

TOWN AND COUNTRY HOUSING

PREVENTATIVE MAINTENANCE (CYCLICAL REPAIR AND DECORATION) BRIEF



SCOPE OF BRIEF

The general intention of the programme is to carry out works, including the decoration of any previously painted or treated surface, to ensure that over the ensuing seven years no significant repairs expenditure will be necessary on the key elements of the building and the land upon which it is constructed.

KEY ELEMENTS

- The entire envelope of the building
- The communal parts of the building and associated communal structures (inc. garages, bin stores, community facilities etc)
- Commercial units attached to dwellings
- Paths and paving within the boundary of the building or estate
- All fences/boundary structures within or around the building/estate in question
- All un-adopted roads and footpaths for which TCH is responsible
- Un-adopted drainage systems, manholes, gulleys etc

MINIMUM REQUIREMENTS

The contractor is expected to take verbal as well as written instructions to undertake any works that have become evident.

A variation of no more than £250.00 to the price per property archetype is allowed without the express consent of TCH.

The contractor is to externally survey all of the properties that fall within the next year of the internal and external planned maintenance programme to ascertain any large component replacements required no later than the beginning of October of the preceding year.

By May of the programme year all leasehold and shared ownership properties falling within the cycle are to have a full survey undertaken, with costs forwarded to TCH to assist with the preparation of s20 estimates.

By no later than the end of the programme year (April) a final account is to be submitted for all works undertaken at leasehold and shared ownership properties, with a full breakdown of costs, to enable invoices to be prepared by TCH.

The contractor is to have secure systems in place, capable of receiving encrypted e-mails, to ensure compliance with GDPR legislation and to protect any personal details of our residents.

The contractor will always keep TCH aware of all material progress with the internal and external planned maintenance programme. Including via regular e-mails, telephone calls and meetings as required. The contractor is also expected to measure progress against the programme by producing a GANTT chart.

Monthly valuations of works shall be prepared and submitted by the contractor to TCH for validation and certification for payment. Valuations are to consist of percentage of completions per property and include a full repairs breakdown of costs per property.

The roof and windows will remain wind and weather-tight over the ensuing seven-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.

Windows qualify for replacement by the timeframe defined by the Government's Decent Homes Standard and must be in poor condition. Where identified, blown sealed units will be replaced in tenanted units.

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 seven years, subject to routine maintenance.

Soffits and fascias may be replaced where they have reached the end of their serviceable life. Soffits containing asbestos should be considered for removal and replaced with a suitable material which includes replacement guttering and downpipes.

Finlock gutters should be considered for removal where possible. A thorough check should be made to ensure adjoining properties have independent rainwater pipes and means of drainage. Replace with a suitable fascia and guttering system. If it is not possible to remove finlock gutters they should be lined.

The common parts of shared buildings will be repaired and re-decorated on a like-for-like basis unless consultation with residents 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.

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. Where necessary the brief may include new communal doors (external doors and internal communal doors) and door entry systems.

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.

Floor coverings to common parts are to be cleaned and repaired where dirty and/or damaged. It may be necessary to carry out a full or partial communal flooring replacement where repair is not viable.

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 communal 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 seven-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.

A visual check should be made to gullies and drainage channels on un-adopted roads and other communal areas should be cleared and repaired.

Tree maintenance and garden clearance should be carried out by tenants in accordance with their tenancy agreements. It will only be carried out by TCH where it is necessary in order to gain direct access to any component referred to above and the resident is unable to do it themselves. The cost may be recoverable via service charges or as a tenant recharge.

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

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

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 for which rent is paid).

Any TCH owned property let to others, where lessees are responsible for external preventative maintenance. These 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.