

Cyclical Repairs and Decs Specification

The roof and windows will remain wind and weather-tight over the ensuing three-year period and in the case of windows will continue to operate as designed. Guidance on repair or renewal is given below:

Window replacement: street properties and conversions of no more than two flats – If it is necessary to replace at least two windows (a window is to be taken as a window opening in a wall) or repair/replace a sash or member to at least four windows, the windows throughout the unit should be replaced.

Window replacement: other properties – If it is necessary to replace at least 40% of the windows (a window is to be taken as a window opening in a wall) or repair/replace a sash or member to at least 75% of windows, the windows throughout the unit should be replaced.

Roof level repair works, affecting the structural integrity of any component or structure at roof level, will be carried out to achieve a minimum of a ten-year life. Guidance on repair or renewal is given below:

Roof replacement – If it is necessary to replace 10% or more of the roof structure or repair 30% or more of the roof structure, the roof should be renewed. If it is necessary to replace or carry out isolated repairs to 50% or more the roof covering, it should be renewed completely.

All rainwater goods and associated drainage arrangements will be sound, watertight, operating as designed and will require no repair works within the ensuing five years. The common parts of shared buildings will be repaired and re-decorated on a like-for-like basis unless consultation with tenants has established that alternative choices are to be offered. Chosen colour schemes are to be suitable for the partially sighted.

All elements of the internal common parts and building envelope that cause the building as a whole, or any dwelling within it, to be classified as “non-decent” are to be repaired or renewed so as to achieve the “decency” standard defined in Decent Homes guidelines. Alongside this ensuring there is scope for including communal flooring replacements, upgrade lighting, main entrance door renewal etc where identified to bring up the level of communal areas in line with Town & Country standard.

Any material with an asbestos content is to be identified. Appropriate treatment shall be carried out and management procedures put in place. Access will be given to TCH’s online asbestos register.

Fire safety standards to internal common parts are to be reviewed in conjunction with current Building Regulations and HMO legislation, and all items or elements that fall below the standard defined are to be repaired, renewed or upgraded (where existing) or provided (where currently absent). This is to include the provision of adequate fire separation between common parts and dwellings, and the removal or encapsulation of flammable wall and ceiling finishes. Fire safety signs are to be provided where required. Photo luminescent safety products may also be required.

Reference should be made to Fire Risk Assessments held by TCH. Communal mechanical and electrical components such as fire and smoke detection systems, internal and external lighting, door entry systems and the like are to be visually inspected. Defects should be reported so that specialist repair may be undertaken by others (repair is not within the scope of this brief). If any such system is to be substantially repaired or upgraded this must be completed before decoration commences.

Where existing security is inadequate additional physical block or estate security measures are to be incorporated.

All storage and maintenance areas not specifically designated for tenant use, such as basements, roof spaces, electrical intake cupboards and the like are to be secured by an approved locking mechanism.

An access audit will be conducted on all buildings where means of access to, and egress from, communal entrances and/or access through common parts is considered not to meet the needs of tenants and visitors. Compliance with Part M of the Building Regulations is an essential consideration when carrying out elemental renewals or upgrades.

A report is required on the location of all water storage tanks in areas accessible from common parts. This is so that specialist inspection and repair may be undertaken by others (repair is not within the scope of this brief).

All communally accessible roof spaces are to be inspected. Insulation levels are to be upgraded to comply with current Building Regulations and adequate ventilation is to be provided.

Floor coverings to common parts are to be cleaned and repaired where dirty and/or damaged. Full replacement is only to be carried out where tenants have been consulted.

The external elements of commercial units (e.g. shops below flats) will be included in the programme, subject to the terms of the lease.

Garden paths and paving should be repaired or replaced to ensure that there are no safety hazards in normal use.

A similar approach should be adopted for paths and un-adopted roads in common areas. Road markings, such as parking bay delineation and bollards etc should also be included.

Play equipment should be decorated only. Defects should be reported so that specialist repair may be undertaken by others (repair is not within the scope of this brief).

Fencing and gates should be repaired or replaced to give a minimum five-year life. Where defects exist, and ownership and/or liability for repair cannot readily be established, minor repair is advisable with adjoining owner's permission.

Where major repair or replacement is required liability should be established, or agreed formally.

Other forms of boundary structure should be similarly repaired or replaced.

Manhole covers should be lifted, the manhole visually inspected, repaired as required and confirmed to be clear with no indication that the system is not operating as designed. Indications of problems with the drainage system are to be reported.

Gullies and drainage channels on un-adopted roads and other communal areas should be cleared and repaired.

Evidence of damage to structures, drainage, paving, boundary structures etc from natural or external causes are to be reported.

Trees on TCH land which, by their proximity to the building, appear to pose a significant risk to the structure or the effectiveness of rainwater drainage systems should be pruned (or removed if pruning ineffectual).

Additionally, trees on TCH land not reasonably coverable by landscape gardening contracts shall be pruned if blocking light or causing a significant nuisance to tenants or adjoining owners. It should be noted that wherever possible tree maintenance should be covered by landscape gardening contracts.

Tenant colour choice will be offered in respect of the colour of individual front entrance doors and for the communal areas in properties, where this is feasible. Choices will be limited to those on the TCH standard colour card.

Exclusions

Garden clearance will only be carried out where it is necessary in order to gain direct access to any component referred to above.

Tenant additions to the property, including extensions, conservatories, stores, additional fencing and free-standing structures - unless it forms part of the tenancy (for example a garage upon which rent is paid).

Any TCH owned dwellings let to others, where lessees are responsible for external preventative maintenance, should be inspected to ensure lease conditions are being fulfilled.

Internal parts of community facilities let to others should not be included in the programme unless required by the lease.

Overview

The works include the repair, preparation and redecoration of properties ranging from bungalows, houses to medium rise flats.

Scaffolding and Access Plant

Access to all areas of work is to be provided by the Tenderer. A full method statement is to be submitted with this tender return detailing how safe and suitable access will be provided to all areas.

Fixed scaffold, demountable towers and cherry pickers/scissor lifts will be considered but only where appropriate. All access is to be so designed, so as to enable the works as specified to be carried out in full compliance with all Health & Safety and CDM legislation.

Where scaffold is erected access ladders must be removed at the end of each day's work and weekends and are to be kept securely locked and chained. Care should be taken in the design of the scaffolding as to not provide access without the use of ladders. If there are vulnerable areas, these must be provided with a secure barrier screen. All ends facing the building are to have end caps.

When the scaffold is removed this must be done very carefully in order to ensure no damage to the property and no dirt/dust etc affects the finishes. A full clean down of all surfaces must be carried out as the scaffold is dismantled.

The Tenderer is responsible for submitting and paying for all applications or permissions required in order to provide the proposed access. Including, but not limited to, pavement licences and road closures etc.

All scaffold installations must have the appropriate scaftags attached.

External Preparation and Redecoration

Preparation and redecoration are to include the following:

- Wash down all external uPVC components, to include, but not limited to rain water goods, fascias, soffits, weatherboarding, windows, doors, frames and sills.
- Thoroughly clean all gutters and allow for rodding through all downpipes (to include all hidden gutters within upper level pitched roofs) to ensure they are free flowing and in full working order. Adjust guttering to fall correctly and ensure all joints are properly sealed. Undertake a full water test of the gutter and downpipe systems with the CA.
- Repaint all previously or usually painted surfaces, to include but not restricted to; brickwork, rendered surfaces, sills, lintels and timber joinery. Thoroughly clean down the surfaces to remove all dirt, grease etc. Remove all powdery and poorly adhering or defective coatings. Rub down sound areas to produce a key. Treat residual vegetable growths with fungicidal wash. All painted masonry surfaces then to receive two coats of Dulux weathershield all seasons masonry paint. All timbers are to be primed followed by one undercoat and two topcoats of gloss to Dulux manufacturer's instructions.
- Preparation of metal surfaces will include full scraping back of all loose or flaky surfaces followed by full rubbing down with abrasive paper to remove all rust and once smooth, a thorough clean with white spirit. Immediately after preparation, all bare areas of joinery are to be primed with an oxide primer,

followed by one undercoat and two topcoats of gloss to Dulux manufacturer's instructions.

- Preparation to include minor 'handyman' type repairs, to include but not restricted to; clipping loose cables, lubricating locks, handles, doors/windows, replacing localized missing screws to external fittings, re-fixing letter plates, doorbells, etc.

Communal preparation and Redecoration

- Repaint all previously or usually painted surfaces, to include but not restricted to; rendered/plastered surfaces, meter cupboard doors, storage cupboards, balustrades, external flat doors, frames and timber joinery. Thoroughly clean down the surfaces to remove all dirt, grease etc. Remove all powdery and poorly adhering or defective coatings. Rub down sound areas to produce a key. Treat residual vegetable growths with fungicidal wash. All painted masonry surfaces then to receive two coats of Dulux masonry paint. All timbers are to be primed followed by one undercoat and two topcoats of gloss to Dulux manufacturer's instructions.
- Preparation of metal surfaces will include full scraping back of all loose or flaky surfaces followed by full rubbing down with abrasive paper to remove all rust and once smooth, a thorough clean with white spirit. Immediately after preparation, all bare areas of joinery are to be primed with an oxide primer, followed by one undercoat and two topcoats of gloss to Dulux manufacturer's instructions.
- Preparation to include minor 'handyman' type repairs, to include but not restricted to; clipping loose cables, lubricating locks, handles, doors/windows, replacing localized missing screws to fittings, re-fixing letter plates, doorbells, etc.

Associated Repairs

Repairs are to include all external elements within the curtilage of the property are to include, but not be limited to the following;

- Groundwork – Walkways, handrails.
- Boundaries – Walls, fencing, gates.
- Drainage – Manhole covers, gullies.
- Brickwork – Pointing, damaged bricks.
- Plasterwork – Render repairs, coatings.
- Flashings – Chimney, roof, porch.
- Roofing – Tiles, slates, flat roof coverings, vertical tiling, lead work.
- Joinery – Fascias, soffits, bargeboards, cladding, windows, doors, etc.
- Fire escapes – Decorations, stair nosings.
- Garage – Doors, frames, clear gutters.
- Ironmongery – Hinges, locks, handles, letter plates, door numbers.
- Glazing – Single and double glazing repairs.
- Rainwater goods – Replace broken sections of gutter, hopper heads, downpipe, clips.
- Communal areas – Floor coverings, stair nosings, glazing, mats, joinery.
- Car parks – Line painting, signage.