

**DEVELOPMENT DIRECTORATE
URBAN DESIGN**

**BIRMINGHAM COUNCIL HOUSING
CAPITAL PROGRAMME
SCOPE OF WORKS**

**Contract No : 72170
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SCOPE OF WORKS FOR THE BCHIP HOUSING CAPITAL PROGRAMME

See attached Definition of a Decent Home as implemented by BCC (App 1)

As of 31st December 2010, 98.98% of Birmingham City Councils Housing Stock met the definition of Decency, after over £700 million of investments on improvements during the previous 7 years. However to maintain the stock, replace obsolete installations or elements which have come to the end of their effective life, carry out structural repairs to traditional and on traditional properties and introduce new technologies to reduce energy consumption a further £840 million would need to be invested. Each financial year the Housing Department have their Capital budget for the next twelve months approved by Cabinet. This will be in the region of £40million each year . From this there will be programmes of statutory works (legionella inspections and remedial work, Fire protection works, electrical tests and inspections, etc) as well as decency failures of one or more elements, other programmes of work to multiple occupancy dwellings, structural repairs schemes etc.

note : where a property is listed under several programmes to have multiple elements done during the year the works should be packaged so that any scaffolding erected is used for all of the relevant elements.

where a property is programmed to have several elements of work they will generally only have a single Customer liaison officer visit (depending on the timing of the individual elements) and if identified as necessary a single asbestos survey to pick up all areas of the programmed works to that property. The CLO will also be responsible for issuing a copy of the BCC policy statement and full customer information pack

Asbestos surveys

Urban Designs Departmental instruction DI.07 Management of Asbestos states that on projects/works there is a presumption that a type 3 asbestos survey (Refurbishment and Demolition Survey) will be carried out in advance of any work proceeding.

However on BCHIP the number of individual properties involved in each years programme and the fact that they are occupied means that conducting a fully intrusive refurbishment/ demolition survey in the proscribed manner (rooms emptied of furniture and effects and residents excluded from the property whilst survey is carried out) is impractical on the majority of properties. This was recognized in the HSE advisory note issued last year to all local authorities about decent homes programmes which stated that

‘ It is unlikely that a survey of every property is going to be reasonably practicable where a large number of tenanted dwellings are involved in a refurbishment project. A carefully planned sampling programme of a representative proportion of each dwelling ‘type’ will thus be needed in order to get an accurate picture of ACM presence. Specific sampling ratios cannot be specified, as these will depend on the variability of the housing stock. The sampling strategy should be informed by the advice of a competent surveyor and take account of:

- *original construction information*
- *building material specifications*
- *subsequent refurbishment or building works*
- *previous asbestos surveys or removals*
- *information generated during the survey process itself that may necessitate a revision of the original planning assumptions*

This has been repeated in the first edition of HSG264 'Asbestos: the survey guide' which replaces 'MDHS100 Surveying sampling and assessment of asbestos containing materials'.

The following sections show how we propose to follow the guidance notes from HSG 264 (extracts included in italics) on the BCHIP programme for future years.

Domestic premises

60 In the domestic sector, local authorities and housing associations have responsibility for very large numbers of properties which need a range of maintenance and repair work as well as general improvement and upgrading or occasionally demolition. Works can include electrical rewiring, structural repairs and alterations, replacement windows, central heating, insulation, renewal of bathroom and kitchen fittings or complete renovations. The work may be necessary on individual or small numbers of premises (eg emergency work due to fire/water/storm damage) or on large numbers where there are major improvement or upgrading schemes (eg the 'Decent Homes Improvement' programme).

61 Domestic properties present particular challenges for surveying asbestos. The main issues are the scale (ie large number of properties (and consequently what is reasonable and practicable)), the real extent of similarity in building materials and the personal nature of the property. Asbestos was extensively used in domestic properties between 1930 and 1980. However the presence of ACMs can now be quite variable and unpredictable even within the same archetypal group. The content varies for several reasons including:

- inconsistent/variable initial use;*
- random use of waste pieces and off cuts by builders;*
- previous unrecorded removal of asbestos;*
- modifications of properties by tenants (present and past) and housing associations (removing and adding ACMs).*

62 Domestic dwellings often fall into particular archetypal groups in terms of style, design and age, eg flats within blocks would generally be similar at construction. These factors can be used to develop the survey strategy. The following paragraphs outline the general strategy to use for surveying domestic properties. There are three components: establish the asbestos status of properties, carry out management surveys and carry out, as necessary, refurbishment surveys.

Establish asbestos status of properties

63 Carry out a desk-top study to establish the probable asbestos status of groups of properties. In this exercise, properties can be placed into archetypal groups based on various parameters including construction date (eg estates phases), house design and location. These groups of properties can be separated into the following categories: asbestos free, 'contain' ACMs and 'possibly contain' ACMs. The main criteria involved here for concluding groups are asbestos free would be any property constructed in 2000 or later. It may also be possible to conclude that groups are asbestos free based on other information, such as original construction information, building material specification, previous asbestos surveys or removals or other records. The evidence for this would need to be strong and records complete. These sources of information would also be used to conclude the definite presence of asbestos in particular property groups. Other properties constructed pre-2000 should be classed as possibly containing ACMs (unless there is evidence to show otherwise (eg previous surveys etc)).

Management surveys

64 Management surveys should be carried out on properties which contain or possibly contain ACMs. 'Asbestos-free' dwellings should be recorded as such in the management plan and do not need surveying. However workers in such premises (particularly pre-2000) should always be vigilant. A proportion of properties in each category (ie contain or possibly contain ACMs) and each archetypal group should be surveyed. Exact sampling ratios cannot be specified, as the proportion will depend on the variability of housing stock. A proportion should be surveyed until the results demonstrate as far as reasonably practicable that there is consistency in the range of ACMs in the property type. Not every property will contain all the ACM items but the range of ACMs in the property types will be known. Every non-surveyed property has the potential to contain all the ACMs in the range and the ACMs should be managed on that basis. Where there is considerable variability, the ratio surveyed will be high.

65 Information from the management surveys can be enhanced with data from more intrusive surveys when the circumstances allow, eg when properties are vacant. Information from refurbishment and demolition surveys should be used to update the asbestos register for that particular type of property.

66 Management surveys, supported by refurbishment and demolition surveys, should be used as the primary means of managing routine maintenance work in domestic premises. However duty holders must recognise that these surveys are limited in their scope and extent of intrusion and therefore do not provide sufficient information on the presence of ACMs for larger scale refurbishment and other improvement projects.

Refurbishment surveys

67 Refurbishment and demolition surveys will be required where refurbishment work or other work involving disturbing the fabric of the building is carried out. The survey strategy for refurbishment works is similar to that for management surveys. Refurbishment and demolition surveys should also be carried out on a proportion of properties in the work programme. The ratio again will depend on asbestos variability within the housing stock and may be high where there is substantial variation. A proportion should be surveyed until the results demonstrate as far as reasonably practicable that there is consistency in the range of ACMs in the property type and there is an accurate picture of asbestos presence. The refurbishment and demolition survey will only be necessary in the specific area/location where the works will take place, eg cupboard, part of a room, kitchen/bathroom. However further refurbishment and demolition surveys will be necessary in other locations when new improvement schemes are proposed. These localised refurbishment and demolition surveys should have the specific purpose of identifying ACMs for removal, control or avoidance during the refurbishment works.

68 For house improvement schemes and other project work, refurbishment and demolition surveys should be incorporated into the planning phase of such work as far as possible. This will avoid delays and disruption etc. Where the work is urgent (eg essential or emergency maintenance, repair and installation), the refurbishment surveys may have to be carried out just before the work itself. Surveys should be performed with due diligence.

69 The above strategy requires management arrangements which reflect the circumstances and uncertainty of ACMs in domestic premises. There will always be the potential for ACMs not to have been identified before maintenance and refurbishment work is carried out. In these situations the management arrangements must include the following:

- *adequate asbestos training of trades people (eg to cover awareness, including identification) and work procedures;*
- *arrangements must be in place to ensure that asbestos registers or records are checked before work commencing and there are procedures for dealing with any suspect/suspicious/unknown material, ie stop work, check material etc;*
- *adequate supervision to ensure procedures are implemented and followed.*

When receiving the addresses for a refurbishment programme the contractor partner will carry out an initial desktop study in consultation with BCL and the Duty Holder/Client using information on the archetype, method and date of construction, as well as records of major improvements carried out (health and safety files, building manuals etc) if available.

The Housing Department have given all contractor partners access to their internet based asbestos database (technology Forge). This contains an entry for all housing managed properties. Where properties have had asbestos containing materials identified or removed in the past, this is included against the relevant address. However it does not guarantee that these are all the ACMs which may be present in a particular property, and may identify a suspected product, but not what the material actually is if no sampling was carried out and the material was not identified as requiring removal and was left insitu. Where Housing have had full asbestos surveys carried out to a particular address or multi storey block of flats these are also included on the database.

During the BCHIP Decent Homes programme Contractor partners have carried out a considerable number of localized sampling type 2 (management surveys) and some type 3 (refurbishment and demolition) asbestos surveys to the various archetypes and construction types across the city housing stock and identified and removed ACMs in a wide variety of archetype Council properties, and this information has also been put onto the Tech Forge database.

As part of the desktop study the contractor partners will check the new addresses against the Tech Forge database linking property addresses in the same street and of the same archetype and construction and period to presume that ACMs identified in one property will also be found in similar linked properties.

Note presumptions will only be made on a positive identification basis. ie if a specific material or element is found to be an Asbestos Containing Material on one property it can be presumed that the same item in an adjacent or similar property is also an ACM and treated accordingly. But if a suspected panel has been tested and found not to be an ACM on a property there can be no guarantee that the same panel in an adjacent or similar house does not contain asbestos until it has been sampled and analyzed.

The HSE have made it clear that they expect an asbestos survey or a presumption that asbestos is present to be made on all properties.

All asbestos surveys will be project specific in that they will be limited to the areas of work scheduled for that property. Should additional works subsequently be instructed to that property a further asbestos survey may have to be carried out before those works can commence.

For the following decent homes works a localized management survey will be done to the work areas identified by the contractor partner within that property– replacement of windows, installation of central heating, electrical works including rewiring, installation of smoke detectors, reroofing, replacement or overboarding of soffits and fascias and rainwater goods, installation of secure by design front doors, installing loft and cavity installation, kitchen and bathroom refurbishments where there are no alterations to the structure or removal of partitions etc and prior painting repairs and redecoration . The intended location of cable or pipe runs will be indicated to the asbestos surveyor by tapes. The survey will be limited to the runs indicated and the subcontractor installing the service must keep to the marked and surveyed areas. This process will also be followed on the other essential works programmes listed in this document ie Legionella testing, DDA adaptations etc. The management survey should include minor intrusive work, sampling and analysis and making good all work disturbed

For the following works a refurbishment and demolition survey will be done to the work areas identified by the contractor partner to that property–to any void properties, internally to kitchen and bathroom refurbishments where we will be disturbing unknown materials such as removing panels, taking down ceilings, taking down walls and cutting openings and externally to structural properties where panels will be removed or drilled, cut or otherwise disturbed.

Investigation work to expose structural connections and building defects must also follow these guidelines

The surveys will be carried out by a UKAS accredited inspection body to ISO/IEC 17020 EN45004 (surveying for asbestos in premises) carrying appropriate insurance and using experienced surveyors with minimum P402 qualification. All reports to be in the agreed format for incorporation into the Housing Departments Technology Forge asbestos database.

Any suspect material within the work area identified by the contractor partner will have a sample taken to confirm the material. Any samples taken as part of the surveys should in the first instance be delivered to be analyzed by Birmingham Council Laboratories (BCL) unless they advise that they have insufficient resources to provide the information in the required timescales. Any alternative testing facility must also be UKAS accredited to ISO17025 and appropriate insurances. All samples should be requested for a 24 hr turnaround.

The surveyor will provide a summary of results to inform the main contractor partner of any ACMs, with a full detailed report following and being copied to the client.

Textured coatings will always be assumed to contain asbestos.

A method statement using minimal disturbance and shadow vacuuming using trained operatives and approved equipment will be produced and always followed by anyone working on them. All operatives involved in the removal or disturbance of ACMs must have appropriate training and be covered by appropriate insurance for working with asbestos.

Note should the contractor partners find difficulties in accessing the Tech Forge Database they must notify the client immediately. If access is unavailable for longer than 24 hours alternative means of accessing the database should be sought/provided including using terminals/log ons in housing offices or other contractor partners offices

The information obtained from the asbestos surveys and previous information will be used to produce an asbestos assessment (an asbestos risk summary sheet) for each property in the programme. This assessment will be communicated to all teams including any subcontractors prior to working on the property. NOTE if the asbestos assessment is based on a localized sampling survey the report must clearly indicate both the areas surveyed and the areas where no survey or assessment has been made and the inherent risks.

The operatives, who must have all received asbestos awareness training as part of their induction in order to obtain an ID card to work on Decent Homes sites, and in particular the survey teams, will use this information to identify or confirm the presence of ACMs within each individual property. Depending on the necessary works and condition and risk identified an approved asbestos company will be consulted to agree a method statement for either rerouting or carrying out the works without disturbing or damaging the material, leaving the material in place and encapsulating it, or if necessary the safe removal of the ACM either prior to or in conjunction with the building works to minimize disturbance to the customers and work stream. If materials are left in place adequate precautions must be taken to avoid accidental damage of the material and subsequent release of fibres. Decisions on large scale removal programmes must **always** be made in conjunction with the client and the client's safety team.

Notwithstanding the intention that any ACMs present in work areas should be identified and addressed prior to works commencing in a property, should any unforeseen suspected ACMs be exposed or discovered during the progress of the works the works will stop until the material has been sampled and analyzed by an approved surveyor and a method statement for dealing with it agreed.

The rule should be that no operative should disturb, cut, drill or otherwise damage any part of the structure as part of carrying out the works unless they are sure that it is not an ACM. If they are unsure the material should be sampled to establish whether it is an ACM, or the appropriate precautions taken to deal with it as an ACM.

The contractor partners work programmes must be sufficiently flexible to accommodate any delays to individual or streets of properties where ACMs are identified which need removal

All removals are to be carried out in accordance with the asbestos regulations/legislation and comply with the organisations safe working practices/approved method statements

Details of all ACMs removed or left in place must be communicated back to Housing for inclusion on Tech Forge database

It is recommended that date stamped digital photographs are taken of all ACMs identified during visual surveys for the works. This will assist in identifying the specific area where the hazard exists to anyone subsequently passed on information to carry out works in its vicinity. It will also serve as a record of the condition of the material at the time of survey should any damage subsequently be observed.

Health and Safety Meeting

This is a joint monthly meeting with all contractor partners, Housing Repairs contractors, the CDM coordinator and the clients safety officers to discuss safety records and any incidents during the month and develop policies and procedures in order to manage the delivery process

Asbestos procedures will be a permanent agenda item for this meeting.

ASBESTOS PROCEDURE

Each contractor partners procedure for identification of ACMs and managing them within typical elements including textured coatings including a flow chart for the survey process and Emergency procedures in the event of release of fibres within a property if a previously undetected ACM is damaged are appended

Housing will monitor and report at the health and safety meeting each month

- the number of times the contractor partners access the tech forge database
- the number of samples analysed by BCL,
- the number of reports submitted to housing in that month on completed asbestos surveys, the number of ACMs removed and any ACMs identified and left insitu, particularly if encapsulated or hidden by the works carried out, for updating the tech forge database

The contractor partners will monitor and report on

- the number of asbestos surveys, carried out for each contractor partner and the results of these surveys in terms of ACMs discovered
- the number of asbestos survey reports put onto Tech Forge
- and the records of retained and encapsulated ACMs sent in to housing to be put onto Tech Forge

This will enable the client to

- confirm the procedure is being followed
- Confirm that information is being obtained and provided back to the client in a timely manner
- review and assess with the contractor partners whether the information obtained to date is sufficient to enable the proposed works to be safely carried out based on any subsequent discovery of ACM's which have not been picked up by the initial survey process and meet their duty of care or if the number /type of surveys needs to be amended as a result.

As previously stated in addition to the general process for carrying out localized management surveys there are some specific areas of work where refurbishment and demolition surveys will be carried out to properties or specific rooms within properties. These briefly comprise

Structural programme works to non traditional dwellings and Structural works to high rise dwellings some non traditional system built low rise properties and some high rise properties have been identified as needing structural repair works prior to the decent homes improvements being undertaken. Extensive investigation works may be carried out to identify the cause of the structural instability before costs can be finalised and works commenced.

A refurbishment and demolition survey will be carried out to a void property as part of the investigation process. Asbestos surveys would include all areas listed previously affected by the works and likely to be disturbed. A refurbishment and demolition survey should also be carried out to any panels or finishes which will be disturbed or removed during the works.

Decent homes works to voids

Some empty housing properties have been identified as needing structural repair works prior to the decent homes improvements being undertaken. Extensive investigation works may be carried out to identify the cause of the structural instability before costs can be finalised and works commenced, and these **will always** necessitate a refurbishment and demolition survey. Asbestos surveys would include all areas listed previously affected by the works and likely to be disturbed.

Works to high cost homeless voids

Some empty housing properties have been identified as needing major renovation work as well as structural repair works prior to the decent homes improvements being undertaken. Extensive investigation works may be carried out to identify the cause of the structural instability before costs can be finalised and works commenced, and these **will always** necessitate a refurbishment and demolition survey.

Asbestos surveys would include all areas listed previously affected by the works and likely to be disturbed.

Notwithstanding the above, if the scope of intended works is extensive to a property type or results of the localized sampling surveys carried out to a property or archetype show irregularities or if no pattern of ACM's can be identified then a refurbishment and demolition survey would be instructed to a specific property and arrangements made to carry this out in the manner proscribed in the current asbestos survey guide document.

Generally

Notwithstanding the following, if the scope of intended works or results of the localized management surveys carried out to a property or archetype indicate a need a refurbishment and demolition survey would be instructed to a specific property and arrangements made to carry this out in the manner proscribed in the current asbestos survey guide document.

Central Heating programme/Health through Warmth programme (Medical Referrals). Any existing heating installations and associated ducts, flues, roof terminals, insulation, heating cupboards, meter cupboards etc which would have to be removed or disturbed by the works. Any internal finishes which would have to be removed or disturbed by the new installation including bath panels, floor tiles, wall and ceiling finishes, etc. which would have to be removed or disturbed by the new installation. The intended location of cable or pipe runs will be indicated to the asbestos surveyor by tapes. The survey will be limited to the runs indicated and the subcontractor installing the service must keep to the marked and surveyed areas. Any adjacent external finish such as tile hanging or cladding materials which would have to be removed or disturbed by the installation including installing flues.

Window and new rear door installation programme. Any associated panels within or attached to the windows/doors which would have to be removed or disturbed by the window/door removal. Any associated soffit or sill board which would have to be removed or disturbed by the window/door removal. Any adjacent external finish such as tile hanging or cladding materials which would have to be removed or disturbed by the window/door removal. Any internal wall or ceiling finishes which would have to be removed or disturbed by the window/door removal.

Front doors programme. Any associated panels or fanlights within or attached to the door or combination frame, which would have to be removed or disturbed by the door/ frame removal. Any associated soffit or sill board which would have to be removed or disturbed by the door /frame removal. Any adjacent external finish such as tile hanging or cladding materials which would have to be removed or disturbed by the door /frame removal. Any internal wall or ceiling finishes which would have to be removed or disturbed by the door /frame removal including cladding or soffits to adjacent porches, meter cupboards or entrance lobbies.

Rainwater goods, Soffits, Fascias (RFS) programme any existing roof finishes, any adjacent external finishes such as tile hanging or cladding materials which would have to be removed or disturbed by the new installation. Any internal finishes which would have to be removed or disturbed by the new installation. Any associated soffit or fascia board or rainwater goods, which would have to be removed or disturbed by the new installation. Any pipework or flues projecting through the roof, any connections to roof or ridge terminals or vents

Reroofing programme any existing roof finishes, any adjacent external finishes such as tile hanging or cladding materials which would have to be removed or disturbed by the new installation. Any internal finishes which would have to be removed or disturbed by the new installation. Any associated soffit or fascia board or rainwater goods which would have to be removed or disturbed by the new installation. Any pipework or flues projecting through the roof, any connections to roof or ridge terminals or vents

External painting programme and prior painting repairs

any external finishes such as tile hanging or cladding materials which would have to be removed or disturbed by preparation for the redecoration including cladding or soffits to adjacent porches, meter cupboards or entrance lobbies. Any retained soffit or fascia board or rainwater goods which would have to be removed or disturbed by preparation for the redecoration.

Electrical test and inspect (and associated remedial works or rewiring) any existing ducts, insulation, meter cupboards, enclosures etc. Any internal finishes which would have to be removed or disturbed by the new installation including bath panels, floor tiles, wall or ceiling finishes etc. The intended location of cable or pipe runs will be indicated to the asbestos surveyor by tapes. The survey will be limited to the runs indicated and the subcontractor installing the service must keep to the marked and surveyed areas. Any adjacent external finish such as tile hanging or cladding materials which would have to be removed or disturbed by the installation including cladding or soffits to adjacent porches, meter cupboards or entrance lobbies.

Kitchens and bathrooms

The programme includes some properties scheduled for the renewal of existing kitchen and bathroom fittings and others for complete renovation of unsuitable or outdated kitchens and bathrooms including structural alterations. It is envisaged that renewal of fittings and redecoration would be addressed in a similar manner to the decent homes elements previously listed with localized management surveys used to produce an asbestos risk summary sheet. Where more extensive works and alterations are proposed it is envisaged that refurbishment and demolition surveys **will always** be carried out to the affected rooms on a 100% basis. Asbestos surveys would include all areas affected by the works and likely to be disturbed. The intended location of cable or pipe runs will be indicated to the asbestos surveyor by tapes. The survey will be limited to the runs indicated and the subcontractor installing the service must keep to the marked and surveyed areas.

Legionella – risk assessments and remedial works to multiple occupancy properties

There is an ongoing programme to carry out maintenance works to water storage tanks and systems in sheltered housing to prevent the formation of legionella

Asbestos surveys would include all areas affected by the works and likely to be disturbed

DDA works to multiple occupancy properties

There is an ongoing programme to carry out improvement works and provide signage to multiple occupancy accommodation under the disability discrimination act

Asbestos surveys would include all areas affected by the works and likely to be disturbed

The intended location of cable or pipe runs will be indicated to the asbestos surveyor by tapes. The survey will be limited to the runs indicated and the subcontractor installing the service must keep to the marked and surveyed areas.

Insulation programme

There is an ongoing programme to carry out surveys and installation works for cavity and loft insulation to all council properties which are suitable to receive it.

Asbestos surveys would include all areas affected by the works and likely to be disturbed

Internal Painting/Communal Decorations

There is a programme to carry out redecoration works to communal areas and entrances to multiple occupancy accommodation

Asbestos surveys would include all areas affected by the works and likely to be disturbed

Fire protection to communal areas – smoke detectors/fire doors/

There is a programme to carry out fire protection improvement works to communal areas and entrances to multiple occupancy accommodation

Asbestos surveys would include all areas affected by the works and likely to be disturbed

The intended location of cable or pipe runs will be indicated to the asbestos surveyor by tapes. The survey will be limited to the runs indicated and the subcontractor installing the service must keep to the marked and surveyed areas.

Security /concierge works – door entry/concierge/environmental works

There is a programme to carry out security and improvement works to communal areas and entrances and external works to multiple occupancy accommodation

Asbestos surveys would include all areas affected by the works and likely to be disturbed

The intended location of cable or pipe runs will be indicated to the asbestos surveyor by tapes. The survey will be limited to the runs indicated and the subcontractor installing the service must keep to the marked and surveyed areas.

Door entry programme

There is an ongoing programme to carry out security and improvement works to communal areas and entrances to multiple occupancy accommodation. Asbestos surveys would include all areas affected by the works and likely to be disturbed. The intended location of cable or pipe runs will be indicated to the asbestos surveyor by tapes. The survey will be limited to the runs indicated and the subcontractor installing the service must keep to the marked and surveyed areas.

Rewiring to communal areas

There is a programme to carry out rewiring works to communal areas and entrances to multiple occupancy accommodation

Asbestos surveys would include all areas affected by the works and likely to be disturbed The intended location of cable or pipe runs will be indicated to the asbestos surveyor by tapes. The survey will be limited to the runs indicated and the subcontractor installing the service must keep to the marked and surveyed areas.

Renewal of refuse chutes and soil stacks

There is a programme to carry out renewal of refuse chutes and soil stacks to multiple occupancy accommodation

Asbestos surveys would include all areas affected by the works and likely to be disturbed

LEASEHOLDERS

Some privately owned flats or maisonettes which have been purchased off the council by leaseholders are included in the programme. Under the terms of the lease the Council must carry out repair works to some elements of the property but the leaseholders must pay a contribution towards the cost of both works to their own property (ie replacement windows) or for a share of any communal works (ie structural repairs to the block as a whole, roof works, communal areas etc)

the works are likely to be limited to the following and asbestos surveys carried out in accordance with the previous lists

- structural repairs to the block including the provision of insulated render or cladding systems
- replacement windows and doors in communal areas
- roofworks including Fascia, soffits and rainwater goods to the block
- prior painting repairs and external redecoration to the block
- renewal of submains and shared services in multi storey blocks
- Internal painting to communal entrances and areas
- Environmental/ Security works to the block
- replacement of individual windows to the leaseholder property

MANAGEMENT OF DAMAGED ACMS DISCOVERED DURING SURVEYS

The contractor partners should be aware of their duty to act appropriately under the Control of Asbestos Regulations 2006 to protect "any other person whether at work or not, who may be affected by the work activity carried out" in recognizing and reporting damaged ACMS.

If in the course of surveying properties for decent homes or other capital works or in the process of undertaking works any operative identifies any existing ACMS or suspected ACMS which are damaged or deteriorating they must report this to the contract administrator and the Housing Department with digital photographs. These will generate a RIDDOR where the perpetrator is unknown and the client will advise whether the contractor partner reporting the damaged asbestos or one of the repairs contractors will carry out the necessary environmental clean, and removal/encapsulation of the damaged ACM.

The HSE have advised that in these instances they will visit the property and will endeavour to give approval to allow the contractor partners to deal with the hazard immediately and prevent further release of fibres without having to wait for the normal notice period.

The client will carry out an investigation to identify the last known contractor to work on the property in the area of the damaged ACM and report to the HSE accordingly. The contractor partners should be aware that if they fail to report damaged asbestos which is subsequently found, if they were the last contractor to work on the property, it may be presumed that they were responsible for the damage in any RIDDOR issued.

All RIDDORs must be copied to the Housing Safety Section and the Contract Administrator. Where an ACM is notifiable (licensed work), the contractor partner must have written approval to the works and the method statement proposed, either on an individual or an agreed programme basis, from the client (Paul Yarnel/Tom Taplin). All 14 day notices should be copied to the Housing Health and Safety team and should include the name of the subcontractor carrying out the works and the intended date for removal. This will enable the health and safety team to discuss any queries raised with them by the HSE and to visit the site during the removal.

Procedure for Delivery of Individual Planned Maintenance Programmed Works

Central Heating programme

where a property is listed to have central heating installed in the programme year it will have

- visit from a Customer liaison officer (CLO) to explain the decent homes process and a visit from a heating engineer to agree with the customer the type of installation and location of boiler, radiators, controls etc. The customer requests will be taken into account as far as possible whilst complying with the councils specifications and current regulations
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, heating cupboards, heating ducts, flues, roof tiles, bath panels, etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- installation of gas fired HE central heating installation including condensing combi boiler, room stat, programmer and radiators with Thermostatic radiator controls all in accordance with specification. The work content covers the installation of a full central heating system including any variations for standard flue arrangements, scaffold, heaters in bathrooms, construction of cupboards and all building/electrical work associated with the installation
- If the property already has a heating system such as Gas Warm Air or underfloor electrical heating or partial central heating (ie not every habitable room has a radiator or heat source) seek client confirmation before completing the survey as to whether the existing system is considered acceptable under the decent homes criteria (see below) and if property should remain in this years programme. Options will include leaving the existing system as is, adding radiators/controls to the existing system to heat all habitable rooms or full replacement. However we should not unreasonably raise a customers expectations before getting approval from Housing. In this instance advise them that our records do not show them to have any form of heating and because they have a system it may not be replaced within the current programme. In cases of GWA the property will most likely not be included in the programme at this time, but the address will be recorded for inclusion into the programme in a future year.

- Examples where a new full heating system would be installed would be: where the existing system is a partial system such as an old back boiler or old freestanding boiler serving only the ground floor with no heating upstairs or only serving three radiators on a gravity system.
- The surveyor should check the appliance make/model and GC number – if unsure contact BCC for advice. Appliances found to be older than 10 years will be replaced subject to approval by BCC. This is to include old freestanding back boilers, BBUs, Back circulators, and systems incorporating gravity hot water but only to apply to partial systems
- if it is impractical to install a condensing boiler a standard combi or system boiler will be installed
- if no gas supply is available and none can be provided an economy 7 controllable electrical heating system will be installed. Client approval to be obtained before confirming with customer
- any existing redundant heating installation will either be removed or decommissioned and boxed in

DECENT HOMES CRITERIA

The two criteria to consider are

1 – the decent homes criteria, this is only for a modern, programmable heating system with same fuel heating supplied to two or more habitable rooms. The boiler is to be in working condition and free of disrepair when over 15 years old, any boiler under 15 years old is decent no matter what the condition.

Under this criteria the vast majority of council properties would be classed as decent, however BCC are aiming to provide a service above and beyond the basic decent homes standard.

2 – BCC criteria – to provide a full heating system in all habitable rooms wherever possible, with a modern programmable boiler on a fully pumped system.

Under this criteria partial systems are replaced with full systems, boilers found on partial systems that are over 10 years old are replaced, old micro bore pipework is replaced and full controls are provided ie room thermostats and thermostatic radiator valves should be fitted to all radiators.

Note that a habitable room does not include a bathroom, hallway or landing. There is no need to heat these areas however if a full system is to be installed then heating should be provided to all rooms.

Health through Warmth programme (Medical Referrals)

where a council tenant has been identified as having an immediate medical need for a heating system to be installed, ie after coming out of hospital, they are identified as a priority installation. If they are already on the current years programme their installation date will be brought forward. If they are in the programme for a future year an instruction will be issued to add them into this years programme as a priority. In each case they will have the same central heating process

Window installation programme

where a property is listed to have replacement PVCu double glazed windows installed in the programme year it will have the following works carried out

- visit from a Customer liaison officer to explain the decent homes process and a visit from a window surveyor to agree with the customer the type of installation and window style etc. The customer requests will be taken into account as far as possible whilst complying with the councils specifications and current regulations
- surveyor/CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, external tile cladding, eaves and soffit cladding roof tiles, etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- installation of PVCu framed double glazed windows with trickle ventilation all in accordance with specification. The work content covers the installation including scaffold, needles and props, any lintels or remedial repairs to brickwork, architraves, quadrants, mastic and making good to brickwork and plaster or render associated with the installation
- where existing secondary glazing is fitted (airport zones) the customer should be consulted on whether they want it retained or removed. In some cases it will be necessary to remove the secondary glazing anyway if it is attached to the existing windows or if means of escape regulations deem it cannot be left in place. If secondary glazing is removed higher specification double glazed unit will be fitted to provide the necessary level of sound attenuation.
- if existing window frame forms part of support for external wall or brickwork over window shows signs of distress or failure seek client advice to confirm enabling works should be carried out prior to installation to provide support to the structure via a lintel
- If there are no obvious signs of failure there may still be uncertainty over whether existing brickwork over windows is stable enough to stay in place after the existing window is removed or is relying on the support of the window to keep it in place. Pilot removals should be done to establish the risk and advice sought from the CWS on the advisability of carrying out preventative support before removing the windows.
- if rear door is part of combination frame with attached window or a separate stand alone rear door it will be replaced with a PVCu 2XG glazed door with fixed insulation lower panel as part of the window programme, in accordance with the BCC window specification
- all windows which have not previously been fitted with pvc windows will be replaced. If some individual windows within a property have already been replaced with single glazed pvc units these will be replaced with new double glazed pvc windows to match the rest of the new windows in the house. **If all windows within a property have previously been replaced with single glazed pvc windows the property will not be included in the programme at this time, but the address will be recorded for inclusion into the programme in a future year**
- in multiple occupancy accommodation (blocks of flats, maisonettes, warden schemes or other sheltered housing) any existing timber, or single glazed PVCu **communal** windows or screens will be replaced with new double glazed windows
- see later note for leaseholders in multiple occupancy blocks

Front doors programme

where a property is listed to have replacement secured by design front door installed in the programme year it will have the following works carried out

- visit from a Customer liaison officer to explain the decent homes process and a visit from a door surveyor to agree with the customer the type of installation and door style and colour etc. The customer requests will be taken into account as far as possible whilst complying with the councils specifications and current regulations. (In the case of multiple occupancy accommodation a fire door will need to be fitted to prevent the spread of fire onto an access walkway or lobby or other communal area which other people need to walk through or across in escaping from a fire.)
- see attached guidance notes for secure by design doors (App 2)
- surveyor/CLO will identify any specific health or disability issues which will affect the type of installation required or method of working.
- See attached guidelines (App 4)for complying with DDA , fitting doors in elderly or wardens accommodation
- where the existing door has specialist locking mechanisms such as door openers or electronic locks there is now a simple electronic latch available on Bowaters doors which may be suitable
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, cladding or soffits of porches or lobbies etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- installation of secured by design composite front doors and any attached side screens all in accordance with specification. The work content covers the installation including needles and props, any lintels or remedial repairs to brickwork, architraves, quadrants, refitting customers door bells or handrails/aids mastic and making good to brickwork and plaster or render associated with the installation
 - if existing door frame forms part of support for external wall enabling works will be carried out prior to installation to provide support to the structure via a lintel
 - where there is an attached porch in most cases only the main entrance door to the property attached to the main brick elevation of the building will be replaced and the porch door will be left in place
 - Timber porches - depending on individual circumstances including whether the porch was original or added on at a later date and whether there have been any specific agreements entered into between the customer and the council an existing porch which is considered too expensive to repair may be removed or replaced with a new pvc porch. Client approval to be obtained before confirming with customer See policy guidance (App 3)
 - in multiple occupancy accommodation (blocks of flats, maisonettes or sheltered housing) only the individual entrance doors will be replaced. There is a separate programme for renewal and upgrading of communal entrance doors. Where the communal door forms part of a full height glazed screen the screen may be replaced as part of the window programme but a compatible timber door fitted pending the communal entrance programme
 - see later note for leaseholders in multiple occupancy blocks

Rainwater goods, Soffits, Fascias (RFS) programme

where a property is listed to have RFS work carried out in the programme year it will have the following survey and works carried out

- visit from a Customer liaison officer to explain the decent homes process and a visit from a surveyor to identify and measure the works required to the property. any customer requests will be taken into account as far as possible whilst complying with the councils specifications and current regulations
- surveyor/CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie external tile cladding, eaves and soffit cladding, roof tiles, etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- overclad existing eaves soffits and fascias with pvc, replace rainwater goods to specification. The work content covers the installation including scaffold, BT alterations, roof repairs at gutter level to ensure water runs into the gutter, additional support timbers if required and mastic to the perimeter
 - if existing eaves detail is unsuitable for overcladding due to period detail, or integral to cladding, then decorate option instead See policy Guidance (app 5)
 - see later note for leaseholders in multiple occupancy blocks

Note – Victorian archetypes where the existing gutters are on rise and fall brackets with no fascias will usually have them retained rather than replaced but may need cleaning out. Leaks should be referred to the CWS and reported to repairs, although if the property is scaffolded there may be an instruction to carry out repairs whilst on site doing other works to save two sets of access scaffold being used and paid for

In conservation areas or on listed properties the same principle may apply

On properties with feature brickwork or stonework at eaves level the same principle may apply.

Where properties have metal box gutters or 6" gutters and link to adjoining sold properties advice should be sought on retaining these or replacing like for like to avoid difficult junctions with retained existing gutters or potential for overflow due to insufficient capacity to take the roof run off. Again the principles for dealing with cleaning out, leaks etc should be followed

On projects with unusual soffit and or fascia details where there is a large depth of boarded cladding extending the fascia, Advice should be sought from the CWS with regard to the extent of replacement or repair and/or redecoration required. Again gutters and rainwater goods may be retained or replaced dependant upon condition or cleaned out whilst on site and scaffolded

External painting programme

where a property is listed to have any element of works in the programme year it will have the following works carried out

- visit from a Customer liaison officer to explain the decent homes process and a visit from a surveyor to identify and measure the amount of external painting and prior painting repairs required to the property. General work areas will include rendered areas, retained timber fascias bargeboards or soffits, shiplap panelling, back gates, garages within the curtilage of the dwelling and store/shed doors including any isolated store sheds. Any items deemed beyond economical repair must be authorised for replacement by the client. Any customer requests will be taken into account as far as possible whilst complying with the councils specifications and current regulations. See policy guidance (App 6)
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, external tile cladding, eaves and soffit cladding roof tiles, etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- repair as necessary and redecorate any retained timber cladding (4 colour options to be developed) and/or masonry (4 colour options to be developed) Note any painting of masonry is to be confirmed with Housing prior to commencing work. Some concrete blocks are subject to separate remedial works programmes and some require specialist external painting materials and specifications
- repair as necessary and redecorate external retained timberwork (as noted above) colour to match chosen front door colour
- Include any repairs including glazing that are required prior to painting
- Any renewals of front or back gates or to fencing should be notified to the client for instruction as a variation or to be passed on as a repairs items to the repairs contractor
- see later note for leaseholders in multiple occupancy blocks

Reroofing programme

where a property is included in the Birmingham Council Housing Improvement Programme for the programme year it will also have the following survey carried out prior to commencing any work. See also Policy Guidance (App 7)

- visit from a Customer liaison officer to explain the decent homes process and a visit from a housing contract works supervisor and a contractors surveyor to assess whether the condition of the existing roof requires replacement. May require further specialist surveys and investigation to confirm source of any leaks or damage and agree required solution to problem and specification
- surveyor/CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie external tile cladding, eaves and soffit cladding, roof tiles, etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works

- subject to approval by Housing roofworks carried out as necessary in accordance with the specification. The work content covers the installation to main roofs, bays, porches and extensions including scaffold, remedial repairs to existing timbers, all types of roof covering (replacement to match existing), chimney rebuilds or repairs, new flashings, pvcu fascias soffits and rainwater goods, disconnection/reconnection of gas appliances, negotiating party wall notices with adjacent owners and forming junctions with existing roofing to adjacent properties and making good to brickwork and plaster associated with the installation
- Prior to commencing any work on roof or in roof space carry out check on any existing flue, ridge vent or chimney to confirm sound and no leaks. Any gas appliances using the chimney, flue etc including the adjoining property regardless of property ownership should be disconnected whilst working on the roof, and if necessary temporary heating supplied if no other form of heating is available. On completion of roofworks recheck flue etc for soundness and issue a CP1 gas safety certificate to confirm this.
- see later note for leaseholders in multiple occupancy blocks

Note bay roofs should be insulated to prevent heat retained by fitting double glazed bay windows simply exiting through the bay ceiling.

In addition if the repairs contractors identify a roof which is beyond economical repair, the address may be issued to the nearest capital partner even though it is outside the district/estate they are currently working in. In each case the above process should be followed, however in this instance the property will not have any other decent homes elements carried out to it. These will be picked up when it appears in the actual decent homes programme which may be up to two years later. Seek housing guidance on how this is to be managed when communicating with the customer.

Electrical test and inspect (and associated remedial works)

where a property is listed to have an electrical test carried out in the programme year it will have the following inspection carried out unless identified as not requiring the test due to recently being rewired etc. Note leaseholders do not have electrical test and inspections carried out through the decent homes programme.

- visit from a Customer liaison officer to explain the decent homes process
- CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, cladding or soffits of porches or lobbies etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- visit from a qualified electrician to carry out a test, inspection and report on the existing electrical installation and whether it meets current standards See attached guidance notes on purpose of testing and flow chart for further works resulting from test (App 8)
- any emergency works identified during the inspection will be carried out at the same time to leave the property and installation in a safe condition See table of works which can/must be carried out at time of inspection if identified (App 9)
- report submitted to Housing to record any emergency works carried out and to get approval to proceed with any non emergency remedial work identified in data ease format

- subject to approval remedial works programmed in and carried out in accordance with specification

Rewiring programme

where a property has been confirmed by the client officer to need rewiring and approved by housing it will have the following

(Note when rewiring the contractor must consider any future kitchen or bathroom renewals using the standard details provided for each property type/layout. The opportunity should be taken to relocate the consumer unit and services during the rewire to ensure that they do not have to be relocated at a later date)

- notes from previous CLO visit will identify any specific health or disability issues which will affect the type of installation required or method of working
- report from previous asbestos survey will identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, cladding or soffits of porches or lobbies etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- visit from a qualified electrician to carry out rewiring in accordance with specification. Customer to be given choice between surface mounted or chased in installation, works to include all necessary builders work such as making good brickwork or plaster but no allowance included for redecoration as a result of chased installations.
- certificate issued on completion

Structural programme

Structural works to non traditional dwellings and Structural works to high rise dwellings

There are likely to be stand alone structural repair works contracts to both non traditional system built low rise properties and high rise properties. These may require extensive investigation works to be carried out to identify the cause of the structural instability before costs can be finalised and works commenced. Prior to investigation works commencing the property will have

- visit from a Customer liaison officer to explain the decent homes/structural works process
- CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, heating ducts, flues, external tile cladding, eaves and soffit cladding, roof tiles, cladding or soffits of porches or lobbies etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- some structural works can be carried out in advance of the decent homes works. others need to precede the works and others can be carried out concurrently

Legionella – risk assessments and remedial works to multiple occupancy properties

There is likely to be a programme to carry out testing and maintenance works to water storage tanks and systems in sheltered housing to prevent the formation of legionella where a property has been confirmed by the client officer as being in the programme it will have the following

- visit from a Customer liaison officer to explain the decent homes/preventative works process
- CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, water tanks, insulation, heating ducts, flues, cladding or soffits of porches or lobbies etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- carry out survey of property, produce schedule of works for ratification by Housing, carry out works, carry out sampling and testing of water system

DDA works to multiple occupancy properties

There is likely to be a programme to carry out improvement works and provide signage to multiple occupancy accommodation to meet the requirements of the disability discrimination act where a property has been confirmed by the client officer as being in the programme it will have the following

- visit from a Customer liaison officer to explain the decent homes/DDA programmed works process
- CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, water tanks, insulation, heating ducts, flues, cladding or soffits of porches or lobbies etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- carry out survey of block, produce schedule of works for ratification by Housing, carry out works,

Insulation programme

where a property is listed to have insulation work (either cavity or loft insulation) carried out in the programme year it will have the following survey and works carried out. Note there are grants available from energy providers who will usually carry out this work for free or for a minimum charge acting as subcontractors to the partner and subject to the client officer signing a benefits statement that the people receiving the benefit of the free insulation meet certain criteria. The majority of councils tenants meet the criteria and therefore there is a minimum cost associated with this programme

- visit from a Customer liaison officer to explain the decent homes process and a visit from a surveyor to identify and measure the works required to the property. Not all construction types will be suitable for cavity insulation. Some properties will already have some form of loft insulation. These will have a top up amount of insulation to meet current standards. any customer requests will be taken into account as far as possible whilst complying with the councils specifications and current regulations
- surveyor/CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie external tile cladding, eaves and soffit cladding, roof tiles, flues through loft area etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- see later note for leaseholders in multiple occupancy blocks

Kitchens and bathrooms

where a property is listed to have a kitchen or bathroom refurbishment or upgrade carried out in the programme year it will have the following survey and works carried out. Kitchen refurbishments can range from a simple replacement of existing units and renewal of finishes and redecoration – through improving the layout of interwar 5 door kitchens by redesign, through to the construction of two storey wing building extensions for some pre war properties

- visit from a Customer liaison officer to explain the decent homes process and a visit from a surveyor to identify and measure the works required to the property.
• Any customer requests will be taken into account as far as possible whilst complying with the councils specifications and current regulations
generally kitchen units will be replaced on a like for like basis subject to a minimum volume of units and any need to improve the kitchen layout/extend the kitchen area as part of the refurbishment
- customers will be offered a choice of colours and finishes from the wide ranges available in the guidance notes
- surveyor/CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie external tile cladding, eaves and soffit cladding, roof tiles, flues through loft area etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works

Internal Painting/Communal Decorations

There is likely to be a programme to carry out redecoration of communal entrances and areas to multiple occupancy accommodation where a property has been confirmed by the client officer as being in the programme it will have the following

- visit from a Customer liaison officer to explain the decent homes/redecoration programmed works process
- CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, soffits of porches or lobbies etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- carry out survey of block, produce schedule of works for ratification by Housing, carry out works,

Fire protection to communal areas – smoke detectors/fire doors

There is likely to be a programme to carry out improvement works and provide fire protection to individual flats and communal areas of multiple occupancy accommodation where a property has been confirmed by the client officer as being in the programme it will have the following

- visit from a Customer liaison officer to explain the decent homes/Fire protection programmed works process
- CLO will identify any specific health or disability issues which will affect the type of installation required or method of working

- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, water tanks, insulation, heating ducts, flues, cladding or soffits of porches or lobbies etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- carry out survey of block, produce schedule of works for ratification by Housing, carry out works,

Environmental works programme

There is likely to be a programme of environmental improvement works to estates/multiple occupancy blocks. where a property has been confirmed by the client officer as being in the programme it will have the following survey and works carried out.

- The works will generally have been requested through the local area team or HLB as a result of need or resident requests
- The client officer will have visited the site and produced an outline set of requirements
- This will have been costed for feasibility and the costed scheme (as amended to keep within available budgets) passed to the contractor to obtain quotes
- Subject to agreement of the lowest quote the works will be authorized to proceed
- As part of the resident consultation there will be a visit from a Customer liaison officer to explain the process and confirm likely timescales.
- surveyor/CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works

Door entry programme

There is likely to be a programme to carry out improvement works and upgrade entrances to multiple occupancy accommodation where a property has been confirmed by the client officer as being in the programme it will have the following

- visit from a Customer liaison officer to explain the decent homes/door entry programmed works process
- CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, water tanks, insulation, heating ducts, flues, cladding or soffits of porches or lobbies etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- carry out survey of block, produce schedule of works for ratification by Housing, carry out works,

Rewiring to communal areas

There is likely to be a programme to carry out testing and rewiring of landlords supplies and communal area electric supplies and services to multiple occupancy accommodation where a property has been confirmed by the client officer as being in the programme it will have the following

- visit from a Customer liaison officer to explain the rewiring programmed works process
- CLO will identify any specific health or disability issues which will affect the type of installation required or method of working

- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- carry out survey and testing of block services, produce schedule of works for ratification by Housing, carry out works,

Renewal of refuse chutes and soil stacks

There is likely to be a programme to carry out replacement of refuse chutes and soil stacks to multiple occupancy accommodation where a property has been confirmed by the client officer as being in the programme it will have the following

- visit from a Customer liaison officer to explain the refuse chutes/soil stacks programmed works process
- CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, tanks, insulation, heating ducts, flues, etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- carry out survey of block, produce schedule of works for ratification by Housing, carry out works,

Decent homes works to voids /Works to high cost homeless voids

There is likely to be a programme of major works voids many of which are likely to have become void due to structural problems. These may require extensive investigation works to be carried out to identify the cause of the structural instability before costs can be finalised and works commenced. Prior to investigation works commencing the property will have

- site visit to identify any specific health or disability issues which will affect the type of installation required or method of working
- full demolition and refurb asbestos survey to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- carry out survey of property, produce schedule of works, obtain quotations, for ratification by Housing carry out works,

Works to warden schemes, sheltered Housing and High Rise Blocks

The Client has instructed that we must ensure that these schemes are delivered without contravening any regulations or planning requirements, as well as taking into account the profile of the tenants who may be elderly and in need of additional customer care

They should be dealt with in isolation with specific reference to design requirements and solutions, which meet the context, location and type of tenants. Consultation on these projects should be delivered through public meetings on site and any tenants groups engaged in the process.

Where possible these will be identified at the start of each year's program. Separate project numbers will be raised and launch meetings held to confirm the brief and specification to be followed in each case

Returns policy and reactivations

The Process map identifies the procedures to be followed when trying to gain access to a property to survey and carry out the decent homes work. Each stage must be documented on SX3 to allow the status of these properties to be included on the monthly reports.

Once the final letter has been sent to the resident advising them that failure to allow access will result in the property being removed from the program the Contractor must notify the Investment Programming Team that the property is being returned and which elements have not been completed.

The investment programming team will seek to reactivate the property by direct contact with the tenant. Where a property has been reactivated the contractor must establish contact with the tenant within 5 working days and arrange for the surveys/work to be prioritised.

However if they find that the tenant still refuses access the investment Programming team must be notified immediately so that they can escalate the process.

LEASEHOLDERS

Where people have bought houses or bungalows off the council the Housing Department is not responsible for the on going maintenance of these properties and they are excluded from the programmes.

Where a tenant is in the process of purchasing a property this will be recorded as a right to buy and the property should be excluded from the programme pending completion of the RTB. All partners to check status of properties for RTB and solds before commencing works as failure to do would result in the partner having to seek payment for any works carried out directly from the new owner.

Where people have bought flats or maisonettes off the council they become leaseholders. Under the terms of the lease the Council must carry out repair works to some elements of the property but because they own their properties the leaseholders must pay a contribution towards the cost of both works to their own property (ie replacement windows) or for a share of any communal works (ie structural repairs to the block as a whole, roof works, communal areas etc)

the works are likely to be limited to

- structural repairs to the block including the provision of insulated render or cladding systems
- replacement windows and doors in communal areas
- roofworks including Fascia, soffits and rainwater goods to the block
- prior painting repairs and external redecoration to the block
- renewal of submains and shared services in multi storey blocks
- Internal painting to communal entrances and areas
- Environmental/ Security works to the block
- replacement of individual windows to the leaseholder property

Notice of the works and their estimated cost must be served on the leaseholder within a strict set of guidelines before commencing the works otherwise the council would be unable to recover costs above a nominal sum of £250. If guidelines are not followed and works commenced before the due date the Council may hold the partner liable for the costs which cannot be recovered

The leaseholder may opt out of some elements of work - replacement windows - if they agree to carry these out themselves outside of the contract. Leaseholders may question both the specification and the level of costs and any such queries must be answered before works can commence. As part of the process of consulting with the leaseholder they will have

- Visit from a Customer liaison officer to explain the decent homes programmed works process and the leaseholder process. The CLO will also be responsible for issue a copy of the BCC policy statement
- CLO will identify any specific health or disability issues which will affect the type of installation required or method of working
- asbestos survey (as required) to identify any asbestos containing materials (ACMs) in the areas affected by the works and likely to be disturbed ie wall and ceiling coverings, insulation, heating ducts, flues, cladding or soffits of porches or lobbies etc. Sampling and analysis of any suspected ACMs. Confirmed ACMs removed or made safe prior to commencing works
- carry out survey of block, produce schedule of works for ratification by Housing, comply with leaseholder process for notification of costs, carry out works,

Shared ownership (fences/chimney stacks, roofworks etc) and the Party Wall Act SHARED OWNERSHIP (fences, chimney stacks, roof works etc.)

Shared Ownership Repairs

In all cases and certainly prior to commencement of any works the repairs partner shall check the ownership of any adjacent property and note in particular whether there is likely to be a joint ownership or shared responsibility for the item in disrepair. It is quite common that fences, and in particular chimney stacks, may be shared with an adjacent owner occupier and in all cases the repairs partner shall inform the adjacent owner occupier of the extent of the works required and an estimate of the cost of the works. If the owner occupier is willing to pay for the works the repairs partner shall obtain this in writing and inform the City Council to arrange for the necessary invoicing and terms of payment to be drawn up and forwarded to the owner occupier.

NOTE – The invoice shall be raised by City Council Client via a request (HOUS317) to Quarterly Rent Roll.

If the owner occupier is not willing or cannot pay due to particular circumstances then the repairs partner will need to ascertain whether the item in disrepair, in particular that part of a chimney stack within the curtilage of the City Council's property can be repaired in isolation and if this is the case this must be specified. It may be necessary in these cases for approval to be obtained from the owner occupier for scaffolding to be erected on their part of the roof.

If it is not possible to repair/rebuild half the stack in isolation and its condition is such that it may become a danger, then consideration must be given to the following options:

- a) To arrange with Building Control for a Dangerous Structure Notice to be served upon the owner occupier requiring them to get the stack attended to
- b) The preparation of a report for the Head of Repairs and Maintenance outlining the details and circumstances of the case and seeking approval for the necessary works to be undertaken and the cost incurred on an owner occupied dwelling.

The repairs partner shall ensure that in all cases where repairs or rebuilding of chimney heads/stacks are undertaken and a gas fire is connected, irrespective of ownership, the appliance must be tested prior to commencement of work and removed. On completion of work the flue must be cleaned. When the fire is refitted an approved engineer must test it again.

Whenever we are carrying out works on or to a party wall, party floor or ceiling adjoining a property where the Council is not the freeholder it must be considered whether the Party wall act applies to the works. If so the sequence under the Party Wall act 1996 should be:-

Written notice of intended work giving full details delivered to adjoining property (preferably at least 2 months before intended start date Then either – adjoining owner gives consent in writing Or – adjoining owner issues counter notice within 14 days setting out what additional or modified work the adjoining owner requires Or if no reply from adjoining owner within 14 days - a dispute is regarded as having arisen

In the event of a dispute or if builder disagrees with proposals in counter notice an agreed independent surveyor should be appointed 'jointly' to draw up a 'party wall award'. (both sides can appoint separate surveyors but even then there needs to be a third surveyor to decide on any disagreements)

The councils has not identified any preferred Party Wall surveyor but usually appoint via Barry Hunt (Acting Surveying Services Manager in Building Consultancy) tel no. 0121 303 7179 on behalf of the Housing department

The Party Wall Award will – set out the works to be carried out; when and how they will be done; records the condition of the existing property in the event of subsequent damage (a detailed fully documented schedule of dilapidations is recommended in the case of all major structural repairs); allows access to the surveyors to inspect the works in progress

Either side can appeal to county court against an award within 14 days (but only if they believe the surveyors have acted beyond their powers) The Owner planning the works pays all costs associated with drawing up the award, but if adjoining owner requests additional works, or additional works required as a result of the condition of the adjoining property the award should identify that the adjoining owner will pay an apportionment of these costs If adjoining owner refuses to appoint a surveyor we can appoint one on their behalf to enable procedure to go ahead.

Under the Act an adjoining owner must, when necessary let in our workmen, and our surveyor, architect etc on 14 days notice of intention to go in. It is an offence, prosecuted in magistrates court to refuse entry or obstruct someone who is entitled to enter premises under the Act, if the offender knows the person is entitled to be there If adjoining property is void or empty workmen and or surveyors should be accompanied by a police officer when entering the premises

Ref DETR document "the party wall etc act 1996 An explanatory booklet" pub 1997

MEETINGS AND INFORMATION REQUIREMENTS

Project meetings

The following subgroups will hold regular meetings to discuss progress/issues in order to manage the delivery process

- **Health and Safety Meeting**

Monthly meeting with all partners including repairs contractors
Discuss safety records during the month and develop policies and procedures

- **Customer Care meeting**

Monthly meeting with Customer Liaison Officer representatives from each partner
Discuss delivery during the month and customer satisfaction KPI and develop policies and procedures

- **Lease holders Group meeting**

Monthly meeting with leaseholder representatives from each partner
Discuss progress during the month and outstanding information on costs or approvals to proceed and develop policies and procedures

- **Individual contractors progress meeting with Housing**

Monthly meeting with contractors representatives
Discuss progress during the month and outstanding information on approvals to proceed and develop policies and procedures

- **Central heating meeting**

Monthly meeting with central heating subcontractors and managers from each partner
Discuss progress during the month and outstanding information on costs or approvals to proceed and develop policies and procedures

- **Electrical programme meeting**

Monthly meeting with electrical subcontractors and managers from each partner
Discuss progress during the month and outstanding information on costs or approvals to proceed and develop policies and procedures

- **Site meetings on individual structural projects**

Monthly meeting with relevant client officers/designers/representatives from partner carrying out structural works to properties
Discuss progress during the month and outstanding information on costs or approvals to proceed and develop policies and procedures

- **Shelforce meeting**

Monthly meeting with relevant client officers/managers from each partner
Discuss progress during the month and outstanding information and develop policies and procedures

- **QS meeting**

Monthly meeting with relevant representatives from each partner
Review progress on final accounts for previous years
Review progress during the month of current year against profiles and spend trackers and outstanding information on costs or approvals to proceed and develop policies and procedures

- **VOIDS MEETINGS ON INDIVIDUAL PROPERTIES**

Monthly meeting with relevant client officers/designers/representatives from partner carrying out works to properties

Discuss progress during the month and outstanding information on costs or approvals to proceed and develop policies and procedures

Joint Progress and Coordination Meeting for Capital Programme

Monthly meeting with relevant client officers/representatives from all partners

Review minutes from other meetings and deal with outstanding actions as necessary

Review progress during the month against KPIs and spend trackers and outstanding information on costs or approvals to proceed and develop policies and procedures

Northgate/SX3 housing information and data recording system

Housings data system Northgate is a contract management tool for housing and real time access to contract data for partners, including risks. It gives local housing officers visibility of the programme to answer questions from individual tenants and improve access to properties for partners.

It will be loaded with each partners programme.

All partners are to use Northgate for the following processes

- checking for risks associated with the property or tenant prior to arranging visits, including following the agreed MAPPA process
- confirming programmed elements for each address, if an element is not included but is considered required by the CWS or the contractor a request should be submitted through northgate for authorization by the client. No work should be commenced on that element until it has been authorised
- obtaining contact details for tenants
- inputting appointment dates for each element of work
- inputting details of no access to properties
- reporting works not required because the property already has heating or pvc windows installed so the element can be deleted from the programme
- Reporting properties on hold due to being void, tenant risk, property risk, no work required, RTB in progress, asbestos found and 14 day notice period, conservation area listed building consent being sought, tenant refusal to work
- Requesting variations for additional work elements to an individual property ie reroofing in lieu of RFS, electrical rewiring, fire doors in lieu of SBD door etc
- Requesting variations for work elements to an individual property identified when surveying on site but missed off original programme ie heating etc
- Inputting completion dates for each element of work, and updating property elements to enable this to be recorded on stock database

The client will use northgate for the following processes

- updating risks associated with the property or tenant, RTBs etc
- confirming programmed elements for each address
- Authorising variations for additional work elements to an individual property ie reroofing in lieu of RFS, electrical rewiring, fire doors in lieu of SBD door etc
- Authorising variations for work elements to an individual property identified when surveying on site but missed off original programme ie heating etc
- Deleting elements identified on site as not required from the programme
- In putting details of properties where defects have been identified at handover, and when those defects have been made good

- Running reports on properties on hold, non access, and attempting to reactivate them
- Running KPI reports for works handed over without defects, completion of defects within timescales, appointments kept, outputs completed each month for each element, works completed within the timescale for each element.

A performance report will be issued each week which shows the current status of each element recorded against each property, including authorised variations. This can be used to dataload information onto the partners own management systems. It also provides a 'snapshot' of completions/outputs to date for corroboration of headline valuations from subcontractors etc

Valuations

Applications for payment must be submitted in accordance with the published timetable for headline figures and breakdowns to meet Housing Finance ledger lockdown and reporting dates

Glamis code breakdowns

Each application for payment must include a breakdown of the gross and net figures claimed against each element and into each district within each element

Spend trackers

Each application for payment must include a breakdown of the spend to date and forecast expenditure against each element for each month to enable monitoring of the budget.

The tracker must include details of outputs to date and actual and forecast drop outs to identify number of properties remaining to be completed for each element

Profiles

At the start of the new financial year provide profiles of the forecast expenditure and number of outputs to be completed each month against each element of the programme to show how the budgets for each partner, element and district will be spent.

This will be updated after the first quarter to reflect actual carry overs

The profiled outputs may be monitored each month against actual outputs achieved as a secondary KPI

The profiled outputs and expenditure together with the spend tracker will be monitored each month against actual spend and outputs to identify contractors progress and pressures on the budget/capital programme as a whole

Appendix 1

Decent Homes Summary Definition

Extract from Housing report "Investment and Maintenance plan Residential Dwellings and Communal areas 2006+"

"A Decent Home is one which is wind and water tight, warm and has modern facilities"
ODPM

1. Principles of Application

- It is a minimum standard that triggers action.
- All social housing stock should meet the standard by 2010.
- Landlords are not expected to make a home decent if it is against the tenant's wishes.
- Landlords are not expected to carry out only work, which makes a home decent.

2. Decent Home Criteria

A Decent Home meets the following criteria:

- it meets the current minimum standard for housing.
- It is in a reasonable state of repair.
- It has reasonably modern facilities.
- It provides a reasonable degree of thermal comfort.

3. Statutory Minimum Standard for Housing (Fitness Standard)

Dwellings below this standard are those defined as unfit under Section 604 of the Housing Act 1985. Examples include:

- Free from serious disrepair.
- Free from dampness prejudicial to the health of the occupants.
- Have satisfactory facilities for the preparation and cooking of food including a sink with hot and cold water.
- Have a suitably located WC for the exclusive use of the occupants.
- Have a bath or shower and wash hand basin with hot and cold water.

4. Reasonable State of Repair

- One or more of the key building components are old **and** because of their condition, need replacing or major repair. (examples of key components are windows, roofs).
- Components are given lifetimes e.g. windows 40 years.
- Example of "poor condition" is where at least 50% of the roof needs replacing.
- Two or more of the other components are old **and** because of their condition need replacing or major repair (example of other component is heating pipe work).

5. **Modern Facilities**

Dwellings that fail to meet this criterion are those, which lack three or more of the following:

- a reasonably modern kitchen (20 years old or less).
- a kitchen with adequate space and layout.
- a reasonably modern bathroom (30 years old or less).
- an appropriately located bathroom and WC.
- adequate insulation against external noise(where external noise is a problem).
- adequate size and layout of common areas for blocks of flats.

6. **Reasonable Degree of Thermal Comfort**

This criterion requires dwellings to have both effective insulation and efficient heating.

- example of efficient heating is gas central heating or electric storage heaters.
- examples of effective insulation are: for dwellings with gas central heating - cavity wall insulation or 50mm loft insulation. For dwellings with storage heaters – cavity wall insulation and 200mm of loft insulation.

Appendix 2

Secure by Design Doors - Guidance Note

(See also guidance on DDA doors)

As a part of the decent homes programme the front door should be replaced with a Secure by Design door in accordance with the specification. The customer will be given a choice of four styles and colours. The door will be fitted to the main structure of the building and in the position of the original front door. The Secure by Design doors are heavy and should not be fitted to half brick thick, timber or PVC-u structures/porches.

Combination frames including the Secure by Design front doors and a glazing system can be fitted to match existing arrangements.

A Secure by Design half hour fire door should be installed to properties where their front is located within a communal area on any low or high-rise block.

Standalone timber back doors will be replaced with a white PVC-u Secure by Design door from the PVC-u window and door specification. If the property has already had 100% PVC-u windows installed, but the back door has not been done, then this can be executed as part of the Decent Homes programme.

Where the front and back door has been surveyed at the request of the tenants repair enquiry, any door that is beyond economical repair should be replaced with a secure by design door in accordance with the above details.

Appendix 3

Proposed Policy for Porches, Extensions, Satellite Dishes, etc.

1) Porches

(a) **Built with the dwelling originally**

These porches should be fully maintained and repaired/renewed.

(b) **Porches added to Inter war properties as part of a previous modernisation programme or tenants own porch**

(1) Where possible porches should be removed and a purpose designed canopy (timber gallows brackets and tiled sloping roof) fitted. A new secure by design front door shall be fitted. Where tenant does not want plastic porch removed, this should be retained and refitted, including for necessary alterations.

(2) Where existing porch is timber, this should be removed wherever possible. Where tenant does not want timber porch removed, this should be referred to local housing manager.

(c) **Where no porch fitted**

Canopy is to be provided and new secure by design front door.

(d) Front doors are to be in accordance with the City's specification.

2) Verandas/Conservatories/Garages etc attached to property/ close proximity to property and would be affect by work

(a) Have tenants obtained permission from Council/Planning permission.

(b) Are they in a safe, good state of repair which would last for approximately 30 years.

(1) If not obtain tenant's permission in writing to demolish.

(2) If tenant refuses, seek advice from local housing manager.

(3) If yes, arrange for any necessary repairs/alterations as part of work.

3) Temporary Structures (Lean-to, Car Ports)

(a) Have tenants obtained permission from Council.

(b) Wherever possible obtain tenant's approval for removal.

(c) If no approval obtained, can temporary structure be isolated from property in a safe cost effective manner.

(d) If tenant refuses, seek advice from local housing manager.

4) Television Aerials/Satellite Dishes

- (a) Tenant must be informed in writing prior to commencement of work that they are responsible for the removal of their aerial/dish/burglar alarm etc.
- (b) Contractor to refit aerial/dish/burglar alarm on completion of work. Timber pad to be inset within insulated render system.
- (c) Where tenant does not remove aerial/satellite dish initially, contractor is to carefully remove it and hand it to tenant. Prior notification is to be sent to tenant stating that the contractor will not accept any responsibility for damage.

Appendix 4

DDA Door Requirements : Guidance Note

BCCs view is that we must try to ensure that 98% of people in the programme end up with a secure by design front door. We should only be referring if we would make the access situation worse than it was before and the following options cannot be implemented

The latest version of the door specification includes the following clause

5.1 All doors shall comply with the dimensional requirements of BS 4787: Part 1: 1980 (1995) and the following additional requirements

Where the structural openings allow, door sets shall be specified to achieve a minimum clear opening of 750mm as required by part M1 of the Building Regulations.

In the event of the structural opening being insufficient to achieve compliance with Part M but sufficient to enable a clear opening above 675mm the customer will be advised of the slight reduction to the existing opening and unless the customer objects the door shall be measured and installed.

NOTE: *In the event of both single and double rebate door styles being available, the single rebate option to be used only when the clear opening falls below 750mm.*

If the clear opening falls below 675mm the contractor shall seek advice from the Project Manager on/employer how to proceed.

The door surveyor should assess the customers mobility and ability to use the new door. The door surveyor should identify :

- If property is in warden accommodation, sheltered accommodation or care home refer to PM/Employer for agreement to specific proposals,
- Otherwise:-
- If the existing clear opening is less than 675mm – refer to PM/Employer
- If there is an existing electronic door opener or latching mechanism which is incompatible with our new door – consider use of Bowater electronic release latch
- If the customer is a wheelchair user. Identify if wheelchair can currently enter property and/or customer uses the chair within the property. If by fitting new door we are preventing a customer who previously had use of their wheelchair within their property from getting it through the door, then we should refer it to the PM/Employer
- If we arent making it worse for the customer we should fit the new SBD door with their consent/approval
- Partially sighted customers, should be identified to have thumbturns internally rather than key locking (note thumbturns only standard on fire doors) . All internal thumbturns must be protected from access through the letter plate by a security shroud
- Ironmongery for partially sighted customers should contrast with the door colour to stand out

- If the property has any existing ramps, grab rails etc fitted the customer should be asked if these are for their personal use. If not seek PM/Employer advice. General rule is that specialized equipment should be refitted on completion of our work
- Elderly customers who may have possible difficulties in future operation of the doors and the locking mechanisms (eg force needed to lift the handle to engage multi point locking) should have these problems fully explained and if possible demonstrated to make them aware of potential problems and explore ways of getting round them

Side panels should be used to maximise the clear opening of the door but retain some glazing to the side (and therefore natural light)

In order to ensure that all customers are served the best we can the steps are:-

1. in the first instance to provide a new SBD composite door which improves security, and reduces repair and maintenance implications
2. if due to the reduction in clear opening size etc this is not achievable, provide a new SBD timber door which will improve security and should not need decoration for a number of years. *CDM & Construction Standards Manager to identify suitable door supplier(s) to be approached to obtain competitive costs*
3. similar alternative door needed where the existing opening is of single skin brickwork which would not support the weight of the composite SBD door
4. similar alternative door needed which is able to take electronic locks and openers, if Bowaters electronic latch release does not resolve problem
5. if due to the specialised nature of the existing door and equipment we cannot fit a new door, we should ensure the existing door is wind and weathertight, is not in need of repair, is fully redecorated and the level of security is brought up to SBD by the fitting of lock and hinge guards

Appendix 5

PVCu Fascia, Soffits, Rainwater Goods : Guidance Note

Each individual dwelling should be inspected to ascertain whether or not it is suitable for the installation of PVC-u fascias and soffits. If suitable, then the PVC-u fascia, soffit and rainwater goods should be fitted in accordance with the specification. Any buildings such as wing extensions, bays, porches, and garages that are attached to the main structure should also have their fascia, soffit and rainwater goods replaced.

In some circumstances minor alterations to the roof covering may be required to eliminate a design fault. Other remedial works to the roof structure should be kept to an absolute minimum. Where there are extensive repairs to pitch or flat roofs these should be dealt with through the responsive repair procedures.

Appendix 6

External Painting : Guidance Note

If the property is not suitable for the installation of PVC-u fascia and soffits because of design features, construction or it is included in a conservation area, then the rainwater goods can be replaced if necessary and the existing rainwater goods, fascia, soffit, cladding system should have prior to painting repairs and painting carried out to improve the aesthetics of the property. The painting should be carried out in accordance with the painting specification.

The external painting should also include any residual work to timber store doors, garage doors, cladding/render systems that are attached to the main structure.

In addition to the above, any isolated brick built structure, store shed etc that are associated with the property should be included in the external painting programme. This would include repairs prior to painting and the painting. We should not be replacing fascia, soffits and rainwater goods with PVC-u. The outbuildings are normally part of the lease and the Housing Department is responsible for the maintenance thereof. Contractors should not be carrying out repairs to the outbuildings other than those that are associated with prior to painting/painting.

Additional work will include:

1. Repairs prior to paint. Some renewal to store doors may be required if they need to be painted.
2. Residual painting to improve the aesthetics of the property

Work which is not included, and is to be dealt with through the responsive repairs procedures, will consist of:

1. LBB gates or front gates
2. Renewal of front canopy's
3. Re-pointing or any minor or major structural works to the exterior of the building

Appendix 7

Reroofing : Guidance Note

Properties should only be selected for the re-roofing programme if they are beyond economical repair. To assist in this process the Investment Team will supply a copy of the Saville reports that have been entered on the stock condition database. It identifies the remaining life of the roof. Those with a remaining life of less than six years should be checked to see if they should be included in the programme. Some of the addresses on the list will be based on "cloned" stock condition information from surveyed properties so are not observations from actual surveys. If 50% of the roof covering requires repair then it will fail the decent homes standard.

The majority of the properties for inclusion into the programme will come from the pre and interwar estates. The slate roofs are normally the worst. The existing roof covering may have had numerous repairs undertaken, the slate/ tiles have deteriorated to the extent that they are flaking/porous, slates/tiles slipping due to nail fatigue. When a roof has been identified, any other roofs that are attached to the main structure should be inspected, and if work is required, they should be included in the re-roofing programme. This includes wing extensions, bays and porches etc.

Nature of Works

- Replace roof covering on a like for like basis. (Material and colour)
- If you have to specify a different material/product then the strength/loading capability of the existing structural timbers should be considered.
- Re-point/rebuild chimney stack/ gas safety checks
- Install a dry ridge system
- Fit PVC-u fascia and soffits
- Fit rainwater goods
- Re-locate BT cables
- Insulate loft to 250 mm

The contractor's representative should carry out the initial inspections and a list of addresses provided to the client's representative. The client will analyse the list and give approval for works to be released in accordance with budget allocation. It would assist the process if the list could be put in priority order, with the worst roofs at the top of the list.

The contractors need to comply with the Party Wall Act when carrying out work to properties that are attached to an owner-occupier's property.

The above guidelines apply to any inspections carried out on the decent homes programme or are identified through the revenue repairs process.

Appendix 7a Pitched Roof Works : Scope of Works

1.0 General Notes

The Main Contractor will co-ordinate Customer Liaison Services.

The Main Contractor will be responsible for the provision of welfare facilities whilst the subcontractor will be responsible for the provision of an area for storage of materials, storage containers etc., adequately secured.

The subcontractor should note that the properties will be in regular use throughout the day and should ensure that interruptions to the residents should be limited where possible.

The subcontractor should maintain safe access for the occupants / visitors at all times.

Parking of the subcontractor's vehicles will generally be on the public highway in such a manner to cause the minimum of disruption to the regular flow of traffic and in compliance with any parking regulations or restrictions.

2.0 Sample Materials / Pilot Property

All works to be carried out in accordance with manufacturers recommendations, Codes of Practice etc....

The subcontractor shall provide a sample of all materials and associated technical literature intended for use in the works in advance of the works for approval by the Client.

A pilot roof shall be carried out in order to establish the acceptable standards / compatibility of works / products.

3.0 Scaffolding / Access

Provide a suitable method of access to safely carry out the works complete with toe boards and brick guards etc to satisfy all Health & Safety Legislation.

NB Adequate protection to be provided over front and rear doors to protect safe passageway of the residents etc .

Include for "Barrow Runs" extending from main access across frontages and public footpaths to road side / kerb side. Access adapted to allow safe public access on footpaths at all times.

Access/scaffolding on public highways/footpaths to be erected and maintained strictly in accordance with Health & Safety Legislation with particular attention being paid to requirements relating to lighting and safety of pedestrians / vehicles etc

Subcontractor to secure all necessary licences, permits etc.

4.0 Stripping / Disposal

Remove existing roof coverings, lathes, underlay felt, rainwater goods, fascia & soffit and carry out preparation works to receive new works.

Provide all necessary skips for disposal of stripped materials and remove from site as the works proceeds. Where possible skips to be removed from site as the works proceed, and avoid leaving skips in the highway over night unnecessarily.

Skips to be generally sited on the highway etc with particular attention being paid to requirements relating to lighting and safety of pedestrians / vehicles etc.

The roofing subcontractor will be responsible for taking all necessary action to prevent any water ingress / damage to inside of property. Ideally the subcontractor will only strip an appropriate area that they can safely lath and felt. In such circumstances where this is not possible the subcontractor will be responsible for carrying out all necessary temporary sheeting of the property to afford a similar level of protection.

5.0 New Roof Coverings

Roof coverings to be replaced on a "like for like basis" in terms that existing slate roof to be replaced with Fibre Cement Slates and all tiled (plain or otherwise) to be replaced with Single-Lap Interlocking Concrete Tiles.

Single-Lap Interlocking Tiles

Tile and colour to be agreed with the subcontractor in advance of the works in conjunction with the Client.

All tiling to be installed in accordance with manufacturers recommendations (nailing pattern to be obtained from Roofing manufacturer) on treated softwood timber battens, on High Performance Underlay / Felt.

It is assumed that all existing rafters are at 450mm centres and of adequate size to receive new roof coverings.

Fibre Cement Slates

Slate to be agreed with the subcontractor in advance of the works in conjunction with the Client.

All slating to be installed in accordance with manufacturers recommendations (nailing pattern to be obtained from Roofing manufacturer) on treated softwood timber battens, on High Performance Underlay / Felt.

It is assumed that all existing rafters are at 450mm centres and of adequate size to receive new roof coverings.

6.0 Eaves Ventilation

Eaves ventilation to be achieved with a proprietary 3 in 1 over-fascia ventilation comprising of rafter roll insulation retention trays, eaves skirting to sit in gutter, and over fascia vent strip.

7.0 Additional Ventilation

Include for 3 No Proprietary In-line vents (compatible with main roof coverings) within the plane of the rear elevation of each roof.

NB Refer to Hips & Ridge information for additional ventilation information.

8.0 Junction With Existing Roofs

Where new replacement roofs abut existing roofs a proprietary GRP Bonding gutter will be installed including any necessary making good of the abutting existing roof.

9.0 Verges

Dry Verge system / units to match main roofing system.

10.0 Hips & Ridges

“Wet” Hip and ridge tiles to match main roof bedded in sand cement mortar, incorporating appropriate hip irons etc.

Terrace Properties – Ventilated ridge will eliminate the need for Proprietary In-line tile vents.

Hip End Properties – Ventilated ridge and dry hips will not eliminate the need for Proprietary In-line tile vents.

11.0 Firestopping

Install suitable insulation on top of party wall underneath felt/underlay (where existing party wall allows without interfering with plane/line of roof).

Suitable mineral wool pads to be installed between tile batten gauge / membrane to underside of roof covering material.

12.0 Fascias & Soffit

All fascia and soffits to be white PVC-u profile.

Include for joints / trims etc which may be required where properties abut private properties.

13.0 Rainwater Goods

Include for all new PVC-u rainwater goods – gutters and downpipes including all fittings, connections etc. NB all rainwater good sizes to match existing, discharging to existing positions etc.

Include for jointing new gutter to existing private properties, where the situation occurs.

14.0 Leadwork

Carefully remove all existing leadwork flashings and replace in Code 4 lead, with brickwork joints repointed.

NB – Where an existing chimney abuts a private property leadwork to include full front / back apron and stepped flashing to Birmingham City Council property side of chimney.

15.0 Miscellaneous

Satellite Dishes/TV Aerials - Include for temporary unlashng and temporary fixing to scaffold during the works maintaining tenant reception, and subsequent re-fixing on completion of the works. NB No allowance has been made in respect of new TV aerial provision or the like.

Out of Hours Emergency Telephone Number – The subcontractor shall provide an out of hours emergency telephone number which will be manned at all times, and will be expected to attend any emergency associated wit the contract works that may arise outside of normal site hours.

16.0 Programme

Programme period per property – 15 Working Days (Whole process “Access Commencement to Access Clearance”). It is on these periods that the subcontract performance will be measured, and potential future work allocated.

17.0 Clarifications / Qualifications / Exclusions

- a. Overhead Telecom Cables – Contractor to include for any works associated with Telecom Cables. Survey to be carried out by British Telecom in advance of the works to establish extent of works required and associated costs for this service.
- b. Satellite Dishes – Include for any works associated with existing Satellite Dishes – works to be carried out by licensed Satellite Aerial installer, and co-ordinated through subcontractor.
- c. Remedial Works To Chimneys – Contractor to include for any works associated with remedial works to chimneys (except Leadwork / Flashings)
- d. Timber Works – It is assumed that the existing roof structure is in good condition and requires no remedial timber works in respect of replacement timbers, roof strengthening or the like

- e. Chimney Works / Gas Works – where chimneys have works carried out due to leadwork, any gas appliances using the chimney, including the adjoining property regardless of property ownership should be disconnected before any roofing work is carried out and re-commissioned upon completion of the work. A CP1 gas safety certificate should be issued when the recommissioning is complete and form part of the roofing handover pack. Providing temporary heating may be necessary if alternative heating is not available.
- f. Flues etc. penetrating through roof coverings - Allow within flue rates for working on or around flues etc penetrating through existing roof coverings.
- g. Insulation works within roof voids will be covered under one separate section for insulation works.
- h. Allowance must be made in respect of any works associated with the removal of a reasonable amount of tenant belongings that may be stored in the existing roof void.