8P 630KG            | G.1.2.                             | Hydraulic.<br>Sheltered<br>accomodation.<br>TVL             | 1.0 Monthly   |                   |
| H018     | S217008550001    | King Charles House, Wandon Rd, SW6 2JH                          | Traction. 0.75 M/S A.C | Bennie 1984         | 12P 900KG           | G.1.2.3.45.6.7.<br>8.9.10.         | Lift renewal<br>due to<br>commence Jan<br>2012              | 2.0 Monthly   |                   |
| H019     | S217008550001    | King Charles House, Wandon Rd, SW6 2JH                          | Traction. 0.75 M/S A.C | Bennie 1984         | 12P 900KG           | G.1.2.3.45.6.7.<br>8.9.10.         | Lift renewal<br>due to<br>commence Jan<br>2012              | 2.0 Monthly   |                   |
| H020     | S217012760002    | Lacland House, Flats 1/16, Cremorne Estate, Ann Lane, SW10 0BP  | Traction. 0.63 M/S A.C | Apex 2010           | 3P 300KG            | G.1.2.3.4.5.6.7<br>.               | new lift<br>installed<br>12.04.10                           | 1.5 Monthly   |                   |
| H021     | S217012760002    | Lacland House, Flats 17/32, Cremorne Estate, Ann Lane, SW10 0BP | Traction. 0.63 M/S A.C | Apex 2009           | 3P 300KG            | G.1.2.3.4.5.6.7<br>.               | New lift<br>installed<br>15.12.09                           | 1.5 Monthly   |                   |

| Lift No. | property ref no. | Address                                                        | Type                         | Manufacture Date   | Load Person KG/LB | Floors Served   | Remarks                                                         | Minimum Hours | maintenance costs |
|----------|------------------|----------------------------------------------------------------|------------------------------|--------------------|-------------------|-----------------|-----------------------------------------------------------------|---------------|-------------------|
| H022     | S217012760003    | Riley House, Flats 1/16, Cremorne Estate, Ann Lane, SW10 0BS   | Traction. 0.63M/S A.C        | Apex 2009          | 3P 300KG          | G.1.2.3.45.6.7. | new lift installed 15.12.09                                     | 1.5 Monthly   |                   |
| H023     | S217012760003    | Riley House, Flats 17/32, Cremorne Estate, Ann Lane, SW10 0BS  | Traction. 0.63 M/S A.C       | Apex 2009          | 3P 300KG          | G.1.2.3.45.6.7. | new lift installed 09.12.09                                     | 1.5 Monthly   |                   |
| H024     | S217012760004    | Gilray House, Flats 1/16, Cremorne Estate, Anne Lane, SW10 0BS | Traction. 0.63M/S A.C        | Apex 2010          | 3P 300KG          | G.1.2.3.45.6.7. | new lift installed 19.04.10                                     | 1.5 Monthly   |                   |
| H025     | S217012760004    | Gilray House, Flats 17/32, Cremorne Estate, Ann Lane, SW10 OBS | Traction. 0.63M/S A.C        | Apex 2010          | 3P 300KG          | G.1.2.3.45.6.7. | new lift installed 07.05.10                                     | 1.5 Monthly   |                   |
| H026     | S217012760005    | Milman House, Flats 1/16, Cremorne Estate, Ann Lane, SW10 OBS  | Traction. 0.63 M/S A.C       | Apex 2009          | 3P 300KG          | G.1.2.3.45.6.7. | new lift installed 15.12.09                                     | 1.5 Monthly   |                   |
| H027     | S217012760005    | Milman House, Flats 17/32, Cremorne Estate, Ann Lane, SW10 OBS | Traction. 0.63 M/S A.C       | Apex 2010          | 3P 300KG          | G.1.2.3.45.6.7. | new lift installed 12.04.10                                     | 1.5 Monthly   |                   |
| H028     | S217000980001    | Brunel House, Cheyne Walk, SW3 5HL                             | Traction. 1.0 M/S Omron VVVF | Key Elevators 2000 | 8P 600kg          | G.1.2.3.        | GAL/ILE Interflite                                              | 1.0 Monthly   |                   |
| H030     | S217009580001    | Nursery Lane, Highlever Rd, W10 6PN                            | Hydraulic. 0.31 M/S          | Apollo 1998        | 8P 630KG          | G.1.            | Hydraulic Tank room ground floor /Sheltered accom-              | 1.0 Monthly   |                   |
| H031     | S217000310006    | Mulberry Close, Beaufort St, SW3 5AB                           | Traction. 0.63 M/S A.C       | Liftec 2011        | 8P 630KG          | G.1.2.3.4.      | new lift into service 11/08/11 to be added to bulk contract 7th | 1.0 Monthly   |                   |

| Lift No. | property ref no. | Address                                                 | Type              | Manufacture Date | Load Person KG/LB | Floors Served | Remarks                                                               | Minimum Hours | maintenance costs |
|----------|------------------|---------------------------------------------------------|-------------------|------------------|-------------------|---------------|-----------------------------------------------------------------------|---------------|-------------------|
|          |                  |                                                         |                   |                  |                   |               | Sep 2012                                                              |               |                   |
| H032     | S217011667701    | Wiltshire Close, Flats 1/26, Draycott Avenue, SW3 2NT   | Traction. 1.0 M/S | Axis 2010        | 8P 630KG          | G.1.2.3.4.5   | new lifts into service Nov 2010 to be added to bulk contract Nov 2011 | 1.0 Monthly   |                   |
| H033     | S217011667710    | Wiltshire Close, Flats 35/60, Draycott Avenue, SW32NT   | Traction. 1.0 M/S | Axis 2010        | 8P 630KG          | G.1.2.3.4.5   | new lifts into service Nov 2010 to be added to bulk contract Nov 2011 | 1.0 Monthly   |                   |
| H034     | S217011667705    | Wiltshire Close, Flats 155/180, Draycott Avenue, SW32NT | Traction. 1.0 M/S | Axis 2010        | 8P 630KG          | G.1.2.3.4.5   | new lifts into service Nov 2010 to be added to bulk contract Nov 2011 | 1.0 Monthly   |                   |
| H035     | S217011667708    | Wiltshire Close Flats 189/214, Draycott Avenue, SW3 2NT | Traction. 1.0 M/S | Axis 2010        | 8P 630KG          | G.1.2.3.4.5   | new lifts into service Nov 2010 to be added to bulk contract Nov 2011 | 1.0 Monthly   |                   |
| H036     | S217011667713    | Wiltshire Close, Flats 69/146, Draycott Avenue, SW3 2NT | Traction. 1.0 M/S | Axis 2010        | 8P 630KG          | G.1.2.3.4.5   | new lifts into service Nov 2010 to be added to bulk contract Nov 2011 | 1.0 Monthly   |                   |
| H037     | S217011667713    | Wiltshire Close, Flats 69/146, Draycott Avenue, SW3 2NT | Traction. 1.0 M/S | Bardeck 2008     | 8P 630KG          | G.1.2.3.4.5.  | new lift into service 28/01/2008                                      | 1.5 Monthly   |                   |

| Lift No. | property ref no. | Address                                           | Type                   | Manufacture Date | Load Person KG/LB | Floors Served             | Remarks                                                                  | Minimum Hours | maintenance costs |
|----------|------------------|---------------------------------------------------|------------------------|------------------|-------------------|---------------------------|--------------------------------------------------------------------------|---------------|-------------------|
| H038     | S217003310001    | Curran House, Lucan Place, SW3 3PG                | Traction. 0.63 M/S A.C | Liftec 2011      | 3P 250KG          | G.1.2.3.4.                | new lift into service 24/05/11 to be added to bulk contract 7th Sep 2012 | 1.0 Monthly   |                   |
| H039     | S217002180001    | Keppel House, Fulham Rd, SW3 6RA                  | Traction. 0.63M/S A.C  | Liftec 2011      | 3P 250KG          | G.1.2.3.4.5.              | new lift into service 14/06/11 to be added to bulk contract 7th Sep 2012 | 1.0Monthly    |                   |
| H040     | S217002180002    | Elm Park House, Fulham Rd, SW10 9QD               | Traction. 1.0 M/S VAC  | Express 1985     | 8P 600KG          | G.1.2.3.4.5.6.7 . 8.9.10. |                                                                          | 1.5 Monthly   |                   |
| H041     | S217002180002    | Elm Park House, Fulham Rd, SW10 9QD               | Traction. 1.0 M/S VAC  | Express 1985     | 8P 600KG          | G.1.2.3.4.5.6.7 . 8.9.10. |                                                                          | 1.5 Monthly   |                   |
| H042     | S217001880035    | Elm Park Gardens, Block 110, SW10 9QD             | Traction. 0.5 M/S A.C  | Otis 1978        | 4P 300KG          | G.1.2.3.4.                |                                                                          | 1.5 Monthly   |                   |
| H043     | S217001880034    | Elm Park Gardens, Block 104, SW10 9QD             | Traction 100 FPM A.C   | Express 1962     | 4P 300KG          | G.1.2.3.4.                |                                                                          | 1.0 Monthly   |                   |
| H044     | S217001880033    | Elm Park Gardens, Block 98, SW10 9QD              | Traction. 100 FPM A.C  | Express 1961     | 4P 300KG          | G.1.2.3.4.                |                                                                          | 1.0 Monthly   |                   |
| H045     | S217001880008    | Elm Park Gardens, Block 93, Flats 21/40, SW10 9QD | Traction. 100 FPM A.C  | Express 1974     | 6P 900LB          | G.1.2.3.45.6.             |                                                                          | 1.5 Monthly   |                   |



| Lift No. | property ref no. | Address                                           | Type                  | Manufacture Date     | Load Person KG/LB | Floors Served  | Remarks        | Minimum Hours      | maintenance costs |
|----------|------------------|---------------------------------------------------|-----------------------|----------------------|-------------------|----------------|----------------|--------------------|-------------------|
| H046     | S217001880008    | Elm Park Gardens, Block 93, Flats 21/40, SW10 9QD | Traction. 100 FPM A.C | Express 1974         | 6P 900LB          | G.1.2.3.45.6.  |                | 1.5 Monthly        |                   |
| H047     | S217001880032    | Elm Park Gardens, Block 92, SW10 9QD              | Traction. 100 FPM A.C | Express 1958         | 4P 300KG          | G.1.2.3.4.     |                | 1.0 Monthly        |                   |
| H048     | S217001880031    | Elm Park Gardens, Block 86, SW10 9QD              | Traction. 100 FPM A.C | Express 1958         | 4P 300KG          | G.1.2.3.4.     |                | 1.0 Monthly        |                   |
| H050     | S217001880029    | Elm Park Gardens, Block 74, SW10 9QD              | Traction. 100 FPM A.C | Express 1962         | 4P 300KG          | G.1.2.3.4.     |                | 1.0 Monthly        |                   |
| H051     | S217001880007    | Elm Park Gardens, Block 71, SW10 9QD              | Traction. 0.5 M/S A.C | Otis 1978            | 4P 300KG          | G.1.2.3.4.     |                | 1.0 Monthly        |                   |
| H052     | S217001880028    | Elm Park Gardens, Block 68, SW10 9QD              | Traction. 100 FPM A.C | Express 1965         | 4P 600KG          | B.G 1.2.3.4.   |                | 1.5 Monthly        |                   |
| H053     | S217001880028    | Elm Park Gardens, Block 68, SW10 9QD              | Chain-Hydraulic       | Aldous Campbell 1965 | 15CWT             | B.G.           | Dust bin hoist | 1.5 Every 3 Months |                   |
| H054     | S217001880006    | Elm Park Gardens, Block 67, Flats 21/40, SW10 9QD | Traction. 100 FPM A.C | Express 1970         | 6P 900LB          | G.1.2.3.4.5.6. |                | 1.5 Monthly        |                   |
| H055     | S217001880006    | Elm Park Gardens, Block 67, Flats 1/20, SW10 9QD  | Traction. 100 FPM A.C | Express 1970         | 6P 900LB          | G.1.2.3.4.5.6  |                | 1.5Monthly         |                   |

| Lift No. | property ref no. | Address                                         | Type                  | Manufacture Date | Load Person KG/LB | Floors Served  | Remarks | Minimum Hours | maintenance costs |
|----------|------------------|-------------------------------------------------|-----------------------|------------------|-------------------|----------------|---------|---------------|-------------------|
| H056     | S217001880024    | Elm Park Gardens, Block 55, SW10 9QD            | Traction. 0.5 M/S A.C | Bennie 1978      | 4P 300KG          | B.G.1.2.3.4    |         | 1.0Monthly    |                   |
| H057     | S217001880017    | Elm Park Gardens, Block 40, SW10 9QD            | Traction. 0.5 M/S A.C | Bennie 1978      | 4P 300KG          | G.1.2.3.4.     |         | 1.0 Monthly   |                   |
| H058     | S217001880004    | Elm Park Gardens, Block 35, SW10 9QD            | Traction. 100 FPM A.C | Express 1956     | 4P 600LB          | G.1.2.3.4.     |         | 1.0 Monthly   |                   |
| H059     | S217001880016    | Elm Park Gardens, Block 34, SW10 9QD            | Traction. 0.5 M/S A.C | Otis 1978        | 4P 300KG          | G.1.2.3.       |         | 1.0 Monthly   |                   |
| H060     | S217001880015    | Elm Park Gardens, Block 28, SW10 9QD            | Traction. 0.5 M/S A.C | Otis 1978        | 4P 300KG          | G.1.2.3.       |         | 1.0 Monthly   |                   |
| H061     | S217001880014    | Elm Park Gardens, Block 22, SW10 9QD            | Traction. 100 FPM A.C | Express 1960     | 4P 300KG          | G.1.2.3.       |         | 1.0 Monthly   |                   |
| H062     | S217001880013    | Elm Park Gardens, Block 16, SW10 9QD            | Traction. 100 FPM A.C | Express 1960     | 4P 300KG          | G.1.2.3.       |         | 1.0 Monthly   |                   |
| H063     | S217001880012    | Elm Park Gardens, Block 10, SW10 9QD            | Traction. 0.5 M/S A.C | Otis 1978        | 4P 300KG          | G.1.2.3.       |         | 1.0 Monthly   |                   |
| H064     | S217001880003    | Elm Park Gardens, Block 7, Flats 1/20, SW10 9QD | Traction. 150 FPM A.C | Express 1967     | 6P 900 lb         | G.1.2.3.4.5.6. |         | 1.5 Monthly   |                   |

| Lift No. | property ref no. | Address                                          | Type                   | Manufacture Date | Load Person KG/LB | Floors Served  | Remarks            | Minimum Hours | maintenance costs |
|----------|------------------|--------------------------------------------------|------------------------|------------------|-------------------|----------------|--------------------|---------------|-------------------|
| H065     | S217001880003    | Elm Park Gardens, Block 7, Flats 1/20, SW10 9QD  | Traction. 150 FPM A.C  | Express 1967     | 6P 900 lb         | G.1.2.3.4.5.6. |                    | 1.5 Monthly   |                   |
| H066     | S217001880002    | Elm Park Gardens, Block 5, Flats 21/40, SW10 9QD | Traction. 150 FPM A.C  | Express 1967     | 6P 450KG          | G.1.2.3.4.5.6. |                    | 1.5 Monthly   |                   |
| H067     | S217001880002    | Elm Park Gardens, Block 5, Flats 21/40, SW10 9QD | Traction. 150 FPM A.C  | Express 1967     | 6P 900LB          | G.1.2.3.4.5.6. |                    | 1.5 Monthly   |                   |
| H068     | S217002180003    | Fulham Rd, Block 361, SW10 9TW                   | Traction. 1.0 M/S VVVF | Bardeck 2002     | 8P 630KG          | G.1.2.3.4.     | GAL/ILE Interflite | 1.0 Monthly   |                   |
| H069     | S217002180005    | Fulham Rd, Block 437, SW10 9TW                   | Traction. 1.0 M/S VVVF | Bardeck 2002     | 8P 630KG          | G.1.2.3.4.     | GAL/ILE Interflite | 1.0 Monthly   |                   |
| H070     | S217002090001    | Cecil Court, Fawcett St, SW10 9HP                | Traction. 1.0 M/S VF   | Bardeck 2001     | 6P 450KG          | G.1.2.3.4.     |                    | 1.0 Monthly   |                   |
| H071     | S217011160001    | Broadwood Terrace, Pembroke Rd, W8 6PL           | Traction. 1.0 M/S VF   | Guidelines 2002  | 16P               | 1. P.2.        | GAL &TVL Onix      | 1.0 Monthly   |                   |
| H072     | S217011780001    | Chesterton Square, Pembroke Rd, W8 6PH           | Traction. 1.0 M/S VF   | Guidelines 2001  | 16P 2500LB        | 1.2.           | GAL& TVLOnix       | 1.0 Monthly   |                   |
| H073     | S217011780001    | Chesterton Square. Pembroke Rd, W8 6PH           | Traction. 1.0 M/S VF   | Guidelines 2001  | 16P 2500LB        | 1.2.           | GAL&TVL Onix       | 1.0 Monthly   |                   |



| Lift No. | property ref no. | Address                                            | Type                   | Manufacture Date | Load Person KG/LB | Floors Served | Remarks      | Minimum Hours | maintenance costs |
|----------|------------------|----------------------------------------------------|------------------------|------------------|-------------------|---------------|--------------|---------------|-------------------|
| H074     | S217002640001    | Ingelow House, Flats 1/16, Holland Street, W8 4NE  | Traction. 0.75 M/S A.C | Liftcran 1984    | 5P 400KG          | B.G.1.2.3.    | TVLM 6808    | 1.0 Monthly   |                   |
| H075     | S217002640001    | Ingelow House, Flats 17/32, Holland Street, W8 4NE | Traction. 0.75 M/S A.C | Liftcran 1984    | 5P 400KG          | B.G.1.2.3.    | TVLM 6808    | 1.0 Monthly   |                   |
| H076     | S217007500002    | Campden House, Block 1, Peel Street, W8 7PJ        | Traction. 0.5 M/S A.C  | Express 1983     | 8P 600KG          | G.1.2.3.4.5.  | Flats1-17    | 1.5 Monthly   |                   |
| H077     | S217007500003    | Campden House, Block 2, Peel Street, W87PJ         | Traction. 0.5 M/S A.C  | Express 1983     | 8P 600KG          | G.1.2.3.4.5.  | Flats18-34   | 1.5 Monthly   |                   |
| H078     | S217007500004    | Campden House, Block 3, Peel Street, W8 7PJ        | Traction. 0.5 M/S A.C  | Express 1984     | 8P 600KG          | G.1.2.3.4.5.  | Flats35-53   | 1.5 Monthly   |                   |
| H079     | S217007500005    | Campden House, Block 4, Peel Street, W8 7PJ        | Traction. 0.5 M/S A.C  | Express 1984     | 8P 600KG          | G.1.2.3.4.5.  | Flats54-72   | 1.5 Monthly   |                   |
| H080     | S217007500006    | Campden House, Block 5, Peel Street, W8 7PJ        | Traction. 0.5 M/S A.C  | Express 1984     | 8P 600KG          | G.1.2.3.4.5.  | Flats73-91   | 1.5 Monthly   |                   |
| H081     | S217007500007    | Campden House, Block 6, Peel Street, W8 7PJ        | Traction. 0.5 M/S A.C  | Bennie 1987      | 8P 600Kg          | G.1.2.3.4.5.  | Flats 92-108 | 1.5 Monthly   |                   |
| H082     | S217007500008    | Campden House, Block 7, Peel Street, W8 7PJ        | Traction. 0.5 M/S A.C  | Bennie 1987      | 8P 600KG          | G.1.2.3.4.5.  | Flats109-125 | 1.5 Monthly   |                   |

| Lift No. | property ref no. | Address                                        | Type                   | Manufacture Date | Load Person KG/LB | Floors Served                     | Remarks                            | Minimum Hours | maintenance costs |
|----------|------------------|------------------------------------------------|------------------------|------------------|-------------------|-----------------------------------|------------------------------------|---------------|-------------------|
| H083     | S217008860002    | Hesketh Place, Block 6, W11 4HN                | Traction. 0.75 M/S A.C | Otis 1978        | 8P 600KG          | G.1.2.                            |                                    | 1.0 Monthly   |                   |
| H084     | S217009920002    | Runcorn Place, Block 7, W11 4HR                | Traction. 0.75 M/S A.C | Otis 1978        | 8P 600KG          | G.1.2.                            |                                    | 1.0 Monthly   |                   |
| H085     | S217010050007    | Carton House, Henry Dickens Court, W11 4DH     | Traction. 1.0 M/S VF   | Pickerings 1998  | 8P 630KG          | G.1.2.3.4.5.6.7 . 8.9.10.         | GAL                                | 1.5 Monthly   |                   |
| H086     | S217010050007    | Carton House, Henry Dickens Court, W11 4DH     | Traction. 1.0 M/S VF   | Pickerings 1998  | 4P 300KG          | G.1.2.3.4.5.6.7 . 8.9.10.         | GAL                                | 1.5 Monthly   |                   |
| H087     | S217010050008    | Marley House, Henry Dickens Court, W11 4DJ     | Traction. 1.0 M/S VF   | Pickerings 1998  | 8P 630KG          | G.1.2.3.4.5.6.7 . 8.9.10.         | GAL                                | 1.5 Monthly   |                   |
| H088     | S217010050008    | Marley House, Henry Dickens Court, W11 4DJ     | Traction. 1.0 MPS VF   | Pickerings 1998  | 4P 300KG          | G.1.2.3.4.5.6.7 . 8.9.10.         | GAL                                | 1.5 Monthly   |                   |
| H089     | S217008170001    | Treadgold Hse, 25 Bomore Road, W11 4BL         | Traction. 0.75 M/S A.C | Lifcran 1986     | 8P 630KG          | G.1.2.3.4.                        | TVLM 6808                          | 1.0 Monthly   |                   |
| H090     | S217008800001    | Grenfell Tower, Lancaster West Estate, W11 1TG | Traction. 2.0 M/S VVVF | Apex 14.5.06     | 12P 900 KG        | Street Walkway 1st through to 20  | Concierge. Reception. GAL&TVL Onix | 2.0 Monthly   |                   |
| H091     | S217008800001    | Grenfell Tower, Lancaster West Estate, W11 1TG | Traction. 2.0 M/S VVVF | Apex 14.5.06     | 12P 900 KG        | Street Walkway. 1st through to 20 | Concierge. Reception. GAL&TVL Onix | 2.0 Monthly   |                   |

| Lift No. | property ref no. | Address                                                                | Type                                         | Manufacture Date   | Load Person KG/LB | Floors Served                 | Remarks        | Minimum Hours | maintenance costs |
|----------|------------------|------------------------------------------------------------------------|----------------------------------------------|--------------------|-------------------|-------------------------------|----------------|---------------|-------------------|
| H092     | S217008800001    | Grenfell Tower, Social Services Office, Lancaster West Estate, W11 1TG | Hydraulic. Direct Acting BucherHydraulicVVVF | Apex 2006          | 8P 630KG          | Street Office                 | GALTVLOnix     | 1.0 Monthly   |                   |
| H093     | S217008560001    | Dixon House, Silchester Estate, Darfield Way, W10 6TU                  | Traction. 1.6 M/S                            | Leonard Lifts 1994 | 16P 2500LB 1200KG | G.2.4.6.8.10.12.14.16.18.19   | GAL & TVLM6808 | 2.0 Monthly   |                   |
| H094     | S217008560001    | Dixon House, Silchester Estate, Darfield Way, W10 6TU                  | Traction. 1.6 M/S                            | Leonard Lifts 1994 | 16P 2500LB 1200KG | G.1.3.5.7.9.11.13.15.17.19.   | GAL& TVLM6808  | 2.0 Monthly   |                   |
| H095     | S217008740001    | Frinstead House, Silchester Estate, Darfield Way, W10 6TY              | Traction. 1.6 M/S                            | Leonard Lifts 1994 | 16P 2500LB 1200KG | G.2.4.6.8.10.12. 14.16.18.19. | GAL&TVLM 6808  | 2.0 Monthly   |                   |
| H096     | S217008740001    | Frinstead House, Silchester Estate, Darfield Way, W10 6TY              | Traction. 1.6 M/S                            | Leonard Lifts 1994 | 16P 2500LB 1200KG | G.1.3.5.7.9.11.13.15.17.19.   | GAL&TVLM 6808  | 2.0 Monthly   |                   |
| H097     | S217008560002    | Markland House, Silchester Estate, Darfield Way, W10 6UA               | Traction. 1.6 M/S                            | Leonard Lifts 1994 | 16P 2500LB 1200KG | G.2.4.6.8.10.12.14.16.18.19.  | GAL&TVLM 6808  | 2.0 Monthly   |                   |
| H098     | S217008560002    | Markland House, Silchester Estate, Darfield Way, W10 6UA               | Traction. 1.6 M/S                            | Leonard Lifts 1994 | 16P 2500LB 1200KG | G.1.3.5.7.9.11.13.15.17.19.   | GAL&TVLM 6808  | 2.0 Monthly   |                   |
| H099     | S217009980001    | Whitstable House, Silchester Estate, Silchester Road, W11 6SB          | Traction. 1.6 M/S                            | Leonard Lifts 1994 | 16P 2500LB 1200KG | G.2.4.6.8.10.12.14.16.18.19   | GAL&TVLM 6808  | 2.0 Monthly   |                   |
| H100     | S217009980001    | Whitstable House, Silchester Estate, Silchester Road, W11 6SB          | Traction. 1.6 M/S                            | Leonard Lifts 1994 | 16P 2500LB 1200KG | G.1.3.5.7.9.11.13.15.17.19.   | GAL&TVLM 6808  | 2.0 Monthly   |                   |

| Lift No. | property ref no. | Address                                                                      | Type                   | Manufacture Date | Load Person KG/LB | Floors Served     | Remarks                            | Minimum Hours | maintenance costs |
|----------|------------------|------------------------------------------------------------------------------|------------------------|------------------|-------------------|-------------------|------------------------------------|---------------|-------------------|
| H101     | S217009090002    | Whitchurch House, Kingsdown Close, W11                                       | Traction. 0.75 M/S A.C | Otis 1979        | 8P 600KG          | G.1.2.            | Sheltered accomodation.            | 1.0 Monthly   |                   |
| H102     | S217009100001    | Talbot House, 10 Ladbroke Crescent, W11 6SL                                  | Traction. 0.5 M/S A.C  | Lifcran 1981     | 6P 450KG          | G.1.2.3.4.        |                                    | 1.0 Monthly   |                   |
| H103     | S217010570003    | Lowerwood Court, 351 Westbourne Park Road, W11 1EU                           | Traction. 1.0 MPS VF   | Axis 1999        | 8P 630 KG         | G.1.3.5.7.        | ILE                                | 1.0 Monthly   |                   |
| H104     | S217010570003    | Lowerwood Court, 351 Westbourne Park Road, W11 1EU                           | Traction. 1.0 MPS VF   | Axis 1999        | 8P 1200LB         | G.2.4.6.8.        | ILE                                | 1.0 Monthly   |                   |
| H105     | S217010350001    | Tavistock Road, Block 70, W11 1AD                                            | Traction. 100 FPM A.C  | Lifcran 1981     | 8P 600KG          | G.1.2.3.          | Sheltered accomodation. ILE SKYCOM | 1.0 Monthly   |                   |
| H106     | S217010570001    | Clydesdale House, 255 Westbourne Park Road, W11 1ED                          | Traction. 0.5 M/S A.C  | Lifcran 1981     | 6P 450KG          | G.2.4.            |                                    | 1.0 Monthly   |                   |
| H107     | S217012270005    | Ledbury House, Portobello Court Estate, Lonsdale Road, W11 2DH               | Traction. 100 FPM A.C  | Express 1977     | 4P 600LB          | G.1.2.3.4.        |                                    | 1.0 Monthly   |                   |
| H108     | S217012270006    | Lonsdale House, Flats 1/16, Portobello Court Estate, Lonsdale Road, W11 2DG  | Traction. 100 FPM A.C  | Express 1977     | 4P 600LB          | G.1.2.3.4.5.6.7 . |                                    | 1.5 Monthly   |                   |
| H109     | S217012270006    | Lonsdale House, Flats 17/32, Portobello Court Estate, Lonsdale Road, W11 2DG | Traction. 100 FPM A.C  | Express 1977     | 4P 600LB          | G.1.2.3.4.5.6.7 . |                                    | 1.5 Monthly   |                   |

| Lift No. | property ref no. | Address                                                                      | Type                  | Manufacture Date | Load Person KG/LB | Floors Served   | Remarks | Minimum Hours | maintenance costs |
|----------|------------------|------------------------------------------------------------------------------|-----------------------|------------------|-------------------|-----------------|---------|---------------|-------------------|
| H110     | S217012270006    | Lonsdale House, Flats 33/48, Portobello Court Estate, Lonsdale Road, W11 2DG | Traction. 100 FPM A.C | Express 1977     | 4P                | G.1.2.3.4.5.6.7 |         | 1.5 Monthly   |                   |
| H111     | S217012270006    | Lonsdale House, Flats 49/64, Portobello Court Estate, Lonsdale Road, W11 2DG | Traction. 100 FPM A.C | Express 1977     | 4P 600LB          | G.1.2.3.4.5.6.7 |         | 1.5 Monthly   |                   |
| H112     | S217012270006    | Lonsdale House, Flats 65/80, Portobello Court Estate, Lonsdale Road, W11 2DG | Traction. 100 FPM A.C | Express 1977     | 4P 600LB          | G.1.2.3.4.5.6.7 |         | 1.5 Monthly   |                   |
| H113     | S217010560001    | Longlands Court, Flats 1/12, Westbourne Grove, W11 2QE                       | Traction. 100 FPM A.C | Express 1978     | 3P 225KG          | G.1.2.3.4.5.    |         | 1.5 Monthly   |                   |
| H114     | S217010560001    | Longlands Court, Flats 13/24, Westbourne Grove, W11 2QE                      | Traction. 100 FPM A.C | Express 1979     | 3P 225KG          | G.1.2.3.4.5.    |         | 1.5 Monthly   |                   |
| H115     | S217010560001    | Longlands Court, Flats 25/36, Westbourne Grove, W11                          | Traction. 100 FPM A.C | Express 1978     | 3P 225KG          | G.1.2.3.4.5.    |         | 1.5 Monthly   |                   |
| H116     | S217010560001    | Longlands Court, Flats 37/48, Westbourne Grove, W11 2QE                      | Traction. 100 FPM A.C | Express 1979     | 3P 225KG          | G.1.2.3.4.5.    |         | 1.5 Monthly   |                   |
| H117     | S217010560001    | Longlands Court, Flats 49/81, Westbourne Grove, W11 2QE                      | Traction. 100 FPM A.C | Express 1980     | 3P 225KG          | G.1.2.3.4.5.    |         | 1.5 Monthly   |                   |



| Lift No. | property ref no. | Address                                              | Type                   | Manufacture Date | Load Person KG/LB | Floors Served                      | Remarks                               | Minimum Hours | maintenance costs |
|----------|------------------|------------------------------------------------------|------------------------|------------------|-------------------|------------------------------------|---------------------------------------|---------------|-------------------|
| H118     | S217007857701    | Acklam Road, Swinbrook Estate, W10 5YU               | Traction. 0.5 M/S A.C  | Bennie 1983      | 8P 600KG          | G.1.2.                             |                                       | 1.0 Monthly   |                   |
| H119     | S217007857701    | Acklam Road, Swinbrook Estate, W10 5YU               | Traction. 0.5 M/S A.C  | Bennie 1983      | 8P 600KG          | G.1.                               |                                       | 1.0 Monthly   |                   |
| H120     | S217008650001    | Edenham Way, Flats 15/50, Cheltenham Estate, W10 5NT | Traction. 1.0 M/S VVVF | Liftec 2005      | 8P 600KG          | G.1.3.5.                           | GAL/TVL Onix                          | 1.0 Monthly   |                   |
| H121     | S217008650001    | Edenham Way, Flats 15/50, Cheltenham Estate, W10 5NT | Traction. 1.0 M/S VVVF | Liftec 2005      | 8P 600KG          | G.2.4.5.                           | GAL/TVL Onix                          | 1.0 Monthly   |                   |
| H122     | S217008650002    | Edenham Way, Flats 51/80, Cheltenham Estate, W10 5NT | Traction. 1.0 M/S VVVF | Liftec 2005      | 8P 600KG          | 1.3.5.6.                           | GAL/TVL Onix                          | 1.0 Monthly   |                   |
| H123     | S217008650002    | Edenham Way, Flats 51/80, Cheltenham Estate, W10 5NT | Traction. 1.0 M/S VVVF | Liftec 2005      | 8P 600KG          | 1.2.4.6.                           | GAL/TVL Onix                          | 1.0 Monthly   |                   |
| H124     | S217008770001    | Trellick Tower, 5 Golborne Road, W10 5PA             | Traction. 1.5 M/S VAC  | ERS 1992         | 18P 1350KG        | LG.G.2.3.6.9.12.15.18.21.24.27.30. | Lift renewal due to commence Jan 2012 | 1.5 Monthly   |                   |
| H125     | S217008770001    | Trellick Tower, 5 Golborne Road, W10 5PA             | Traction. 1.5 M/S VAC  | ERS 1992         | 18P 1350KG        | LG.G.2.3.6.9.12.15.18.21.24.27.30. | Lift renewal due to commence Jan 2012 | 1.5 Monthly   |                   |
| H126     | S217008770001    | Trellick Tower, 5 Golborne Road, W10 5PA             | Traction. 1.5 M/S VAC  | ERS 1992         | 18P 1350KG        | LG.G.2.3.6.9.12.15.18.21.24.27.30. | Lift renewal due to commence Jan 2012 | 1.5 Monthly   |                   |

| Lift No. | property ref no. | Address                                        | Type                     | Manufacture Date | Load Person KG/LB | Floors Served                         | Remarks                                        | Minimum Hours | maintenance costs |
|----------|------------------|------------------------------------------------|--------------------------|------------------|-------------------|---------------------------------------|------------------------------------------------|---------------|-------------------|
| H127     | S217007970002    | Adair Tower,<br>Appleford Road,<br>W10 5EA     | Traction. 1.0<br>M/S A.C | Bennie 1984      | 8P 600KG          | G.1.2.3.4.5.6.7<br>. 8.9.10.11.12.13. |                                                | 1.5Monthly    |                   |
| H128     | S217007970002    | Adair Tower,<br>Appleford Road,<br>W10 5EA     | Traction. 1.0<br>M/S A.C | Bennie 1984      | 8P 600KG          | G.1.2.3.4.5.6.7<br>. 8.9.10.11.12.13. |                                                | 2.0 Monthly   |                   |
| H129     | S217008750001    | Hazlewood Tower,<br>Golborne Road,<br>W.10 5TD | Traction. 1.0<br>M/S A.C | Easton 1984      | 8P 600KG          | G.1.2.3.4.5.6.7<br>. 8.9.10.11.12.13. |                                                | 2.0. Monthly  |                   |
| H130     | S217008750001    | Hazlewood Tower,<br>Golborne Road,<br>W.10 5DT | Traction. 1.0<br>M/S A.C | Easton 1984      | 8P 600KG          | G.1.2.3.4.5.6.7<br>. 8.9.10.11.12.13. |                                                | 2.0 Monthly   |                   |
| H131     | S217009380001    | Manchester Drive,<br>Southern Row, W10         | Traction. 1.0<br>M/S     | ILS 2003         | 8P 600KG          | G.2.                                  | GAL/TVL<br>Onix                                | 1.0 Monthly   |                   |
| H132     | S217009380002    | Manchester Drive,<br>Southern Row, W10<br>5BB  | Traction. 1.0<br>M/S     | ILS 2002         | 8P 600KG          | G.2.                                  | GAL/TVL<br>Onix                                | 1.0 Monthly   |                   |
| H133     | S217010420002    | Raymede Tower,<br>Treverton Street,<br>W10 6BQ | Traction. 150<br>FPM A.C | Guideline 1982   | 8P 600KG          | G.1.2.3.4.5.6.7<br>. 8.9.10           | Lift renewal<br>due to<br>commence Jan<br>2012 | 1.5 Monthly   |                   |
| H134     | S217010420002    | Raymede Tower,<br>Treverton Street,<br>W10 6BQ | Traction. 150<br>FPM A.C | Guideline 1982   | 8P 600KG          | G.1.2.3.4.5.6.7<br>. 8.9.10           | Lift renewal<br>due to<br>commence Jan<br>2012 | 1.5 Monthly   |                   |
| H135     | S217010420001    | Treverton Tower,<br>Ladbroke Grove,<br>W10 6BG | Traction. 150<br>FPM A.C | Bennie 1983      | 8P 600KG          | B.G.1.2.3.4.5.<br>6.7.8.9.10.         | Lift renewal<br>due to<br>commence Jan<br>2012 | 1.5 Monthly   |                   |



| Lift No. | property ref no. | Address                                                       | Type                   | Manufacture Date | Load Person KG/LB | Floors Served             | Remarks                                                                              | Minimum Hours | maintenance costs |
|----------|------------------|---------------------------------------------------------------|------------------------|------------------|-------------------|---------------------------|--------------------------------------------------------------------------------------|---------------|-------------------|
| H136     | S217010420001    | Treverton Tower, Ladbroke Grove, W10 6BG                      | Traction. 150 FPM A.C  | Bennie 1983      | 8P 600KG          | B,G,1,2,3,4,5, 6,7,8,9,10 | Lift renewal due to commence Jan 2012                                                | 1.5 Monthly   |                   |
| H137     | S217010200001    | St. Quintins Avenue, Block 69, W10 6NZ                        | Hydraulic. 0.45 MPS    | Apollo 2001      | 5P 480 KG         | B,G,1,2,3                 | Hydraulic Motor room above                                                           | 1.0 Monthly   |                   |
| H138     | S217009700001    | Portobello Road, Block 375, W11                               | Traction. 0.75 M/S A.C | Cable 1989       | 8P 630KG          | G,2,3,                    |                                                                                      | 1.0 Monthly   |                   |
| H139     | S217009626601    | Oxford Gardens, Block 34, W10 5UL                             | Traction. 0.75 M/S A.C | Cable 1989       | 8P 630KG          | G,1,3,5,                  |                                                                                      | 1.0 Monthly   |                   |
| H147     | S217010650001    | Burgess Fields, 57 Wornington Road, Swinbrook Estate, W10 5PT | Traction. 0.63 M/S A.C | Liftec 2011      | 13P 1000KG        | G,1,2,                    | lift put into service 07/09/11 will be added to contract after warranty 7th Sep 2012 | 1.0 Monthly   |                   |
| H149     | S217008280003    | Cambridge Gardens, Block 118, W10 5UB                         | Hydraulic. 0.63 M/S    | Jackson 1992     | 13P 1000KG        | G,1,2,                    | Direct Acting                                                                        | 1.0 Monthly   |                   |
| H150     | S217009620006    | Oxford Gardens, Block 36, W10 5UL                             | Traction. 1.0 M/ S VF  | Guidelines 2000  | 10P 1500          | B,G,1,2,                  |                                                                                      | 1.0 Monthly   |                   |
| L501     | S217007207702    | Central Library, Phillimore Walk, W8 7SA                      | Traction. 1.0 M/S      | Bardeck 2005     | 8P630KG           | SB,B,LG G,1,2,            | West lift Reception                                                                  | 1.5 Monthly   |                   |

| Lift No. | property ref no. | Address                                               | Type                        | Manufacture Date | Load Person KG/LB | Floors Served      | Remarks           | Minimum Hours | maintenance costs |
|----------|------------------|-------------------------------------------------------|-----------------------------|------------------|-------------------|--------------------|-------------------|---------------|-------------------|
| L502     | S217007207702    | Central Library, Phillimore Walk, W8 7SA              | Traction. 1.0 M/S           | Bardeck 2005     | 8P 630KG          | SB.B.LG.G.1.2.     | East lift Library | 1.5 Monthly   |                   |
| L503     | S217009127702    | North Kensington Library, 108 Ladbroke Grove, W11 1PZ | Hydraulic. 0.63 M/S A.C     | D&A Lifts 1996   | 8P 630KG          | B.G.               |                   | 1.0 Monthly   |                   |
| P201     | S217007207701    | Kensington Town Hall, Hornton Street, W8 1PZ.         | Traction. 1.0 M/S TVL M6809 | Apex 2004        | 16P 2500LB        | B3.B2.B1.G.1.2.3.  | GAL/TVL M6809     | 1.5 Monthly   |                   |
| P202     | S217007207701    | Kensington Town Hall, Hornton Street, W8 1PZ.         | Traction. 1.0 M/S TVL M6809 | Apex 2004        | 16P 2500LB        | B3.B2.B1.G.1.2.3.  | GAL/TVL M6809     | 1.5 Monthly   |                   |
| P203     | S217007207701    | Kensington Town Hall, Hornton Street, W8 1PZ.         | Traction. 1.0 M/S TVL M6809 | Apex 2004        | 16P 2500LB        | B1.G.1.2.3.        | GAL/TVL M6809     | 1.5 Monthly   |                   |
| P204     | S217007207701    | Kensington Town Hall, Hornton Street, W8              | Traction. 1.0 M/S TVLM6809  | Apex 2004        | 16P 2500LB        | B1.G.1.2.3.4+ F160 | GAL/TVL M6809     | 1.0 Monthly   |                   |
| P205     | S217007207701    | Kensington Town Hall, Hornton Street, W8 1PZ.         | Traction 1.0M/s TVLM6809    | Bardeck 2001     | 10P 1500          | B3.B2.G.           |                   | 1.5 Monthly   |                   |
| P206     | S217007207701    | Kensington Town Hall, Hornton Street, W8 1PZ.         | Traction. 1.0 M/S TVLM6809  | Apex 2004        | 10P 1500          | G.1.M.2.3.         | GAL/TVLM6809      | 1.0 Monthly   |                   |
| P207     | S217007207701    | Kensington Town Hall, Hornton Street, W8              | Traction. 1.0 M/S TVLM6809  | Apex 2004        | 16P 2500LB        | B1.G.1.            | GAL/TVLM6809      | 1.0 Monthly   |                   |

| Lift No. | property ref no. | Address                                                  | Type                       | Manufacture Date      | Load Person KG/LB | Floors Served     | Remarks                               | Minimum Hours      | maintenance costs |
|----------|------------------|----------------------------------------------------------|----------------------------|-----------------------|-------------------|-------------------|---------------------------------------|--------------------|-------------------|
| P208     | S217007207701    | Kensington Town Hall, Hornton Street, W8 1PZ.            | Traction. 1.0 M/S TVLM6809 | Apex 2004             | 12P 2240LB        | B2.B1.G.1         | GAL/ TVL M6809                        | 1.0 Monthly        |                   |
| P209     | S217007207701    | Kensington Town Hall, Hornton Street, W8 1PZ.            | Traction. 0.75 M/S A.C     | Bardeck 2002          | 10P 1500          | B3.B2.G.          |                                       | 1.0 Monthly        |                   |
| P210     | S217007207701    | Kensington Town Hall, Hornton Street, W8                 | Traction. 1.0 M/S          | Apex 2004             | 10P 1500          | B1.G.1.2.3.       | GAL/TVLM6 809                         | 1.0 Monthly        |                   |
| P211     | S217007207701    | Kensington Town Hall, Hornton Street, W8 1PZ.            | Traction. 1.0 M/S          | Apex 2004             | 8P 1200LB         | B3.B2.B1. G.1.2.3 | GAL/ TVL M6809                        | 1.5 Monthly        |                   |
| P212     | S217007207701    | Kensington Town Hall, Hornton Street, W8 1PZ.            | Traction. 0.63 M/S         | Apex 2004             | 8P 630KG          | B2.G.             | Cashiers hoist                        | 1.0 Monthly        |                   |
| P214     | S217011680001    | The Chelsea Centre, Worlds End Place, Worlds End Estate, | Traction. 0.75 M/S A.C     | Schindler 1977        | 8P 600KG          | G.1.              |                                       | 1.0 Monthly        |                   |
| P216     | S217002990001    | Chelsea Old Town Hall, Kings Road, SW3 5EE               | Traction. 0.75 M/S         | Bardeck 2005          | 8P 630KG          | B.G.1.            | Library. TVL/Onix.                    | 1.0 Monthly        |                   |
| P221     | Z217011167702    | Council Offices, 76 Pembroke Rd, W8 6LZ                  | Chain. 20 FPM              | Baron & Shepherd 1975 | 1000KG            | G.B.              | Goods/Pass Shutter Gates Chain driven | 1.0 Monthly        |                   |
| P222     | Z217011167702    | Council Offices, 76 Pembroke Road, W8 6LZ                | Chain. 20 FPM              | Baron & Shepherd 1975 | 500KG             | G. Kitchen        | Electric Service Lift                 | 1.0 Every 3 months |                   |

| Lift No. | property ref no. | Address                                                   | Type                  | Manufacture Date  | Load Person KG/LB | Floors Served   | Remarks                    | Minimum Hours       | maintenance costs |
|----------|------------------|-----------------------------------------------------------|-----------------------|-------------------|-------------------|-----------------|----------------------------|---------------------|-------------------|
| S301     | S217001510001    | Thamesbrook Home for the Elderly, 2 Dovehouse St, SW3 6LA | Hydraulic 0.25 M/S    | Thyssen 1997      | 24P 1800 KG       | G.1.2.          |                            | 1.0 Monthly         |                   |
| S302     | S217001510001    | Thamesbrook Home for the Elderly, 2 Dovehouse St, SW3 6LA | Hydraulic. 0.25 M/S   | Thyssen 1997      | 24P 1800 KG       | G.1.2.          |                            | 1.0 Monthly         |                   |
| S306     | U217002140001    | Violet Melchett Centre, Flood Walk, SW3 5RR               | Electric. Traction.   | Husband 1984      | 51 KG             | Kitchen 1st     |                            | 1.5 Every 3 Months  |                   |
| S307     | S217010180001    | Scope, !-9, St Marks Road, W11 1RG                        | Traction.             | D&A Lifts 1996    | 1000KG 13persons  | B.L.G.M.UG.1 .2 |                            | 1.5 Monthly         |                   |
| S312     | S21700912770     | Westway Information Centre W10 5ND                        | scissor platform lift | Enford Lifts 1989 |                   | G.1             | wheelchair access platform | 1.00 every 3 months |                   |
| S315     | U217002140002    | Violet Melchett Centre, Flood Walk, SW3 5RR               | Hydraulic. 0.15 M/S   | Pickerings 1998   | 8P 630KG          | G.1.2.          | Passenger Lift             | 1.0 Monthly         |                   |

**TOTAL to be carried forward to Form of Tender**    £ \_\_\_\_\_

**SECTION FOUR**

**FORM OF TENDER**

**The Royal Borough of Kensington and Chelsea  
Tenant Management Organisation Ltd**

**NON-COLLUSIVE TENDERING CERTIFICATE**

**Comprehensive Maintenance Inspection and Repair of Various Lift Installations 2012-2017**

In recognition of the principle that the essence of selective tendering is that the Council shall receive bona fide competitive tenders from all those tendering.

**WE CERTIFY THAT:**

1. The tender submitted herewith is a bona fide tender intended to be competitive.
2. We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time any of the following acts:
  - 3.1 communicated to a person other than the person calling for this tender the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the Tender);
  - 3.2 entered into any agreement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; and
  - 3.3 offered or paid or given or agreed to 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 any act or thing of the sort described above.

**In this certificate:-**

- a) "Person" shall include any individual or any company or association corporate or incorporate.
- b) "Any agreement or arrangement" shall include any transaction of the sort described above, formal or informal and whether legally binding or not.

**DATED** ..... day of ..... 20 .....

**SIGNED (as in tenders)** .....

**Duly authorised to sign**

**For and in behalf of** .....

#### **4.0 TENDER SUMMARY**

#### **4.1 INFORMATION**

The tender shall complete ALL sections of the Tender Summary and shall not make any alterations on penalty of disqualification.

#### **4.2 DAYWORK RATES**

If the Engineer permits extra work to be undertaken on a daywork basis, the work shall be priced on the rates entered below by the Tenderer.

1. Labour at National Agreement plus \_\_\_\_\_% required for overheads and profit.
2. Materials as used and at current market prices plus \_\_\_\_\_% required for overheads and profit.
3. Specialist Sub-Contractors quoted price plus \_\_\_\_\_% required for overheads and profit.
4. Plant, if required, shall be at rates to be agreed.

#### **4.3 REPAIRS**

For repairs undertaken outside the Contractors Contract responsibilities the Contractors on cost shall be \_\_\_\_%.

#### **4.4 LIFT FAILURES IN NORMAL DAYTIME HOURS**

The Tenderers hourly rate for the attendance to lift failures shall be:

Fitter - £ \_\_\_\_\_ per hour.

Assistant - £ \_\_\_\_\_ per hour

#### **4.5 OVERTIME PREMIUM**

The Contractor shall be entitled to the reimbursement of overtime costs.  
The Tenderer shall enter below the hourly rates paid directly to his employees concerned and the Contractor normal and overtime working hours deleting or amending as required, those overtime hours not applicable to the Contractors working condition.



### Hourly Rates

1. Fitter £ \_\_\_\_\_ per hour
2. Assistant £ \_\_\_\_\_ per hour

### Hours

1. Normal Hours Mon – Fri From \_\_\_\_\_ a.m to \_\_\_\_\_ p.m
2. AT 125% Hours Mon – Fri From \_\_\_\_\_ a.m to \_\_\_\_\_ p.m
3. AT 150% Hours Mon – Fri From \_\_\_\_\_ a.m to \_\_\_\_\_ p.m
4. Sat \_\_\_\_\_ % Hours From \_\_\_\_\_ a.m to \_\_\_\_\_ p.m
5. Sun \_\_\_\_\_ % Hours From \_\_\_\_\_ a.m to \_\_\_\_\_ p.m
6. Bank Hol \_\_\_\_\_ % Hours From \_\_\_\_\_ a.m to \_\_\_\_\_ p.m

## **4.6 REPORTING OF LIFT FAILURES**

The Tenderer shall enter below his telephone numbers for the reporting of lift failures giving a 24 hour, 7 day week cover.

1. Normal Working Hours  
Monday to Friday  
\_\_\_\_\_ a.m to \_\_\_\_\_ p.m Tel: \_\_\_\_\_
2. At all other times: Tel: \_\_\_\_\_

## **4.7 ACCEPTANCE OF TENDER**

The Tender shall remain open for acceptance from the date of Tender for: \_\_\_\_\_ weeks.

## **4.8 COMMENCEMENT OF CONTRACT**

The commencement of the Contract shall be based on receipt of an order to the Contractor on: \_\_\_\_\_

## 4.9

- |                                                                                                                                            |          |              |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|
| 1. Labour cost for service, inspection and repair element, LG inspection, breakdown attendance and renewal of safety and suspension ropes. | £        | _____        |
| 2. Cost of Materials element                                                                                                               | £        | _____        |
| <b>TOTAL</b>                                                                                                                               | <b>£</b> | <b>_____</b> |

This is to certify that our offer for the complete works all in accordance with the preceding Specification for the Maintenance, Inspection and Repair of the lifts identified in Section 3 of the Specification will amount to (in words and figures):

£

**Name or Trading Name of Firm Tendering:**

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---

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**Telephone No.**

**Directors Signature:**

Date:

**Name of Tenderer's representative to contact to discuss tender**

# **APPENDIX A**

## **SCHEDULE OF RESPONSE REPAIR ATTENDANCE TIMES**

## 1.0 SCHEDULE OF RESPONSE REPAIR ATTENDANCE TIMES

1.1 Priority 'E4' - For Emergencies; to attend within 4 hours and complete within 24 hours.

Priority 1 - To attend within 24 hours and complete within 3 working days.

Priority 2 - To complete within 7 working days.

Priority 3 - To complete within 28 working days.

Priority 4 - To carry out under planned works within 2 months.

Priority 5 - To carry out under planned works within 12 months.

Priority 8 - To carry out under planned works within 3 months

Priority 9 - To carry out under planned works within 4 months

Priority 10 - To carry out under planned works within 6 months

1.2 All response repair call outs shall be attended to as listed below:-

Normal daytime hours Mon - Fri -08.00 - 17.00 within 2 hours

Out of normal daytime hours, Saturday, Sunday and all Bank Holidays within 3 hours.

Lift trappings in normal daytime hours Mon - Friday, 08.00 - 17.00 within 30 minutes.

Out of normal daytime hours, Saturday, Sunday and all Bank Holidays within 60 minutes.

Reference to time shall be construed during the period of summer time to be British Summer Time and otherwise to be Greenwich Mean Time.

The Contract Administrator reserves the right to vary the Priority and response time for any work.

**APPENDIX B**

**SCHEDULE OF RATES**

## SCHEDULE OF RATES

All sums shall be inclusive of materials, labour and any other emoluments.

### INDEX

#### MOTOR ROOM:

|                                       |  |
|---------------------------------------|--|
| CONTROLLER                            |  |
| MACHINE                               |  |
| TRACTION SHEAVE & DIVERTER PULLYES    |  |
| HYDRAULIC TANK/VALVE UNITS            |  |
| OVERSPEED GOVERNOR                    |  |
| MACHINE GUARDING & ROPE HOLE UPSTANDS |  |
| MOTOR ROOM ANCILLARY'S                |  |

#### LIFT CAR:

|                                              |  |
|----------------------------------------------|--|
| DOOR OPERATOR                                |  |
| DOOR PROTECTION                              |  |
| CAR DOOR PANELS                              |  |
| CAR DOOR BOTTOM TRACKS                       |  |
| CAR TOP CONTROL UNITS                        |  |
| CAR TOP ANCILLARY'S                          |  |
| CAR PUSH STATION                             |  |
| INDICATORS, VOICE SYNTHESISERS & AUTODIALLER |  |
| CAR LIGHTING                                 |  |
| CAR INTERIOR FEATURES                        |  |
| CAR FLOORING                                 |  |

#### SHAFT:

|                           |  |
|---------------------------|--|
| DIVERTER PULLEYS          |  |
| TRAILING FLEXES           |  |
| SHAFT SWITCHING EQUIPMENT |  |
| SHAFT LIGHTING            |  |

**LANDINGS:**

|                                                |  |
|------------------------------------------------|--|
| LANDING DOOR EQUIPMENT & LANDING LOCK RELEASES |  |
| LANDING DOOR PANELS                            |  |
| LANDING ENTRANCE BOTTOM TRACKS                 |  |

**PIT AREA:**

|                                       |  |
|---------------------------------------|--|
| PIT BUFFERS                           |  |
| RETURN PULLEYS & RETURN PULLEY GUARDS |  |
| PIT STOP SWITCHES                     |  |
| OIL DRIP TRAYS                        |  |
| PIT LADDERS                           |  |
| PIT PROP SYSTEMS                      |  |

**MISCELLANEOUS:**

|                                                                    |  |
|--------------------------------------------------------------------|--|
| AUTODIALLER/EMERGENCY TELEPHONE SYSTEM:                            |  |
| COMPLIANT TO, EN81/82 AND EN81/28:                                 |  |
| PUMP OUT PIT USING WATER PUMP, ENSURING PIT IS LEFT CLEAN AND DRY. |  |
| REINSTATE LIFT MOTOR ROOM LIGHTING                                 |  |
| LG INSPECTIONS                                                     |  |
| WORKING ON ARRIVAL                                                 |  |
| REGLAZE LIFT MOTOR ROOM WINDOW                                     |  |



**MOTOR ROOM:****CONTROLLER:****Cost - £**

|                                                  |  |
|--------------------------------------------------|--|
| RENEW CONTROLLER RELAY, INCLUDING BENNIE REMNANT |  |
| RENEW CONTROLLER CONTACTOR                       |  |
| RENEW FREQUENCY DRIVE REGULATOR (4-7.5 KW)       |  |
| RENEW FREQUENCY DRIVE REGULATOR (7.5-11 KW)      |  |
| RENEW FREQUENCY DRIVE REGULATOR (11-15.5 KW)     |  |
| RENEW FREQUENCY DRIVE REGULATOR (15.5-18 KW)     |  |
| RENEW FREQUENCY DRIVE REGULATOR (18-25 KW)       |  |
| RENEW MAIN MICROPROCESSOR BOARD T.V.L.C.         |  |
| RENEW MAIN MICROPROCESSOR BOARD I.L.E.           |  |
| RENEW PHASE FAILURE AND REVERSAL UNIT:           |  |
| (A) ELECTRONIC TYPE                              |  |
| (B) ELECTRO-MECHANICAL TYPE                      |  |
| RENEW 1 PHASE MAINS TRANSFORMER                  |  |
| RENEW 2 PHASE MAINS TRANSFORMER                  |  |
| RENEW 3 PHASE MAINS TRANSFORMER                  |  |
| RENEW DOOR OVERLOAD UNIT                         |  |
| RENEW CONTROL CIRCUIT OVERLOAD                   |  |
| RENEW 1 OR 2 PHASE RECTIFIER                     |  |
| FIT WIRING DIAGRAMS IN MACHINE ROOM              |  |
| S & F MOTOR ROOM WARNING NOTICE                  |  |
| SUPPLY RUBBER MAT TO CONTROLLER                  |  |
| RENEW CONTROLLER FUSE                            |  |

**MACHINE:**

|                                                                                             |  |
|---------------------------------------------------------------------------------------------|--|
| RECUT 4 GROOVE SHEAVE                                                                       |  |
| RECUT 6 GROOVE SHEAVE                                                                       |  |
| RENEW 4 GROOVE SHEAVE                                                                       |  |
| RENEW 6 GROOVE SHEAVE                                                                       |  |
| DRAIN FLUSH AND RENEW GEAR OIL                                                              |  |
| RENEW BRAKE SHOE LININGS                                                                    |  |
| RENEW BRAKE SOLENOID AND PLUNGER                                                            |  |
| REWIND MAIN MOTOR - 4-7. to 5 kW                                                            |  |
| REWIND MAIN MOTOR - 7.5 to 11 kW                                                            |  |
| REWIND MAIN MOTOR - 11 to 15.5 kW                                                           |  |
| REWIND MAIN MOTOR - 15.5 to 18 kW                                                           |  |
| REWIND MAIN MOTOR – 18 to 25 kW                                                             |  |
| RENEW THRUST BEARING                                                                        |  |
| RENEW GLAND PACKING ON MAIN GEAR                                                            |  |
| SUPPLY AND FIT DRIVE SHEAVE GUARD                                                           |  |
| SUPPLY AND FIT TO FLOOR TO MACHINE STEEL, GUARD                                             |  |
| SUPPLY AND FIT FLY WHEEL GUARD                                                              |  |
| SUPPLY AND FIT ROPE HOLE UPSTANDS                                                           |  |
| PAINT MOVING PARTS OF MACHINERY YELLOW                                                      |  |
| SUPPLY AN EMERGENCY STOP SWITCH ADJACENT TO THE WINDING MACHINE                             |  |
| SUPPLY BRAKE RELEASE TOOL                                                                   |  |
| SUPPLY AND FIX HAND WINDING INSTRUCTIONS                                                    |  |
| SUPPLY AND FIT AN AUDIO/VISUAL EMERGENCY HANDWINDING INDICATOR UNIT WITHIN THE MACHINE ROOM |  |
| (A) 2-4 FLOORS                                                                              |  |
| (B) 5-9 FLOORS                                                                              |  |
| (C) 10-30 FLOORS                                                                            |  |
| PAINT LIFT MOTOR ROOM FLOOR                                                                 |  |

**HYDRAULIC SYSTEM:**

|                                                                                                                                                                                                                                                    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| SUPPLY AND FIT A NEW HYDRAULIC VALVE BLOCK, INCLUSIVE OF COUPLINGS, FLEXIBLE HOSES, FILTERS AND REPLENISHMENT OF HYDRAULIC OIL.                                                                                                                    |  |
| BERINGER-LRV                                                                                                                                                                                                                                       |  |
| G.M.V.                                                                                                                                                                                                                                             |  |
| BLAIN                                                                                                                                                                                                                                              |  |
| RENEW HYDRAULIC OIL AND MAIN FILTERS UP TO 250L                                                                                                                                                                                                    |  |
| SUPPLY AND FIT EMERGENCY STOP SWITCH TO HYDRAULIC TANK UNIT.                                                                                                                                                                                       |  |
| REMOVE EXISTING ALARM BATTERY. SUPPLY AND FIT AN EMERGENCY POWER SUPPLY, CAPABLE OF MAINTAINING A SUPPLY TO THE ALARM BELL/SIREN FOR A MINIMUM OF 3 HOURS, IN THE EVENY OF A POWER FAILURE. COMPLETE WITH ANCILLARY WIRING AND GALVANISED CONDUIT. |  |
| SUPPLY AND FIX MACHINE ROOM DANGER NOTICES                                                                                                                                                                                                         |  |

**LIFT CAR:**

|                                                                     |  |
|---------------------------------------------------------------------|--|
| RENEW CAR DOOR OPERATOR MOTOR (EXPRESS)                             |  |
| RENEW CAR DOOR OPERATOR MOTOR (OTIS)                                |  |
| RENEW CAR DOOR OPERATOR MOTOR (BENNIE)                              |  |
| RENEW CAR DOOR OPERATOR MOTOR (GAL-MOD)                             |  |
| RENEW DOOR OPERATOR GEAR AND MOTOR (EXPRESS)                        |  |
| RENEW DOOR OPERATOR GEAR AND MOTOR (OTIS)                           |  |
| RENEW DOOR OPERATOR GEAR AND MOTOR (BENNIE)                         |  |
| RENEW DOOR OPERATOR GEAR AND MOTOR (GAL-MOD)                        |  |
| RENEW COMPLETE DOOR ARM LINK ROD (EXPRESS)                          |  |
| RENEW COMPLETE DOOR ARM LINK ROD (OTIS)                             |  |
| RENEW COMPLETE DOOR ARM LINK ROD (BENNIE)                           |  |
| RENEW COMPLETE DOOR ARM LINK ROD (GAL-MOD)                          |  |
| RENEW METAL SAFETY EDGE                                             |  |
| RENEW VANDAL RESISTANT METAL SAFETY EDGE                            |  |
| RENEW SAFETY EDGE RUBBER                                            |  |
| SUPPLY AND FIT A NEW PASSIVE INFRARED DOOR DETECTOR "MEMCO PANA-40" |  |
| RENEW CAR DOOR SINGLE SPEED TOP TRACK                               |  |
| RENEW CAR DOOR TWO SPEED TOP TRACK                                  |  |
| RENEWAL OF A DOUBLE SKINNED CAR DOOR PANEL(S). THE                  |  |

|                                                                                                                                                                                                                                             |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| REAR OF THE PANEL BEING 1.63MM THICK ZINTEC STEEL. THE FRONT FACE OF THE PANEL BEING PATTERN STAINLESS STEEL, GRADE 316, 16 GAUGE. INCLUSIVE OF SIGHT GUARD AND DOOR SHOES                                                                  |  |
| SINGLE SPEED PANEL @ 700/800MM CLEAR OPENING                                                                                                                                                                                                |  |
| TWO SPEED PANEL @ 700/800MM CLEAR OPENING                                                                                                                                                                                                   |  |
| TWO SPEED PANEL @ 900/1000MM CLEAR OPENING                                                                                                                                                                                                  |  |
| RENEW CAR STATION PANEL MANUFACTURED IN STAINLESS STEEL COMPLETE WITH EN81-70 COMPLIANT PUSH UNITS AND ENGRAVED WITH THE RATED LOAD OF PERSONS AND KILOGRAMS                                                                                |  |
| AS 82A INCLUDING EN81-70 COMPLIANT DIGITAL POSITION/MESSAGE INDICATOR SYSTEM.                                                                                                                                                               |  |
| AS 82A-B INCLUDING EN81-70 COMPLIANT VOICE SYNTHESISER.                                                                                                                                                                                     |  |
| AS 82-A-B-C, INCLUSIVE OF AN AUTO DIALLER - EMERGENCY TELEPHONE SYSTEM, COMPLIANT TO EN81-1/2 AND EN81-70/28                                                                                                                                |  |
| REMOVE THE CAR DOOR BOTTOM TRACK, CLEAR AWAY ALL CORROSION FROM THE TRACK AND SUPPORTING STEEL, PAINT THE AFFECTED AREA WITH ANTI-RUST PAINT AND SECURELY REFIX INTRODUCING NEW BOTTOM TRACK, PACKING PIECES AND BOLTS.                     |  |
| RENEWAL OF A DOUBLE SKINNED CAR DOOR PANEL(S). THE REAR OF THE PANEL BEING 1.63MM THICK ZINTEC STEEL. THE FRONT FACE OF THE PANEL BEING PATTERN STAINLESS STEEL, GRADE 316, 16 GAUGE. INCLUSIVE OF SIGHT GUARD AND DOOR SHOES               |  |
| SINGLE SPEED PANEL @ 700/800MM CLEAR OPENING                                                                                                                                                                                                |  |
| TWO SPEED PANEL @ 700/800MM CLEAR OPENING                                                                                                                                                                                                   |  |
| TWO SPEED PANEL @ 900/1000MM CLEAR OPENING                                                                                                                                                                                                  |  |
| REMOVE CAR OR LANDING DOOR PANEL, RECTIFY DISTORTION OR DAMAGE, AND REINSTATE TO GIVE CORRECT RUNNING CLEARANCE AND OPERATION                                                                                                               |  |
| REMOVE CAR DOOR BOTTOM TRACK, CLEAR AWAY ALL CORROSION FROM THE TRACK AND SUPPORTING STEELWORK, PAINT THE AFFECTED AREA WITH ANTI-RUST PAINT, SECURELY REFIX INTRODUCING NEW BOTTOM TRACK, PACKING PIECES AND BOLTS, BUILD IN AND MAKE GOOD |  |
| RENEW CAR SINGLE SPEED BRONZE BOTTOM TRACK.                                                                                                                                                                                                 |  |
| RENEW CAR TWO SPEED BRONZE BOTTOM TRACK.                                                                                                                                                                                                    |  |
| CLEAN AND PAINT WITH TWO COATS OF GREY ANTI-RUST PAINT, THE STEELWORK UNDERNEATH THE CAR                                                                                                                                                    |  |

|                                                                                                                                                                                                                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| CUT OUT THE WORN CAR FLOOR COVERING, TREAT EXISTING SUB FLOORING WITH APPROVED WATER RESISTANT SOLUTION PAINT THE METAL WORK WITH ANTI-RUST SOLUTION AND LAY NEW JOINTLESS FLOORING IN DOLOMENT, LEATHER FLOOR, OR OTHER EQUAL AND APPROVED PRODUCT. THE FLOOR COVERING IS TO BE A MINIMUM 13MM THICK AND IS TO BE SUITABLY KEYED TO THE STEEL OR WOODEN CAR PLATFORM: |  |
| (A) PER TWELVE PERSON 900 KG LIFT                                                                                                                                                                                                                                                                                                                                      |  |
| (B) PER EIGHT PERSON 600 KG LIFT                                                                                                                                                                                                                                                                                                                                       |  |
| (C) PER SIX PERSON 450 KG LIFT                                                                                                                                                                                                                                                                                                                                         |  |
| (D) PER FOUR PERSON 300 KG LIFT                                                                                                                                                                                                                                                                                                                                        |  |
| (E) PER TWO PERSON 150 KG LIFT                                                                                                                                                                                                                                                                                                                                         |  |
| REWIRE THE CAR LIGHT CIRCUIT IN HEAT RESISTANT WIRING                                                                                                                                                                                                                                                                                                                  |  |
| RENEW CAR OPERATING PANEL – BOTTOM SLIP PANEL                                                                                                                                                                                                                                                                                                                          |  |
| RENEW CAR OR LANDING BOTTOM DOOR SHOES                                                                                                                                                                                                                                                                                                                                 |  |
| RENEW CAR LIGHTING DIFFUSER                                                                                                                                                                                                                                                                                                                                            |  |
| RENEW VR PUSH UNITS                                                                                                                                                                                                                                                                                                                                                    |  |
| REPLACE TUNGSTEN LIGHT FITTING WITH FLUORESCENT FITTING, INCLUSIVE OF EMERGENCY CAR LIGHTING                                                                                                                                                                                                                                                                           |  |
| RENEW CAR LOAD PLATE                                                                                                                                                                                                                                                                                                                                                   |  |
| SUPPLY AND FIT 35MM DIAMETER TUBULAR STAINLESS STEEL HAND RAILS, TO REAR AND FLANK WALLS.                                                                                                                                                                                                                                                                              |  |
| SUPPLY AND FIT TIP UP SEAT.                                                                                                                                                                                                                                                                                                                                            |  |
| SUPPLY AND FIT HALF HEIGHT MIRROR TO REAR WALL. MIRROR TO BE SILVER GREY AND TO BE A TOUGHENED SAFETY GLASS OF A MINIMUM OF 6MM.                                                                                                                                                                                                                                       |  |
| SUPPLY AND FIT A VOICE SYNTHESISER, COMPLIANT TO EN81-1/2 AND EN81-70.<br>MESSAGES TO BE APPROVED BY THE CLIENT.                                                                                                                                                                                                                                                       |  |
| SUPPLY AND FIT A DIGITAL POSITION/MESSAGE INDICATOR, WITHIN A 30 DEGREE SURFACE MOUNTED ANGLED BOX IN A STAINLESS STEEL FINISH.                                                                                                                                                                                                                                        |  |
| SUPPLY AND FIT CALL SOUNDERS TO THE EXISTING CAR PUSH UNITS.                                                                                                                                                                                                                                                                                                           |  |
| SUPPLY & FIT A BS7255 COMPLIANT CAR TOP CONTROL UNIT                                                                                                                                                                                                                                                                                                                   |  |
| RENEW CAR GUIDE SHOES INSERTS-PER SET OF 4                                                                                                                                                                                                                                                                                                                             |  |
| RENEW CAR GUIDE SHOES                                                                                                                                                                                                                                                                                                                                                  |  |
| SUPPLY & FIT A FLOOR SELECTOR FLOATING TAPE HEAD SYSTEM, COMPLETE WITH TAPE HEAD UNIT, TOP & BOTTOM TAPE MOUNTING BRACKETS, STAINLESS STEEL TAPE AND MAGNETS:                                                                                                                                                                                                          |  |
| (A) UP TO FOUR FLOORS PER LIFT                                                                                                                                                                                                                                                                                                                                         |  |

|                                                                                               |  |
|-----------------------------------------------------------------------------------------------|--|
| (B) UP TO SIX FLOORS PER LIFT                                                                 |  |
| (C) UP TO EIGHT FLOORS PER LIFT                                                               |  |
| (D) UP TO 30 FLOORS                                                                           |  |
| SUPPLY & FIT FLAT FORM TRAILING FLEXES:                                                       |  |
| (A) 6 WAY UP TO 10 METRES IN LENGTH                                                           |  |
| (B) 12 WAY UP TO 10 METRES IN LENGTH                                                          |  |
| (C) 18 WAY UP TO 10 METRES IN LENGTH                                                          |  |
| (D) 24 WAY UP TO 10 METRES IN LENGTH                                                          |  |
| (E) 6 WAY UP TO 15 METRES IN LENGTH                                                           |  |
| (F) 12 WAY UP TO 15 METRES IN LENGTH                                                          |  |
| (G) 18 WAY UP TO 15 METRES IN LENGTH                                                          |  |
| (H) 24 WAY UP TO 15 METRES IN LENGTH                                                          |  |
| (I) 6 WAY UP TO 20 METRES IN LENGTH                                                           |  |
| (J) 12 WAY UP TO 20 METRES IN LENGTH                                                          |  |
| (K) 18 WAY UP TO 20 METRES IN LENGTH                                                          |  |
| (L) 24 WAY UP TO 20 METRES IN LENGTH                                                          |  |
| (M) 6 WAY UP TO 25 METRES IN LENGTH                                                           |  |
| (N) 12 WAY UP TO 25 METRES IN LENGTH                                                          |  |
| (O) 18 WAY UP TO 25 METRES IN LENGTH                                                          |  |
| (P) 24 WAY UP TO 25 METRES IN LENGTH                                                          |  |
| (Q) 6 WAY UP TO 30 METRES IN LENGTH                                                           |  |
| (R) 12 WAY UP TO 30 METRES IN LENGTH                                                          |  |
| (S) 18 WAY UP TO 30 METRES IN LENGTH                                                          |  |
| (T) 24 WAY UP TO 30 METRES IN LENGTH                                                          |  |
| RENEW PROXIMITY INDUCTOR SWITCH                                                               |  |
| RENEW LIMIT SWITCH-KIT (HEAD OF SHAFT)                                                        |  |
| RENEW LIMIT SWITCH-KIT (BOTTOM OF SHAFT)                                                      |  |
| REMOVE THE EXISTING ALARM BELL. SUPPLY AND FIT AN ELECTRONIC SOUNDER WITH A MINIMUM OF 100db. |  |
| CLEAN DOWN OF LIFT SHAFT                                                                      |  |

**LANDING ENTRANCES:**

|                                                                                                                                                                                                                       |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| RENEW LANDING DOOR ESCUTCHEON PLATES LBC APPROVED PATTERN DROP RELEASE KEY TYPE:                                                                                                                                      |  |
| PER SINGLE UNIT FITTED                                                                                                                                                                                                |  |
| PER EXTRA UNIT RENEWED AT THE TIME                                                                                                                                                                                    |  |
| SUPPLY & FIT ANTI VANDAL LOCK RELEASES, INCLUSIVE OF TWO RELEASE KEYS PER LIFT                                                                                                                                        |  |
| UP TO FOUR ENTRANCES PER LIFT                                                                                                                                                                                         |  |
| UP TO SIX ENTRANCES PER LIFT                                                                                                                                                                                          |  |
| UP TO EIGHT ENTRANCES PER LIFT                                                                                                                                                                                        |  |
| REPLACE VISION PANEL WITH STANDARD COUNCIL SLOT TYPE PATTERN, APPROXIMATE SIZE OF VIEWING WINDOW 20MM WIDE X 135MM HIGH:                                                                                              |  |
| (A) PER SINGLE DOOR                                                                                                                                                                                                   |  |
| (B) PER EXTRA DOOR REPLACED AT THE SAME TIME                                                                                                                                                                          |  |
| RENEW LANDING DOOR ONE SPEED BRONZE BOTTOM TRACK.                                                                                                                                                                     |  |
| RENEW LANDING DOOR TWO SPEED BRONZE BOTTOM TRACK.                                                                                                                                                                     |  |
| RENEW LANDING DOOR SINGLE SPEED TOP TRACK                                                                                                                                                                             |  |
| RENEW LANDING DOOR TWO SPEED TOP TRACK                                                                                                                                                                                |  |
| RENEW ELECTRO/MECHANICAL DOOR PICK UP VANE ASSEMBLY                                                                                                                                                                   |  |
| SUPPLY & FIT AN ELECTRICAL INTERLOCK TO THE SLOW SPEED LANDING DOOR PANEL                                                                                                                                             |  |
| FOR AN EXPRESS LIFT UP TO 6 FLOORS                                                                                                                                                                                    |  |
| FOR AN EXPRESS LIFT BETWEEN 7 & 12 FLOORS                                                                                                                                                                             |  |
| FOR A BENNIE LIFT UP TO 6 FLOORS                                                                                                                                                                                      |  |
| FOR A BENNIE LIFT BETWEEN 7 & 12 FLOORS                                                                                                                                                                               |  |
| FOR AN H & C LIFT UP TO 6 FLOORS                                                                                                                                                                                      |  |
| FOR AN H & C LIFT BETWEEN 7 & 12 FLOORS                                                                                                                                                                               |  |
| FOR AN OTIS LIFT UP TO 6 FLOORS                                                                                                                                                                                       |  |
| FOR AN OTIS LIFT BETWEEN 7 & 12 FLOORS                                                                                                                                                                                |  |
| SUPPLY A GAL SPRING CLOSER                                                                                                                                                                                            |  |
| SINGLE SPEED DOOR PANEL                                                                                                                                                                                               |  |
| TWO SPEED DOOR PANEL                                                                                                                                                                                                  |  |
| TWO SPEED PANEL @ 1200MM CLEAR OPENING                                                                                                                                                                                |  |
| RENEWAL OF A DOUBLE SKINNED LANDING DOOR PANEL. THE REAR OF THE PANEL BEING 1.63MM THICK ZINTEC STEEL. THE FRONT FACE OF THE PANEL BEING PATTERN STAINLESS STEEL, GRADE 316, 16 GAUGE. INCLUSIVE OF SIGHT GUARD, DOOR |  |



|                                                                                                                                           |  |
|-------------------------------------------------------------------------------------------------------------------------------------------|--|
| RELEASE APETURE AND DOOR SHOES                                                                                                            |  |
| SINGLE SPEED PANEL @ 700/800MM CLEAR OPENING<br>TWO SPEED PANEL @ 700/800 MM CLEAR OPENING<br>TWO SPEED PANEL @ 900/1000 MM CLEAR OPENING |  |

### **LANDINGS:**

|                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------|--|
| SUPPLY AND FIT A DIGITAL POSITION/MESSAGE INDICATORS, WITHIN A 30 DEGREE SURFACE MOUNTED ANGLED BOX IN A STAINLESS STEEL FINISH: |  |
| (A) 2-4 FLOORS                                                                                                                   |  |
| (B) 5-8 FLOORS                                                                                                                   |  |
| (C) 9-12 FLOORS                                                                                                                  |  |
| SUPPLY AND FIT CALL SOUNDERS TO THE EXISTING LANDING PUSH UNITS.                                                                 |  |

### **PIT AREA:**

|                                                          |  |
|----------------------------------------------------------|--|
| RENEW OVERSPEED GOVERNOR RETURN PULLEY                   |  |
| SUPPLY AND FIT AN OVERSPEED GOVERNOR RETURN PULLEY GUARD |  |
| SUPPLY AND FIT NEW PIT BUFFERS:                          |  |
| (A) OILDRUALIC @ 630 KG @ 0.63 MPS                       |  |
| (B) OILDRUALIC @ 630 KG @ 1.0 MPS                        |  |
| (C) OILDRUALIC @ 750 KG @ 0.63 MPS                       |  |
| (D) OILDRUALIC @ 750 KG @ 1.0 MPS                        |  |
| (E) OILDRUALIC @ 1000 KG @ 1.0 MPS                       |  |
| (F) OILDRUALIC @ 1000 KG @ 1.5 MPS                       |  |
| (G) OILDRUALIC @ 1250 KG @ 1.0 MPS                       |  |
| (H) OILDRUALIC @ 1250 KG @ 1.5 MPS                       |  |
| HYDRAULIC APPLICATIONS:                                  |  |
| (A) CELLULAR BUFFERS UP TO 0.63 MPS MAX-LOAD 900 KG      |  |
| (B) CELLULAR BUFFERS UP TO 0.63 MP MAX-LOAD 1000KG       |  |
| (C) CELLULAR BUFFERS UP TO 0.63 MPS MAX-LOAD 1130KG      |  |
| (D) CELLULAR BUFFERS UP TO 0.63 MPS MAX-LOAD 4000KG      |  |
| (E) CELLULAR BUFFERS UP TO 0.63 MPS MAX-LOAD 3500KG      |  |
| (F) CELLULAR BUFFERS UP TO 0.63 MPS MAX-LOAD 300KG       |  |
| SUPPLY & FIT NEW PIT LADDER, COMPLETE WITH HAND HOLDS    |  |

|                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| SUPPLY & FIT ONE PIT STOP SWITCH-TO BS7255                                                                                                                                                                                       |  |
| SUPPLY TWO PIT STOP SWITCHES-TO BS7255                                                                                                                                                                                           |  |
| SUPPLY AND FIT GUIDE BASE OIL DRIP TRAYS                                                                                                                                                                                         |  |
| SUPPLY & FIT A PIT PROP CONSTRUCTED OF 95MM X 95MM STEEL BOX SECTION, WITH 3MM WALL THICKNESS, WITH A MINIMUM HEIGHT OF 1800MM. COMPLETE WITH ELECTRICAL INTERLOCKING OF THE STORAGE RETAINING BRACKETS AND SUITABLE BASE PLATE. |  |
| SUPPLY AND FIT PIT AREA EMERGENCY LIGHTING                                                                                                                                                                                       |  |
| DEGREASE LIFT PIT FLOOR                                                                                                                                                                                                          |  |
| DEGREASE AND PAINT LIFT PIT FLOOR                                                                                                                                                                                                |  |
| RENEW GROUND FLOOR FIRE CONTROL SWITCH                                                                                                                                                                                           |  |

**MISCELLANEOUS:**

|                                                                           |  |
|---------------------------------------------------------------------------|--|
| AUTO DIALLER/EMERGENCY TELEPHONE SYSTEM COMPLIANT TO EN81/82 AND EN81/28. |  |
| PUMP OUT PIT USING WATER PUMP, ENSURING PIT IS LEFT CLEAN AND DRY.        |  |
| REGLAZE LIFT MOTOR ROOM WINDOW                                            |  |
| S & F LAGGING TO STEEL BEAM IN LIFT MOTOR ROOM                            |  |

## **APPENDIX C**

### **EXAMPLE OF QUARTERLY MAINTENANCE REPORT**

**EXAMPLE OF QUARTERLY LIFT MAINTENANCE REPORT**

CONTRACTOR’S NAME

|              |           |               |       |
|--------------|-----------|---------------|-------|
| Lift No.     | _____     | Site Address: | _____ |
| Inspections: | (1) _____ |               | _____ |
|              | (2) _____ |               | _____ |
|              | (3) _____ |               | _____ |

| <u>MACHINE ROOM</u>       | <u>CODE</u> | <u>LANDINGS</u>        | <u>CODE</u> |
|---------------------------|-------------|------------------------|-------------|
| GEAR/OIL/BEAR’S/SEALS     |             | PUSHES/P’INDICATORS    |             |
| SHEAVES/V/DIVERTER/AUX    |             | S’EDGE/RAYS            |             |
| SHEAVE BEARINGS           |             | FIRE CONTROL           |             |
| MOTOR/COMM/BRUSH/BEAR’S   |             | DOORS/SHOES/VP’S       |             |
| MG/COMM/BRUSH/BEAR’S      |             | DOOR ROLLERS/CLOSURES  |             |
| BRAKE/LININGS             |             | DOOR D’BLOCKS/SKATES   |             |
| CONTROLLER                |             | LOCKS MECH/ELEC        |             |
| MCB/ELLISON/AUX           |             | TRACKS/FRAMES          |             |
| SELECTOR MCH/TAPE/ROPE    |             |                        |             |
| GOV/SR PULLEYS            |             | <u>WELL</u>            |             |
| HW INDICATORS/TOOLS/SIGNS |             | DIR’ SWITCHES/LIMITS   |             |
| HYDRO PUMP UNIT/OIL       |             | O’TRAVEL LIMITS/MAINT’ |             |
| PIPES/JOINTS/SEALS        |             | PIT STOP SWITCH        |             |
|                           |             | TENSION WEIGHT/SWITCH  |             |
| <u>CAR</u>                |             | CWT SHOES              |             |
| PUSHES/P’INDICATOR        |             | BUFFER/SWITCHES        |             |
| ALARM/LIGHTS/EM.SUPPLY    |             | WEL LIGHTING           |             |
| S’EDGE/RAYS               |             | HYDRO PIPES/SEALS      |             |
| OPERATOR/RAMP/SKATES      |             | RAM(S)                 |             |
| DOOR GEAR/MOTOR/CLUTCH    |             | GUIDES/BRKTS/CWT SLING |             |
| MECH STN/SWITCHES         |             |                        |             |
| PROX/DET’HEAD             |             | <u>ROPES/CHAINS</u>    |             |
| DOOR TRACKS/ROLLERS       |             | SUS ROPE/CHAIN/ANCHOR  |             |
| DOOR/SHOES/VP             |             | COMP ROPE/CHAIN/ANCHOR |             |
| GUIDE SHOES               |             | GOV/SAFETY ROPE/ANCHOR |             |
| S’GEAR/SWITCH             |             |                        |             |
| LOCK MECH/ELEC            |             |                        |             |
| ENCLOSURE/SLING           |             |                        |             |
| OVERLOAD DEVICE           |             |                        |             |

|        |     |                   |      |                      |
|--------|-----|-------------------|------|----------------------|
| CODES: | S   | SERVICEABLE       | WBS  | WORN BUT SERVICEABLE |
|        | *RA | REQUIRE ATTENTION | *SBR | SHOULD BE RENEWED    |
|        | NA  | NOT APPLICABLE    |      | (*ELABORATE ON BACK) |

PARTS REPLACED DURING  
THIS MAINTENANCE PERIOD:

REPAIRS ORDERS RECEIVED  
AND NOT COMPLETED:

WORKS RA/SBR AND  
HEALTH AND SAFETY DEFECTS:  
(QUOTES ATTACHED)

GENERAL COMMENTS:

LAST LG INSPECTION

DATE:

LANDING/CAR DOOR LOCKS  
GEAR  
SAFETY GEARL/RUPTURE VALVE  
GOVERNOR  
CAR OVERLOAD  
ROPES/CHAINS REPLACED

The lift has been serviced in accordance with the Contract and has been left in service in a satisfactory, safe and serviceable condition.

All equipment is in satisfactory condition excepting those items requiring attention as identified above.

Service Engineer: \_\_\_\_\_ Service Manager: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Maintenance report may be double sided in presentation.

## **APPENDIX D**

### **EXAMPLE OF INVOICE PRESENTATION**

**EXAMPLE OF INVOICE PRESENTATION**

EMPLOYER’S NAME AND ADDRESS  
EMPLOYER ORDER NUMBER  
CONTRACTOR’S ORDER NUMBER  
SITE ADDRESS  
EMPLOYER LIFT NUMBER

CALL RECEIVED DATE  
PRIORITY COMPLETION DATE  
ACTUAL COMPLETION DATE

FOUND LIFT OUT OF SERVICE AT GROUND FLOOR WITH  
EXPRESS SAFETY EDGE COVER VANDALISED

|                                   |       |
|-----------------------------------|-------|
| EXPRESS SAFETY EDGE COVER         |       |
| £19.31 + 15% ON COST              | 22.21 |
| 1½ HOURS LABOUR @ £25.00 PER HOUR | 37.50 |
| NET TOTAL                         | 59.71 |
| V.A.T. @ 17.5%                    | 10.45 |
| TOTAL £                           | 70.66 |

NOTE: COST OF PARTS, CONTRACTOR’S % ON COST AND LABOUR EXAMPLES ONLY



## **APPENDIX E**

**LG'S CARRIED OUT FROM 01/04/2010- 30/09/2011**

| DATE      | ADDRESS                    | LIFT ID. | DESCRIPTION                     |
|-----------|----------------------------|----------|---------------------------------|
| 20-Jul-10 | MARLBOROUGH PRIMARY SCHOOL | E006     | LG10 INSPECTION COMP 28.09.10   |
| 19-May-10 | ELM PARK GARDENS 110 (1-9) | H042     | LG10 INSPECTION COMP 26.06.10   |
| 23-Aug-11 | 104 ELM PARK GARDENS       | H043     | LG10 INSPECTION COMP 05.09.11   |
| 29-Apr-10 | 98 ELM PARK GARDENS        | H044     | LG10 INSPECTION COMP 26.06.10   |
| 29-Apr-10 | 93 ELM PARK GARDENS        | H046     | LG10 INSPECTION COMP 06.06.10   |
| 23-Aug-11 | 92 ELM PARK GARDENS        | H047     | LG10 INSPECTION COMP 05.09.11   |
| 20-Jul-10 | 74 ELM PARK GARDENS        | H050     | LG5 INSPECTION COMP 27.09.10    |
| 23-Aug-11 | 74 ELM PARK GARDENS        | H050     | LG10 INSPECTION COMP 02.09.11   |
| 23-Aug-11 | 71 ELM PARK GARDENS        | H051     | LG10 INSPECTION COMP 02.09.11   |
| 23-Aug-11 | 68 ELM PARK GARDENS        | H052     | LG10 INSPECTION COMP 05.09.11   |
| 29-Apr-10 | 67 ELM PARK GARDENS        | H054     | LG10 INSPECTION COMP 06.06.10   |
| 23-Aug-11 | 55 ELM PARK GARDENS        | H056     | LG10 INSPECTION COMP 01.09.11   |
| 23-Aug-11 | 40 ELM PARK GARDENS        | H057     | LG10 INSPECTION COMP 02.09.11   |
| 29-Apr-10 | 34 ELM PARK GARDENS        | H059     | LG10 INSPECTION COMP 13.06.10   |
| 29-Apr-10 | 28 ELM PARK GARDENS        | H060     | LG10 INSPECTION COMP 22.07.10   |
| 29-Apr-10 | 10 ELM PARK GARDENS        | H063     | LG10 INSPECTION COMP 27.06.10   |
| 20-Jul-10 | 5 ELM PARK GARDENS         | H066     | LG10 INSPECTION COMP 26.09.10   |
| 25-May-11 | BROADWOOD TERRACE          | H071     | LG10 INSPECTION COMP 13.07.11   |
| 25-May-11 | CHESTERTON SQUARE          | H072     | LG10 INSPECTION COMP 13.07.11   |
| 25-May-11 | CHESTERTON SQUARE          | H073     | LG10 INSPECTION COMP 13.07.11   |
| 25-May-11 | GRENFELL TOWER             | H090     | LG5 INSPECTION COMP 13.07.11    |
| 25-May-11 | GRENFELL TOWER             | H091     | LG5 INSPECTION COMP 13.07.11    |
| 25-May-11 | GRENFELL TOWER             | H092     | LG5 RUPTURE INSPECTION 04.08.11 |
| 29-Apr-10 | DIXON HOUSE                | H093     | LG5 INSPECTION COMP 14.06.10    |
| 29-Apr-10 | DIXON HOUSE                | H094     | LG5 INSPECTION COMP 14.06.10    |
| 29-Apr-10 | FRINSTEAD HOUSE            | H095     | LG5 INSPECTION COMP 12.06.10    |
| 29-Apr-10 | FRINSTEAD HOUSE            | H096     | LG5 INSPECTION COMP 12.06.10    |
| 29-Apr-10 | MARKLAND HOUSE             | H097     | LG5 INSPECTION COMP 14.06.10    |
| 29-Apr-10 | MARKLAND HOUSE             | H098     | LG5 INSPECTION COMP 14.06.10    |
| 29-Apr-10 | WHITSTABLE HOUSE           | H099     | LG5 INSPECTION COMP 12.06.10    |
| 29-Apr-10 | WHITSTABLE HOUSE           | H100     | LG5 INSPECTION COMP 12.06.10    |
| 25-May-11 | WHITCHURCH HOUSE           | H101     | LG10 INSPECTION COMP 13.07.11   |
| 20-Jul-10 | TALBOT HOUSE               | H102     | LG10 INSPECTION COMP 26.09.10   |
| 06-Jul-10 | LOWERWOOD COURT            | H103     | LG5 INSPECTION COMP 18.10.10    |
| 06-Jul-10 | LOWERWOOD COURT            | H104     | LG5 INSPECTION COMP 18.10.10    |
| 06-Jul-10 | 70-80 TAVISTOCK ROAD       | H105     | LG10 INSPECTION COMP 26.09.10   |
| 06-Jul-10 | CLYDESDALE HOUSE           | H106     | LG10 INSPECTION COMP 02.10.10   |
| 23-Aug-11 | LEDBURY HOUSE              | H107     | LG10 INSPECTION COMP 06.09.11   |
| 25-May-11 | LONGLANGS COURT            | H113     | LG10 INSPECTION COMP 13.07.11   |
| 25-May-11 | LONGLANGS COURT            | H114     | LG10 INSPECTION COMP 13.07.11   |
| 25-May-11 | LONGLANGS COURT            | H115     | LG10 INSPECTION COMP 14.07.11   |
| 25-May-11 | LONGLANGS COURT            | H116     | LG10 INSPECTION COMP 18.07.11   |
| 25-May-11 | LONGLANGS COURT            | H117     | LG10 INSPECTION COMP 19.07.11   |

| DATE      | ADDRESS                    | LIFT ID. | DESCRIPTION                   |
|-----------|----------------------------|----------|-------------------------------|
| 06-Jul-10 | ACKLAM ROAD                | H118     | LG5 INSPECTION COMP 27.09.10  |
| 06-Jul-10 | ACKLAM ROAD                | H119     | LG5 INSPECTION COMP 27.09.10  |
| 20-Jul-10 | 15-50 EDENHAM WAY          | H120     | LG5 INSPECTION COMP 22.09.10  |
| 20-Jul-10 | 15-50 EDENHAM WAY          | H121     | LG5 INSPECTION COMP 22.09.10  |
| 20-Jul-10 | 51-80 EDENHAM WAY          | H122     | LG5 INSPECTION COMP 22.09.10  |
| 20-Jul-10 | 51-80 EDENHAM WAY          | H123     | LG5 INSPECTION COMP 22.09.10  |
| 06-Jul-10 | RAYMEDE TOWER              | H133     | LG10 INSPECTION COMP 26.09.10 |
| 06-Jul-10 | RAYMEDE TOWER              | H134     | LG10 INSPECTION COMP 26.09.10 |
| 25-May-11 | ST QUINTIN AVENUE          | H137     | LG5 INSPECTION COMP 21.07.11  |
| 25-May-11 | 36 OXFORD GARDENS          | H150     | LG10 INSPECTION COMP 15.07.11 |
| 20-Jul-10 | CENTRAL LIBRARY            | L501     | LG10 INSPECTION COMP 08.10.10 |
| 20-Jul-10 | CENTRAL LIBRARY            | L502     | LG10 INSPECTION COMP 25.09.10 |
| 25-May-11 | CHELSEA THEATRE            | P214     | LG10 INSPECTION COMP 12.08.11 |
| 25-May-11 | CHELSEA OLD TOWN HALL      | P216     | LG5 ISNPECTION COMP 26.07.11  |
| 20-Jul-10 | WARWICK ROAD CENTRAL DEPOT | P222     | LG5 INSPECTION COMP 18.10.10  |

**APPENDIX F**

**LIFT CALL OUTS CARRIED OUT FROM**  
**01/10/2010-30/09/2011**

| LIFT ID  | ADDRESS                    | WOA/NO FAULT FOUND | DOOR OBSTRUCTIONS | VANDALISM / OTHERS CHARGEABLE | COVERED BY CONTRACT | TOTAL |
|----------|----------------------------|--------------------|-------------------|-------------------------------|---------------------|-------|
| E001     | ST THOMAS MORE SCHOOL      | 0                  | 0                 | 0                             | 0                   | 0     |
| E002     | ST JOSEPH'S SCHOOL         | 0                  | 0                 | 0                             | 0                   | 0     |
| E003     | BOUSFIELD SCHOOL           | 0                  | 0                 | 0                             | 1                   | 1     |
| E004     | ST FRANCIS OF ASSISI RC    | 0                  | 0                 | 0                             | 1                   | 1     |
| E005     | COLVILLE NURSERY CENTRE    | 0                  | 0                 | 1                             | 0                   | 1     |
| E006     | MARLBOROUGH PRIMARY SCHOOL | 0                  | 1                 | 0                             | 3                   | 4     |
| E007     | ST FRANCIS OF ASSISI RC    | 0                  | 0                 | 0                             | 0                   | 0     |
| H001     | GREAVES TOWER 4-62         | 1                  | 6                 | 2                             | 1                   | 10    |
| H002     | GREAVES TOWER 4-62         | 1                  | 2                 | 1                             | 0                   | 4     |
| H003     | WHISTLER TOWER 1-61        | 1                  | 2                 | 2                             | 3                   | 8     |
| H004     | WHISTLER TOWER 1-61        | 1                  | 2                 | 2                             | 0                   | 5     |
| H005     | ASHBURNHAM TOWER 1-50      | 6                  | 2                 | 6                             | 1                   | 15    |
| H006     | ASHBURNHAM TOWER 1-50      | 1                  | 4                 | 6                             | 0                   | 11    |
| H007     | DARTREY TOWER 1-49         | 2                  | 6                 | 5                             | 10                  | 23    |
| H008     | DARTREY TOWER 1-49         | 3                  | 0                 | 2                             | 4                   | 9     |
| H009     | BLANTYRE TOWER 1-65        | 3                  | 0                 | 5                             | 2                   | 10    |
| H010     | BLANTYRE TOWER 1-65        | 1                  | 3                 | 1                             | 1                   | 6     |
| H011     | CHELSEA REACH TOWER 1-65   | 3                  | 2                 | 3                             | 1                   | 9     |
| H012     | CHELSEA REACH TOWER 1-65   | 3                  | 2                 | 1                             | 1                   | 7     |
| H013     | BERENGER TOWER 1-51        | 1                  | 2                 | 2                             | 2                   | 7     |
| H014     | BERENGER TOWER 1-51        | 0                  | 0                 | 2                             | 0                   | 2     |
| H015     | BLANTYRE WALK 1-42         | 0                  | 0                 | 1                             | 0                   | 1     |
| H016     | JEAN DARLING HOUSE         | 2                  | 1                 | 0                             | 1                   | 4     |
| (3) H018 | KING CHARLES HOUSE         | 6                  | 1                 | 5                             | 2                   | 14    |
| (3) H019 | KING CHARLES HOUSE         | 1                  | 2                 | 1                             | 5                   | 9     |
| (1) H020 | LACLAND HOUSE              | 0                  | 0                 | 2                             | 1                   | 3     |
| (1) H021 | LACLAND HOUSE              | 0                  | 0                 | 0                             | 0                   | 0     |
| (1) H022 | RILEY HOUSE                | 0                  | 0                 | 0                             | 1                   | 1     |
| (1) H023 | RILEY HOUSE                | 0                  | 0                 | 2                             | 1                   | 3     |
| (1) H024 | GILLRAY HOUSE              | 0                  | 0                 | 2                             | 1                   | 3     |
| (1) H025 | GILLRAY HOUSE              | 2                  | 0                 | 1                             | 1                   | 4     |
| (1) H026 | MILMAN'S HOUSE             | 2                  | 0                 | 1                             | 2                   | 5     |
| (1) H027 | MILMAN'S HOUSE             | 0                  | 0                 | 1                             | 0                   | 1     |
| H028     | BRUNEL HOUSE               | 0                  | 0                 | 0                             | 0                   | 0     |
| H030     | 1 NURSERY LANE             | 0                  | 1                 | 0                             | 0                   | 1     |
| (2) H031 | MULBERRY CLOSE             | 2                  | 0                 | 4                             | 4                   | 10    |
| (2) H032 | WILTSHIRE CLOSE            | 1                  | 0                 | 1                             | 2                   | 4     |
| (2) H033 | WILTSHIRE CLOSE            | 0                  | 0                 | 7                             | 3                   | 10    |
| (2) H034 | WILTSHIRE CLOSE            | 1                  | 0                 | 3                             | 4                   | 8     |
| (2) H035 | WILTSHIRE CLOSE            | 3                  | 2                 | 2                             | 4                   | 11    |

|     | LIFT ID | ADDRESS                    | WOA/NO FAULT FOUND | DOOR OBSTRUCTIONS | VANDALISM / OTHERS CHARGEABLE | COVERED BY CONTRACT | TOTAL |
|-----|---------|----------------------------|--------------------|-------------------|-------------------------------|---------------------|-------|
| (2) | H036    | WILTSHIRE CLOSE ESTATE     | 1                  | 1                 | 0                             | 3                   | 5     |
|     | H037    | 69-146 WILTSHIRE CLOSE     | 1                  | 3                 | 1                             | 5                   | 10    |
| (2) | H038    | CURRAN HOUSE               | 0                  | 0                 | 0                             | 0                   | 0     |
| (2) | H039    | KEPPEL HOUSE               | 0                  | 0                 | 0                             | 1                   | 1     |
|     | H040    | ELM PARK HOUSE             | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H041    | ELM PARK HOUSE             | 1                  | 0                 | 1                             | 1                   | 3     |
|     | H042    | ELM PARK GARDENS 110 (1-9) | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H043    | 104 ELM PARK GARDENS       | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H044    | 98 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 3                   | 3     |
|     | H045    | 93 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 1                   | 1     |
|     | H046    | 93 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H047    | 92 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H048    | 86 ELM PARK GARDENS        | 0                  | 1                 | 1                             | 1                   | 3     |
|     | H050    | 74 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H051    | 71 ELM PARK GARDENS        | 1                  | 0                 | 3                             | 3                   | 7     |
|     | H052    | 68 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H053    | 68 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H054    | 67 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H055    | 67 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H056    | ELM PARK GARDENS 55 (1-9)  | 1                  | 0                 | 0                             | 0                   | 1     |
|     | H057    | 40 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 3                   | 3     |
|     | H058    | 35 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 2                   | 2     |
|     | H059    | 34 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H060    | 28 ELM PARK GARDENS        | 0                  | 0                 | 1                             | 2                   | 3     |
|     | H061    | 22 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H062    | 16 ELM PARK GARDENS        | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H063    | 10 ELM PARK GARDENS        | 0                  | 1                 | 0                             | 0                   | 1     |
|     | H064    | 7 ELM PARK GARDENS         | 0                  | 0                 | 1                             | 0                   | 1     |
|     | H065    | 7 ELM PARK GARDENS         | 1                  | 0                 | 0                             | 0                   | 1     |
|     | H066    | 5 ELM PARK GARDENS         | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H067    | 5 ELM PARK GARDENS         | 0                  | 2                 | 0                             | 0                   | 2     |
|     | H068    | 361 FULHAM ROAD            | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H069    | 437-449 FULHAM ROAD        | 2                  | 0                 | 0                             | 0                   | 2     |
|     | H070    | CECIL COURT                | 0                  | 0                 | 0                             | 1                   | 1     |
|     | H071    | BROADWOOD TERRACE 1-24     | 2                  | 0                 | 0                             | 0                   | 2     |
|     | H072    | CHESTERTON SQUARE 1-92     | 0                  | 0                 | 0                             | 0                   | 0     |
|     | H073    | CHESTERTON SQUARE 1-92     | 1                  | 0                 | 1                             | 2                   | 4     |
|     | H074    | INGELOW HOUSE              | 1                  | 0                 | 0                             | 2                   | 3     |
|     | H075    | INGELOW HOUSE              | 2                  | 0                 | 0                             | 1                   | 3     |
|     | H076    | CAMPDEN HOUSES             | 0                  | 0                 | 0                             | 1                   | 1     |
|     | H077    | CAMPDEN HOUSES             | 0                  | 0                 | 0                             | 2                   | 2     |



| LIFT ID  | ADDRESS              | WOA/NO FAULT FOUND | DOOR OBSTRUCTIONS | VANDALISM / OTHERS CHARGEABLE | COVERED BY CONTRACT | TOTAL |
|----------|----------------------|--------------------|-------------------|-------------------------------|---------------------|-------|
| H078     | CAMPDEN HOUSES       | 0                  | 0                 | 0                             | 1                   | 1     |
| H080     | CAMPDEN HOUSES       | 0                  | 0                 | 0                             | 1                   | 1     |
| H081     | CAMPDEN HOUSES       | 2                  | 0                 | 0                             | 1                   | 3     |
| H082     | CAMPDEN HOUSES       | 0                  | 2                 | 1                             | 2                   | 5     |
| H083     | 6-16 HESKETH PLACE   | 0                  | 0                 | 1                             | 2                   | 3     |
| H084     | 7-12 RUNCORN PLACE   | 0                  | 0                 | 0                             | 0                   | 0     |
| H085     | CARTON HOUSE         | 1                  | 0                 | 6                             | 1                   | 8     |
| H086     | CARTON HOUSE         | 1                  | 0                 | 2                             | 1                   | 4     |
| H087     | MARLEY HOUSE         | 2                  | 1                 | 5                             | 0                   | 8     |
| H088     | MARLEY HOUSE         | 0                  | 0                 | 2                             | 2                   | 4     |
| H089     | TREADGOLD HOUSE      | 1                  | 0                 | 2                             | 7                   | 10    |
| H090     | GRENFELL TOWER       | 3                  | 0                 | 7                             | 8                   | 18    |
| H091     | GRENFELL TOWER       | 4                  | 4                 | 4                             | 6                   | 18    |
| H092     | GRENFELL TOWER       | 1                  | 0                 | 0                             | 2                   | 3     |
| H093     | DIXON HOUSE          | 0                  | 2                 | 2                             | 4                   | 8     |
| H094     | DIXON HOUSE          | 3                  | 5                 | 3                             | 9                   | 20    |
| H095     | FRINSTEAD HOUSE      | 2                  | 3                 | 5                             | 2                   | 12    |
| H096     | FRINSTEAD HOUSE      | 0                  | 0                 | 1                             | 0                   | 1     |
| H097     | MARKLAND HOUSE       | 4                  | 4                 | 4                             | 7                   | 19    |
| H098     | MARKLAND HOUSE       | 1                  | 2                 | 6                             | 5                   | 14    |
| H099     | WHITSTABLE HOUSE     | 4                  | 0                 | 5                             | 3                   | 12    |
| H100     | WHITSTABLE HOUSE     | 2                  | 2                 | 1                             | 0                   | 5     |
| H101     | WHITCHURCH HOUSE     | 0                  | 0                 | 0                             | 1                   | 1     |
| H102     | TALBOT HOUSE         | 1                  | 0                 | 0                             | 0                   | 1     |
| H103     | LOWERWOOD COURT      | 3                  | 3                 | 4                             | 4                   | 14    |
| H104     | LOWERWOOD COURT      | 0                  | 1                 | 1                             | 1                   | 3     |
| (4) H105 | 70-80 TAVISTOCK ROAD | 3                  | 0                 | 0                             | 16                  | 19    |
| H106     | CLYDESDALE HOUSE     | 1                  | 0                 | 0                             | 3                   | 4     |
| H107     | LEDBURY HOUSE        | 0                  | 2                 | 3                             | 5                   | 10    |
| H108     | LONSDALE HOUSE       | 0                  | 1                 | 0                             | 3                   | 4     |
| H109     | LONSDALE HOUSE       | 5                  | 0                 | 0                             | 1                   | 6     |
| H110     | LONSDALE HOUSE       | 1                  | 0                 | 1                             | 0                   | 2     |
| H111     | LONSDALE HOUSE       | 1                  | 2                 | 2                             | 5                   | 10    |
| H112     | LONSDALE HOUSE       | 1                  | 1                 | 3                             | 3                   | 8     |
| H113     | LONGLANDS COURT      | 2                  | 0                 | 3                             | 3                   | 8     |
| H114     | LONGLANDS COURT      | 0                  | 1                 | 0                             | 2                   | 3     |
| H115     | LONGLANDS COURT      | 0                  | 0                 | 0                             | 1                   | 1     |
| H116     | LONGLANDS COURT      | 0                  | 3                 | 1                             | 3                   | 7     |
| H117     | LONGLANDS COURT      | 2                  | 0                 | 2                             | 3                   | 7     |
| H118     | ACKLAM ROAD          | 1                  | 1                 | 9                             | 2                   | 13    |
| H119     | ACKLAM ROAD          | 3                  | 2                 | 1                             | 1                   | 7     |



| LIFT ID  | ADDRESS                    | WOA/NO FAULT FOUND | DOOR OBSTRUCTIONS | VANDALISM / OTHERS CHARGEABLE | COVERED BY CONTRACT | TOTAL |
|----------|----------------------------|--------------------|-------------------|-------------------------------|---------------------|-------|
| H120     | EDENHAM WAY                | 1                  | 0                 | 0                             | 1                   | 2     |
| H121     | EDENHAM WAY                | 0                  | 0                 | 0                             | 0                   | 0     |
| H122     | EDENHAM WAY                | 0                  | 0                 | 0                             | 0                   | 0     |
| H123     | EDENHAM WAY                | 0                  | 0                 | 0                             | 0                   | 0     |
| (5) H124 | TRELICK TOWER              | 14                 | 9                 | 16                            | 9                   | 48    |
| (5) H125 | TRELICK TOWER              | 4                  | 5                 | 2                             | 2                   | 13    |
| (5) H126 | TRELICK TOWER              | 5                  | 2                 | 7                             | 2                   | 16    |
| H127     | ADAIR TOWER                | 2                  | 1                 | 4                             | 7                   | 14    |
| H128     | ADAIR TOWER                | 3                  | 2                 | 0                             | 8                   | 13    |
| H129     | HAZLEWOOD TOWER            | 8                  | 3                 | 3                             | 1                   | 15    |
| H130     | HAZLEWOOD TOWER            | 1                  | 0                 | 0                             | 5                   | 6     |
| H131     | MANCHESTER DRIVE 1-16      | 5                  | 0                 | 0                             | 1                   | 6     |
| H132     | MANCHESTER DRIVE 67-82     | 1                  | 0                 | 2                             | 0                   | 3     |
| (5) H133 | RAYMEDE TOWER              | 1                  | 2                 | 2                             | 3                   | 8     |
| (5) H134 | RAYMEDE TOWER              | 3                  | 0                 | 1                             | 1                   | 5     |
| (5) H135 | TREVERTON TOWER            | 4                  | 1                 | 5                             | 5                   | 15    |
| (5) H136 | TREVERTON TOWER            | 2                  | 2                 | 2                             | 3                   | 9     |
| H137     | 69 ST QUINTIN AVENUE       | 3                  | 1                 | 0                             | 2                   | 6     |
| H138     | 375 PORTOBELLO ROAD        | 1                  | 1                 | 1                             | 3                   | 6     |
| H139     | 34 OXFORD GARDENS          | 3                  | 0                 | 0                             | 7                   | 10    |
| (2) H147 | BURGESS FIELDS             | 0                  | 0                 | 2                             | 0                   | 2     |
| H149     | 118 CAMBRIDGE GARDENS      | 0                  | 0                 | 0                             | 2                   | 2     |
| L501     | CENTRAL LIBRARY            | 4                  | 1                 | 1                             | 10                  | 16    |
| L502     | CENTRAL LIBRARY            | 0                  | 1                 | 1                             | 10                  | 12    |
| L503     | NORTH KENSINGTON LIBRARY   | 0                  | 0                 | 3                             | 0                   | 3     |
| P201     | KENSINGTON TOWN HALL       | 0                  | 0                 | 5                             | 5                   | 10    |
| P202     | KENSINGTON TOWN HALL       | 0                  | 0                 | 2                             | 5                   | 7     |
| P203     | KENSINGTON TOWN HALL       | 0                  | 0                 | 3                             | 4                   | 7     |
| P204     | KENSINGTON TOWN HALL       | 0                  | 2                 | 1                             | 1                   | 4     |
| P205     | KENSINGTON TOWN HALL       | 1                  | 0                 | 0                             | 1                   | 2     |
| P206     | KENSINGTON TOWN HALL       | 1                  | 0                 | 2                             | 1                   | 4     |
| P207     | KENSINGTON TOWN HALL       | 1                  | 1                 | 1                             | 1                   | 4     |
| P208     | KENSINGTON TOWN HALL       | 0                  | 0                 | 0                             | 0                   | 0     |
| P209     | KENSINGTON TOWN HALL       | 0                  | 0                 | 1                             | 0                   | 1     |
| P210     | KENSINGTON TOWN HALL       | 0                  | 0                 | 1                             | 2                   | 3     |
| P211     | KENSINGTON TOWN HALL       | 0                  | 1                 | 0                             | 1                   | 2     |
| P212     | KENSINGTON TOWN HALL       | 0                  | 0                 | 0                             | 0                   | 0     |
| P214     | CHELSEA COMMUNITY CENTRE   | 0                  | 0                 | 0                             | 8                   | 8     |
| P216     | CHELSEA OLD TOWN HALL      | 0                  | 0                 | 0                             | 0                   | 0     |
| P221     | WARWICK ROAD CENTRAL DEPOT | 0                  | 0                 | 1                             | 0                   | 1     |
| P222     | WARWICK ROAD CENTRAL DEPOT | 0                  | 0                 | 4                             | 0                   | 4     |

| LIFT ID | ADDRESS                        | WOA/NO FAULT FOUND | DOOR OBSTRUCTIONS | VANDALISM / OTHERS CHARGEABLE | COVERED BY CONTRACT | TOTAL |
|---------|--------------------------------|--------------------|-------------------|-------------------------------|---------------------|-------|
| S301    | THAMESBROOK                    | 1                  | 0                 | 0                             | 5                   | 6     |
| S302    | THAMESBROOK                    | 0                  | 0                 | 2                             | 0                   | 2     |
| S306    | DAY NURSERY VIOLET MELCHETT CE | 0                  | 1                 | 1                             | 0                   | 2     |
| S307    | 1-9 ST MARKS ROAD              | 0                  | 0                 | 0                             | 2                   | 2     |
| S312    | WESTWAY INFO CENTRE            | 1                  | 0                 | 1                             | 0                   | 2     |
| S315    | MEDICAL CENTRE VIOLET MELCHETT | 0                  | 0                 | 0                             | 2                   | 2     |

|        |     |     |     |     |     |
|--------|-----|-----|-----|-----|-----|
| TOTALS | 186 | 127 | 247 | 337 | 897 |
|--------|-----|-----|-----|-----|-----|

- (1) Lift renewed in 2010
- (2) Lift renewed in 2011
- (3) Lift due to be renewed in 2011
- (4) Due for door equipment refurbishment in 2011
- (5) Lift due to be renewed in 2012

**APPENDIX G**

**REPAIRS NOT TO CONTRACT FROM**  
**01/10/2010-30/09/2011**

| DATE      | ADDRESS                  | DESCRIPTION                                                  |
|-----------|--------------------------|--------------------------------------------------------------|
| 01-Oct-10 | ACKLAM ROAD              | H118 VANDALISM TO TOP FLR LANDING DOOR RQ68537 COMP 11.10.10 |
| 08-Oct-10 | ADAIR TOWER              | H127/ H128 UPGRADE GRD FLR POS INDI QUOTE RQ68552 COMP1.11   |
| 13-Oct-10 | COLVILLE NURSERY CENTRE  | E005 S/F 10 METRE CHAIN HAULING ROPE RQ68557 COMP 19.11.10   |
| 13-Oct-10 | 1-17 CAMPDEN HOUSES      | H076 UPGRADE CAR LIGHT FITTING RQ68555 COMP 20.10.10         |
| 19-Oct-10 | CENTRAL LIBRARY          | L502 S & F NEW MONDOPAVE FLRNG & SKIRTING RQ68588 COMP 01.11 |
| 27-Oct-10 | BROADWOOD TERRACE 1-24   | H071 NEW BLACK MONDOPAVE FLOORING RQ68680 COMP 09.11.10      |
| 27-Oct-10 | GRENFELL TOWER           | H090 OVERTRAVELLED TOP FLR ENCODER PURCHASED FOR STOCK 27.10 |
| 03-Nov-10 | TREVERTON TOWER          | H135/H136 UPGRADE GRND FLR POSITION INDICATORS RQ68707 19.11 |
| 18-Nov-10 | DIXON HOUSE              | H094 SUPP & FIT NEW TAPE HEAD EQUIPMENT RQ68818 COMP 24.11   |
| 07-Dec-10 | KING CHARLES HOUSE       | H018-H019 PUMP OUT WATER FROM BOTH LIFTS RQ68897 COMP 07.12  |
| 16-Dec-10 | 68 ELM PARK GARDENS      | H053 REPLACE BURST HYDRO PIPE RQ68902 COMP 07.01.11          |
| 11-Jan-11 | 68 ELM PARK GARDENS      | H053 PLEASE PROVIDE DANGER LIFT MOTOR SIGN COMP 20.01.11     |
| 12-Jan-11 | KING CHARLES HOUSE       | H018-H019 S & F NEW CAR LIGHT DIFFUSERS RQ68982 COMP 09.03.  |
| 12-Jan-11 | KING CHARLES HOUSE       | H018-H019 S & F NEW CAR LIGHT DIFFUSERS RQ68982 COMP 09.03.  |
| 12-Jan-11 | KING CHARLES HOUSE       | H018-H019 UPGRADE GRND FLR POSITION INDICATORS RQ68981 25.01 |
| 12-Jan-11 | RAYMEDE TOWER            | H133-H134 UPGRADE GRND FLR POSITION INDICATORS RQ68979 26.01 |
| 26-Jan-11 | 7-12 RUNCORN PLACE       | H084 SUPPLY & FIT MAINS ISOLATOR RQ69019 COMP 29.03.11       |
| 11-Mar-11 | WHISTLER TOWER 1-61      | H03-H04 CARRY OUT CONTROLLER MODIFICATIONS RQ69257 COMP 16.3 |
| 28-Mar-11 | GREAVES TOWER 4-62       | H001-H002 CARRY OUT LOAD TESTS BOTH LIFTS AS PER QUOTE       |
| 28-Mar-11 | WHISTLER TOWER 1-61      | H003-H004 CARRY OUT LOAD TESTS BOTH LIFTS AS PER QUOTE       |
| 28-Mar-11 | ASHBURNHAM TOWER 1-50    | H005-H006 CARRY OUT LOAD TESTS BOTH LIFTS AS PER QUOTE       |
| 28-Mar-11 | DARTREY TOWER 1-49       | H007-H008 CARRY OUT LOAD TESTS BOTH LIFTS AS PER QUOTE       |
| 28-Mar-11 | BLANTYRE TOWER 1-65      | H009-H010 CARRY OUT LOAD TESTS BOTH LIFTS AS PER QUOTE       |
| 28-Mar-11 | CHELSEA REACH TOWER 1-65 | H011-H012 CARRY OUT LOAD TESTS BOTH LIFTS AS PER QUOTE       |
| 28-Mar-11 | BERENGER TOWER 1-51      | H013-H014 CARRY OUT LOAD TESTS BOTH LIFTS AS PER QUOTE       |
| 28-Mar-11 | 69-146 WILTSHIRE CLOSE   | H037 NEW MONDOPAVE BLUE CAR FLOORING RQ69297                 |
| 28-Mar-11 | CARTON HOUSE             | H085 UPGRADE ROOF TOP CONTROL LIGHTING AS PER QUOTE RQ69251  |
| 28-Mar-11 | CARTON HOUSE             | H086 UPGRADE ROOF TOP CONTROL LIGHTING RQ69253               |
| 28-Mar-11 | TREVERTON TOWER          | H135 S & F NEW CAR DOOR SKATE RQ69310                        |
| 04-Apr-11 | 68 ELM PARK GARDENS      | H053 NOTICE IN LIFT PASSENGERS MUST NOT RIDE IN CAGE RQ69122 |
| 04-Apr-11 | 10 ELM PARK GARDENS      | H063 NEW LADDER BAR AND REPAIR HATCH RQ68324 COMP 25.05.11   |
| 04-Apr-11 | 5 ELM PARK GARDENS       | H066 UPGRADE LIGHTING IN LIFT CAR & WIRING RQ67675 COMP 19.4 |
| 04-Apr-11 | 5 ELM PARK GARDENS       | H067 S & F GAL AUTO CLOSERS & S.W.L PLATE TO CAR RQ69248     |
| 04-Apr-11 | INGELOW HOUSE            | H074 UPGRADE CAR LIGHT FITTING RQ69074 COMP 14.04.11         |
| 04-Apr-11 | INGELOW HOUSE            | H074 RESET/REPAINT & CLEAN CORRODED TOE GUARD RQ69198 14.04. |
| 04-Apr-11 | INGELOW HOUSE            | H075 S & F RESTRICTED HEAD NOTICE; CLEAN TOE GUARD RQ69199   |

| DATE      | ADDRESS                  | DESCRIPTION                                                  |
|-----------|--------------------------|--------------------------------------------------------------|
| 04-Apr-11 | LONSDALE HOUSE           | H112 NEW CAR DOOR TO BE FITTED RQ69095 COMP 13.05.11         |
| 04-Apr-11 | ACKLAM ROAD              | H118 RQ 69097 CORROSION WORKS TO CAR DOOR COMP 21.04.11      |
| 04-Apr-11 | HAZLEWOOD TOWER          | H129 UPGRADE ROOF TOP CONTROL RQ69108 COMP 03.05.11          |
| 04-Apr-11 | HAZLEWOOD TOWER          | H130 UPGRADE ROOF TOP CONTROL RQ69112 COMP 03.05.11          |
| 11-Apr-11 | MARLEY HOUSE             | H087 UPGRADE ROOF TOP CONTROL LIGHTING RQ69333 COMP 18.04.11 |
| 11-Apr-11 | MARLEY HOUSE             | H088 UPGRADE ROOF TOP CONTROL LIGHTING RQ69334 COMP 18.04.11 |
| 11-Apr-11 | TALBOT HOUSE             | H102 RENEW SWITCHES TO ROOF TOP CONTROL RQ69347 COMP 11.05   |
| 12-Apr-11 | KENSINGTON TOWN HALL     | P208 FIT COUNTERWEIGHT SCREEN IN PIT AREA RQ67753 COMP 09.06 |
| 15-Apr-11 | LONSDALE HOUSE           | H112 NEW BULLNOSE SAFETY EDGE RQ69355 COMP 13.05.11          |
| 15-Apr-11 | 118 CAMBRIDGE GARDENS    | H149 REPLACE WINDCREST AUTODIALLER RQ69356 COMP 21.04.11     |
| 18-Apr-11 | HAZLEWOOD TOWER          | H129 NEW SAFETY EDGE TO BE FITTED RQ69371 COMP 19.04.11      |
| 03-May-11 | KENSINGTON TOWN HALL     | P202 S & F 2 X ASTRAGAL STRIPS & REFIX AS PER QUOTE RQ69388  |
| 06-May-11 | BLANTYRE WALK 1-42       | H015 S & F NEW 4TH FLOOR SHUTTER GATE RQ69401 COMP 23.06.11  |
| 06-May-11 | CHESTERTON SQUARE 1-92   | H073 UPGRADE DRIVEUNIT & SETUP RQ69397 COMP11.5              |
| 10-May-11 | 71 ELM PARK GARDENS      | H051 S & FIT NEW MEMCO DOOR DETECTORS RQ69402 COMP 24.05.11  |
| 11-May-11 | TALBOT HOUSE             | H102 UPGRADE FIRE CONTROL SWITCH DROP RELEASE TYPE RQ69405   |
| 19-May-11 | ASHBURNHAM TOWER 1-50    | H005 S & F NEW GORNERVOR ROPE RQ69420 COMP 24.05.11          |
| 19-May-11 | GREAVES TOWER 4-62       | H001-H002 S & F 2ND BRACKETS TO ALL GAL DOOR CLOSERS RQ69418 |
| 19-May-11 | WHISTLER TOWER 1-61      | H003-H004 S & F 2ND BRACKETS TO ALL GAL DOOR CLOSERS RQ69418 |
| 19-May-11 | ASHBURNHAM TOWER 1-50    | H005-H006 S & F 2ND BRACKETS TO ALL GAL DOOR CLOSERS RQ69418 |
| 19-May-11 | DARTREY TOWER 1-49       | H007-H008 S & F 2ND BRACKETS TO ALL GAL DOOR CLOSERS RQ69418 |
| 19-May-11 | BLANTYRE TOWER 1-65      | H009-H010 S & F 2ND BRACKETS TO ALL GAL DOOR CLOSERS RQ69418 |
| 19-May-11 | CHELSEA REACH TOWER 1-65 | H011-H012 S & F 2ND BRACKETS TO ALL GAL DOOR CLOSERS RQ69418 |
| 19-May-11 | BERENGER TOWER 1-51      | H013-H014 S & F 2ND BRACKETS TO GAL DOOR CLOSERS RQ69418 8.7 |
| 19-May-11 | RAYMEDE TOWER            | H133 S & F NEW BLUE MONDOPAVE FLOORING RQ69422 COMP 26.05.11 |
| 20-May-11 | HAZLEWOOD TOWER          | H130 NEW SUSPENSION ROPES/V SHEARE RENEWAL RQ69423 COMP 21.6 |
| 25-May-11 | BROADWOOD TERRACE 1-24   | H071 LG10 INSPECTION COMP 13.07.11                           |
| 25-May-11 | CHESTERTON SQUARE 1-92   | H072 LG10 INSPECTION COMP 25.07.11                           |
| 25-May-11 | CHESTERTON SQUARE 1-92   | H073 LG10 INSPECTION COMP 15.07.11                           |
| 25-May-11 | WHISTLER TOWER 1-61      | H004 S & F NEW OVERSPEED GOVERNOR ROPE RQ69445 COMP 09.06.11 |
| 25-May-11 | DARTREY TOWER 1-49       | H008 S & F NEW OVERSPEED GOVERNOR ROPE RQ69446 COMP 09.06.11 |
| 25-May-11 | GRENFELL TOWER           | H090 LG5 INSPECTION COMP 13.07.11                            |
| 25-May-11 | GRENFELL TOWER           | H091 LG5 INSPECTION COMP 13.07.11                            |
| 25-May-11 | GRENFELL TOWER           | H092 LG5 INSPECTION RUPTURE COMP 04.08.11                    |
| 25-May-11 | WHITCHURCH HOUSE         | H101 LG10 INSPECTION COMP 13.07.11                           |
| 25-May-11 | LONGLANDS COURT          | H113 LG10 INSPECTION COMP 13.07.11                           |
| 25-May-11 | LONGLANDS COURT          | H114 LG10 INSPECTION COMP 13.07.11                           |
| 25-May-11 | LONGLANDS COURT          | H115 LG10 INSPECTION COMP 14.07.11                           |



| DATE      | ADDRESS                       | DESCRIPTION                                                         |
|-----------|-------------------------------|---------------------------------------------------------------------|
| 25-May-11 | LONGLANDS COURT               | H116 LG10 INSPECTION COMP 18.07.11                                  |
| 25-May-11 | LONGLANDS COURT               | H117 LG10 INSPECTION COMP 19.07.11                                  |
| 25-May-11 | CHELSEA COMMUNITY CENTRE      | P214 LG10 INSPECTION COMP 12.08.11                                  |
| 25-May-11 | CHELSEA OLD TOWN HALL         | P216 LG5 INSPECTION COMP 26.07.11                                   |
| 25-May-11 | 69 ST QUINTIN AVENUE          | H137 LG5 INSPECTION COMP 21.07.11                                   |
| 25-May-11 | 36 OXFORD GARDENS             | H150 LG10 INSPECTION COMP 15.07.11                                  |
| 31-May-11 | WARWICK ROAD CENTRAL DEPOT    | P221 PROVIDE H/WIND NOTICE & BRAKE RELEASE LEVER 17.06.11           |
| 02-Jun-11 | 1 NURSERY LANE                | H030 S & F ENGINEER'S CAR TOP STAND ON TRAY RQ69467 11.07.11        |
| 02-Jun-11 | CHESTERTON SQUARE 1-92        | H073 S & F SERVICE KEY SWITCH IN CAR RQ69468 COMP 24.06.11          |
| 02-Jun-11 | CAMPDEN HOUSES                | H076 NOTICES AND PAINTING AS PER QUOTE RQ69469 COMP 22.06           |
| 02-Jun-11 | CAMPDEN HOUSES                | H077 NOTICES AND PAINTING AS PER QUOTE RQ69470 COMP 22.06           |
| 02-Jun-11 | CAMPDEN HOUSES                | H078 NOTICES AND PAINTING AS PER QUOTE RQ69471 COMP 21.06           |
| 02-Jun-11 | CAMPDEN HOUSES                | H079 NOTICES AND PAINTING AS PER QUOTE RQ69478 COMP 22.06           |
| 02-Jun-11 | CAMPDEN HOUSES                | H80 UPGRADE CAR LIGHTING; S & F RAIL DRIP TRAYS RQ69479 20.6        |
| 03-Jun-11 | CAMPDEN HOUSES                | H081 S & F DEEP PIT NOTICE & GUIDE RAIL DRIP TRAYS RQ69480          |
| 03-Jun-11 | CAMPDEN HOUSES                | H82 UPGRADE CAR LIGHT & FURTHER WORKS SEE NOTES RQ69481 20.6        |
| 03-Jun-11 | 6-16 HESKETH PLACE            | H083 RENEW THE LIFT CAR FLOORING RQ69482 COMP 14.06.11              |
| 03-Jun-11 | 6-16 HESKETH PLACE            | H083 RENEW FIRE SWITCH/ EMERGENCY STOP AS PER QUOTE RQ69482 13.06   |
| 03-Jun-11 | 6-16 HESKETH PLACE            | H83 REWIRE CARSTATION PANEL TO NEW TERMINATION BLOCK RQ69482        |
| 03-Jun-11 | 7-12 RUNCORN PLACE            | H084 UPGRADE FIREMAN'S SWITH & CAR LIGHTING RQ69483 13.6.11         |
| 03-Jun-11 | 7-12 RUNCORN PLACE            | H84 REWIRE CARSTATION PANEL TO NEW TERMINATION BLOCK RQ69483        |
| 03-Jun-11 | CARTON HOUSE                  | H086 VARIOUS WORKS SEE NOTES AS PER QUOTE RQ69487 COMP 10.06        |
| 03-Jun-11 | CARTON HOUSE                  | H086 FULL SHAFT CLEANDOWN AFTER BUILDING WORKS RQ69487 15.6         |
| 03-Jun-11 | CARTON HOUSE                  | H085 RENEW CAR TRACKS/CORROSION WORKS AS PER QUOTE RQ69486 17.06.11 |
| 03-Jun-11 | TREADGOLD HOUSE               | H089 SHAFT CORRISION QUOTE RQ69488 PART 1 COMP 17.06.11             |
| 03-Jun-11 | TREADGOLD HOUSE               | H089 LIFT CAR CORROSION WORKS QUOTE RQ69488 PART 2 COMP 24.06       |
| 07-Jun-11 | LANCASTER WEST ESTATE STAGE 1 | H090 RENEWED DETECTOR EDGES DUE TO WATER COMP 07.06.11              |
| 08-Jun-11 | ST JOSEPHS RC PRIMARY SCHOOL  | E002 S & F LADDER & HOOKS & BAR TO MOTOR ROOM RQ69187               |
| 15-Jun-11 | MARKLAND HOUSE                | H098 UPGRADE EXISTING FIREMAN'S SWITCH RQ69526 COMP 24.06           |
| 15-Jun-11 | TREVERTON TOWER               | H135 AS PER QUOTE SEE NOTES RQ69523 COMP 13.06.11                   |
| 22-Jun-11 | LONSDALE HOUSE                | H112 UPGRADE EXISTING CORRODED DOOR CLOSER RQ69532 27.06.11         |
| 22-Jun-11 | MARLEY HOUSE                  | H087-H088 SHAFT CLEANDOWNS TO BOTH LIFTS RQ69533 COMP 07.07.        |
| 06-Jul-11 | KENSINGTON TOWN HALL          | P201 UPGRADE SKATE WITH LOCKING ZONE RQ69569 COMP 05.07.11          |
| 18-Jul-11 | INGELOW HOUSE                 | H075 UPGRADE CAR LIGHT & REWIRE RQ69586 COMP 19.07.11               |
| 21-Jul-11 | LONGLANDS COURT               | H113-H117 NEW DIFFUSERS AS PER QUOTE RQ69606 COMP 27.07.11          |

| DATE      | ADDRESS                        | DESCRIPTION                                                  |
|-----------|--------------------------------|--------------------------------------------------------------|
| 26-Jul-11 | ASHBURNHAM TOWER 1-50          | H006 REPAIR WORKS TO VANDALISED DOORS QUOTE RQ69626 COMP 5.8 |
| 22-Aug-11 | CENTRAL LIBRARY                | L501-L502 UPGRADE CONTROLLER HANDWINDING UNITS RQ69674       |
| 22-Aug-11 | ELM PARK GARDENS 55 (1-9)      | H056 S & F NEW SURFACE MOUNTED LIGHT FITTING RQ69642         |
| 23-Aug-11 | LONGLANDS COURT                | H113 S & F NEW OVERSPEED GOVERNOR ROPE RQ69654               |
| 23-Aug-11 | LONGLANDS COURT                | H114 S & F NEW OVERSPEED GOVERNOR ROPE RQ69655               |
| 23-Aug-11 | LONGLANDS COURT                | H115 S & F NEW OVERSPEED GOVERNOR ROPE RQ69656               |
| 23-Aug-11 | LONGLANDS COURT                | H116 S & F NEW OVERSPEED GOVERNOR ROPE RQ69653               |
| 23-Aug-11 | 104 ELM PARK GARDENS           | H043 LG10 INSPECTION                                         |
| 23-Aug-11 | 92 ELM PARK GARDENS            | H047 LG10 INSPECTION                                         |
| 23-Aug-11 | 74 ELM PARK GARDENS            | H050 LG10 INSPECTION                                         |
| 23-Aug-11 | 71 ELM PARK GARDENS            | H051 LG10 INSPECTION                                         |
| 23-Aug-11 | 68 ELM PARK GARDENS            | H052 LG10 INSPECTION                                         |
| 23-Aug-11 | ELM PARK GARDENS 55 (1-9)      | H056 LG10 INSPECTION                                         |
| 23-Aug-11 | 40 ELM PARK GARDENS            | H057 LG10 INSPECTION                                         |
| 23-Aug-11 | LEDBURY HOUSE                  | H107 LG10 INSPECTION                                         |
| 25-Aug-11 | CENTRAL LIBRARY                | L501 PUMP OUT THE LIFT PIT RQ69702                           |
| 26-Aug-11 | INGELOW HOUSE                  | H074-H075 FIT EMERGENCY SIGNS INSIDE LIFT CAR RQ69704        |
| 26-Aug-11 | CAMPDEN HOUSES                 | H076-H082 FIT EMERGENCY SIGNS INSIDE CAR LIFT RQ69704        |
| 26-Aug-11 | CARTON HOUSE                   | H085-H088 FIT EMERGENCY SIGN INSIDE CAR LIFT RQ69704         |
| 26-Aug-11 | ACKLAM ROAD                    | H118-H119 FIT EMERGENCY SIGN INSIDE CAR LIFT RQ69704         |
| 26-Aug-11 | ADAIR TOWER                    | H127-H128 FIT EMERGENCY SIGN INSIDE CAR LIFT RQ69704         |
| 26-Aug-11 | HAZLEWOOD TOWER                | H129-H130 FIT EMERGENCY SIGN INSIDE CAR LIFT RQ69704         |
| 26-Aug-11 | MEDICAL CENTRE VIOLET MELCHETT | S315 FIT EMERGENCY SIGN INSIDE CAR LIFT RQ69704              |
| 30-Aug-11 | MARLBOROUGH PRIMARY SCHOOL     | E006 UPGRADE 3 X NEW FITZGERALD CAR LIGHT FITTINGS RQ69671   |
| 02-Sep-11 | 34 OXFORD GARDENS              | H139 S & F NEW FIREMAN'S SWITCH RQ69717                      |
| 13-Sep-11 | ACKLAM ROAD                    | H118 REPLACE CAR DOOR ASTRAGAL & HOLDER RQ69740              |
| 13-Sep-11 | LOWERWOOD COURT                | H103 S & F SKATE COMPLETE WITH ZONE LOCKING RQ69741          |
| 15-Sep-11 | TREVERTON TOWER                | H135 NEW GAL PICKUP ASSEMBLY ;NEW DOOR CLOSER RQ69745        |
| 26-Sep-11 | WORLDS END ESTATE              | H001-H014 S & F SIGNS REPLACE PIT LADDER CORRECTLY" RQ69750" |
| 27-Sep-11 | 34 OXFORD GARDENS              | H139 S & F NEW CAR POSITION INDICATOR RQ69755                |
| 29-Sep-11 | LEDBURY HOUSE                  | H107 S & F NEW GOVERNOR ROPE RQ69760                         |



**APPENDIX H**

**TUPE QUESTIONNAIRE PARTS 1 TO 5**

**COMPLETED BY ILS**

**APPENDIX I**

**ILS STATEMENT OF MAIN TERMS OF  
EMPLOYMENT**

# **APPENDIX J**

## **ILS EMPLOYEE HANDBOOK**