

	to fully survey or test areas until the scaffold is erected. Any asbestos identified which affects our working areas or is in a poor condition will be safely removed and replaced with a non asbestos equivalent. The figure for removal is a provisional sum as the level of asbestos is currently unknown. Figure to be revised prior to final account subject to works undertaken, backup to costs and asbestos surveys provided on completion.
	These costs relate to repairs to the balconies as necessary. This figure is a provisional sum as the number and size of repairs can not be quantified until areas of timber are surveyed and rotten areas removed and replaced externally. Once scaffold is complete, all areas will be surveyed by Lambeth and their consultants Pellings LLP and repairs will be scheduled and the attached provisional sum will be revised in accordance with actual works undertaken. Any existing asphalt walkway coverings to be repaired where split or defective. Full CCTV survey to be undertaken on the drainage/ downpipes to the balconies and any repairs identified.
Balcony works	
Bin Chambers	
Boundary Walls and Fences	
Boundaries	
Building Floor works	
Communal Heating works	
Communal Doors	
Communal Area Repairs and Decorations	The communal and external decorations are in a poor condition and require redecorations in accordance with Lambeth's cyclical programme. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.
Concrete Repairs	These works relate to all repairs required to the existing concrete surfaces to the building, including but not limited to the concrete lintels above windows, concrete soffits to private or communal balcony areas or stairwells and any other existing concrete where defective. Upon erection



	of the scaffold, all concrete will be tested to check its condition by both Lambeth and Pellings. Defective areas will be scheduled in terms of size and location, sections will be removed and repaired with new concrete to match, along with any repairs to the existing steel reinforcement. Corrosion inhibitors will be applied to any existing concrete to extend the life of the concrete and minimise future maintenance.
Damp works	
Door Entry Systems and Access	
Drainage works	
Electrical Installations	
Emergency Lighting	
Estate works	
External Redecoration	The communal and external decorations are in a poor condition and require redecorations in accordance with Lambeth's cyclical programme. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.
External Walls	These works relate to repairs to brickwork and timber cladding surfaces on the building, as necessary. This figure is a provisional sum as the number and size of repairs can not be quantified until the scaffold is erected. Once scaffold is complete, all areas will be surveyed by Lambeth and their consultants Pellings LLP and repairs will be scheduled and the attached provisional sum will be revised in accordance with actual works undertaken. Repair schedules will be provided to justify all costs and only the number of repairs identified will be charged to Lambeth and leaseholders at final billing stage. The works will include but are not limited to, brickwork repairs where defective, repointing of the existing areas of the building where defective and repairs/ replacement of any existing timber cladding to the building which is rotten, prior to any redecorations.
Fire Safety works	
Hard Landscaping	



Environmental works	
Lift works	
Lightning Protection	Lightning Protection is required to all buildings over 2-3 storeys height. A survey will be undertaken by a competent lightning protection company to confirm the exact extent of protection required. This item allows for the supply and installation of lightning protection to the block.
Rain Water goods	Rainwater outlets are provided on the existing flat roofs, The existing rainwater goods run internally within the building and connect directly in to the underground drainage. A CCTV survey will be undertaken of the existing internal downpipes to ensure that there are no blockages and are free flowing.
Refuse, Skips and Recycling Systems	This item allows for the removal and disposal of any on site waste created by the works. It will include for lockable skips or skips protected via heras fencing. This item will only include waste created by the works being undertaken such as windows/ roofing etc. being removed.
Roof works	The existing roofs are in a poor condition and at the end of their life expectancy. The roofs are to be replaced with a new 3 layer felt system with associated flashings and detailing as required. Any rooflights will also be replaced as part of the works with a new type to match the existing. Signs of leaks from Lambeths maintenance register have been recorded and it is clear that the roofs require replacement. Building Control sign off is required for the works relating to the windows and roofs and the works will therefore include statutory fees for applications and sign off by Building Control. Prior to replacing the roof, it is also requirement for the contractor to confirm what gas appliances are in each flat, the location of any gas flues/ proximity to window openings and whether any of the appliances vent through the roof or walls adjacent to working areas to ensure that these are turned off whilst works being undertaken



	adjacent to any flues. All new roofs will have a minimum 25 year guarantee.
Scaffolding	Access is required to complete all of the necessary roof/ window replacement and associated fabric repairs to the building. A full scaffold is required to comply with current health and safety requirements. Where the contractor can utilise other methods for access to create savings, this will be included within the proposed tender, to ensure that methods are used to maximise savings.
Service	
Structural works	
Surveys	
TV Aerial works	This item relates to the removal of TV aerials and their relocation on to the proposed scaffold, to ensure that signal is not affected during the programme of works. It will allow for any associated call outs for any issues and for reinstatement in the same location. Any TV aerials that are redundant will be removed and disposed of.
Ventilation works	
Water Pumps	
Water Supply works	
Windows	This work involves the replacement of the existing windows with new double glazed PVCu equivalents. The windows are a mixture of UPVC, timber framed single glazed and aluminium framed thin double glazed casement windows. The timber windows are nearing the end of their life expectancy and a survey to similar blocks adjacent has identified that significant repairs are required to the windows. A recent Fire Risk Assessment has also highlighted that some of the windows where full height along balconies, do not comply to current standards and replacement is recommended to ensure safe means of escape. Where windows have been replaced in PVCu, these will be allowed for renewal. This will then be subject to review by Lambeth and their consultants once on site. If windows are compliant in regards to Building Control and Planning Requirements, these will be



	left in situ and a saving will provided to both Lambeth and the leaseholders at final billing stage.
Contingency	A contingency sum will be included in the tender. This is to cover any unforeseen works identified during the project and will be monitored and reported to residents via monthly progress meetings.
Overheads and Profits	Overheads include costs relating to accountancy and indirect costs such as rent rates, utility costs, scheme signage, insurances, salaries, central administration, legal fees, office equipment and travel. Construction contracts also include a profit within the contract, which the contractor makes for undertaking the works.
Preliminaries	Preliminary fees account for site management i.e. contract manager and supervisory staff, a resident liaison officer, quantity surveyor and foreman. This fee also includes for site welfare such as toilets, storage and canteen facilities for the construction team required by the Health and Safety Executive. Other preliminary items include insurances, telephone/ fax and IT equipment, site security, plant hire, heras fencing, health and safety welfare, container storage hire and licences.
Consultant Fees	The tender will not include a consultancy element as Pellings LLP were awarded the consultancy contract in 2019 for the design and contract administration. The fee for the consultancy will be included in the Notice of Estimate.

Observations

You may have already been in contact since receiving my letter dated the 22 June 2020. Now that you have more information, you may wish to get in contact again. If you do, I invite you to send in your written observation in relation to the proposed works. Your observation (should you choose to send one in) must be delivered to the address below by the 11 August 2020. This is 35 days from the date of this letter and when the relevant period ends.

Below are some ways you can send in an observation if you choose to.

- Online via our E-Form: <https://www.lambeth.gov.uk/council-tenants-and-homeowners/homeowners/major-works-to-your-home>.



- Email HMhomeownership@lambeth.gov.uk.
- Write to the London Borough of Lambeth, Homeownership & Rents, PO Box 734, Winchester, SO23 5DG.

If you choose to contact us in writing please include reference 915907/1 and make it clear that you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly Major Works team within Homeownership & Rents are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm. If you prefer, there is also a live chat facility 'Tawk' on our website www.lambeth.gov.uk/council-tenants-andhomeowners/homeowners

You can suggest a contractor

London Borough of Lambeth will ask contractors for quotes to carry out all works to all the blocks and estates under the proposed tender and you have the right to nominate a contractor to carry out the following works:

The works include external and communal upgrade works to Ponton House, Chalner House, Ducavel House and 130-139 Coburg Crescent, circa 86 flats across 4 separate blocks, any nominated contractor should be able to deliver works to this scale and works as listed. The planned works include but are not limited to; the replacement of the existing flat roof coverings, associated flashings and any rooflights/ lightning protection as required and where applicable. The existing windows will be replaced with new PVCu double glazed equivalents, along with fire rated screens to the front communal balconies. The external walls will be repaired as necessary, including repairs to brickwork, repointing and the replacement of any existing defective timber cladding prior to redecoration works. Any concrete surfaces will be tested once access is available and areas repaired as required. All previously painted surfaces are to be redecorated to both external and communal parts of the building, along with upgrade works to the existing balconies. This will include repairs to the existing timber and glass balcony balustrading and any repairs/ re coating of the existing private or communal asphalt walkways and balconies. Prior to any works commencing, access will be provided to facilitate the works i.e. scaffold and any existing satellite dishes will temporarily be relocated on to the scaffold to ensure the TV signal is maintained during the works. Asbestos Surveys and surveys to all gas appliances will be undertaken to all work areas prior to commencing. On completion of works on site, any waste will be removed using skips on site. Lambeth and Pellings will be responsible for scheduling the number of repairs required to each of the blocks and agreeing the quantity of repairs necessary. Quality checks will be undertaken of all works and each element will have a handover/ sign off process to ensure that the works is undertaken in accordance with Lambeths requirements.

If you would like to nominate a contractor, I invite you by the 11 August 2020 to propose the name of a person the London Borough of Lambeth should try to obtain an estimate for carrying out the above proposed works. To aid your nomination, please contact the Homeownership Major Works Team who will send you an example of a Pre-qualification questionnaire that you may wish to share with your intended nominee before submitting a



formal nomination.

What happens next?

Introduce the Homeownership Major Works Team and the Collections Team.	Complete
Hand over to Pellings LLP to carry out initial surveys to your block/estate.	Complete
Send you a Notice of Intention	Complete
Hand over to the Capital Works or Technical Services Team for the tender stage.	This will happen when the consultation period is over and all observations have been responded to.
Send you a Notice of Estimates.	You will find out what your estimated contribution will be. View this short film explaining what a Notice of Estimates is: https://youtu.be/Q_Md5aWBu84
Send you a Notice of Award (if applicable)	View this short film explaining what a Notice of Award is: https://youtu.be/Q_Md5aWBu84
Hand over to the Capital Works or Technical Services Team for the commencement and monitoring of work	Details of the Project Manager will be provided should you wish to engage during the works.
Send you your invoice for the works (Estimate and Actual)	For more details on payment option for major works service charge invoices visit: https://www.lambeth.gov.uk/council-tenants-and-homeowners/homeowners/major-works-to-your-home

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Senior Major Works Co-ordinator
Homeownership & Rents





**[REDACTED] THE CURRENT
LEASEHOLDER(S)**
Despard House
43 Palace Road
London
SW2 3EW

Your Ref: [REDACTED]
Scheme Reference: 915907/1
Date: 14 August 2020
PROPERTY ADDRESS: [REDACTED] Despard House, 43 Palace Road, London, SW2 3EW

Dear [REDACTED] CURRENT LEASEHOLDER(S),

We refer to the Notice of Intention (NOI) dated 7 July 2020 sent to you in respect of proposed works to be carried out to your block/estate.

Upon closer inspection, we have noted there is a minor error/typo/slip contained in the NOI, which we wish to bring to your attention, although it does not affect the validity of any of the information already provided to you.

The error is as follows:

Within the NOI, Ducavel House is twice mentioned instead of Despard House.

Accordingly, and for the avoidance of doubt, please be clearly advised that all references to Ducavel House should be read as references to Despard House.

If you have any queries regarding any part of this letter, please contact us directly on 020 7926 6521 or HMhomeownership@lambeth.gov.uk for any further assistance.

For information on the Section 20 process and why we have sent this notice to you please visit our video here:

https://www.youtube.com/watch?v=Q_Md5aWBU84&feature=youtu.be

The progress of major works projects can be viewed at www.lambeth.gov.uk/council-tenants-and-homeowners/lambeth-housing-standard

Finally, we apologise for any inconvenience caused and thank you for your continued understanding.

Yours sincerely

K. Kellaway

Karen Kellaway
Senior Major Works Co-ordinator
Homeownership & Rents
London Borough of Lambeth

Phone: 020 7926 6521

Email: HMhomeownership@lambeth.gov.uk

Website: www.lambeth.gov.uk/housing-and-regeneration/lambeth-housing-homeowners

London Borough of Lambeth
Homeownership Services
PO box 734
Winchester
SO23 5DG

[REDACTED] s)
Chalner House
140 Coburg Crescent
London
SW2 3HX

Property Reference: [REDACTED]
Property Address: [REDACTED] Chalner House, 140 Coburg Crescent, London, SW2 3HX
Scheme Reference: 915907/1
Date: 22 April 2021

Dear [REDACTED] The Current Leaseholder(s).

Making your home warm, dry and secure – more information, please read carefully

2020/2021: Capital Works - Palace Road Estate Phase 3

I last wrote to you on the 07 July 2020 to tell you that your block and/or estate is included in the London Borough of Lambeth's 2020/21 major works programme. This is the **Notice of Estimate** and explains the result of the tender and the estimated cost of the works.

Your estimated contribution will be £22,021.56 and a breakdown is provided at Appendix A. **You do not need to pay for these works now.** You will either be asked to pay once the works are complete and we have the final account or, within your 2022/23 service charge estimate, whichever is sooner.

This notice is served under Section 20 of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold & Leasehold Reform Act 2002) and Schedule 4 (2) (Regulation 7(4) of the Service Charges (Consultation Requirements) (England) Regulations 2003.

The Notice of Intention dated the 07 July 2020 invited you to nominate a contractor and submit observations. We received no nominations from leaseholders for this scheme and a summary of observations received and answered is at Appendix B.

We obtained estimates for carrying out the proposed works. Below are the results of the tender.

Contractor A	£2,294,657.88
Contractor B	£2,396,222.48
Contractor C	£2,419,779.91

On this basis, the contract will be awarded to Contractor **A** who is Engie Regeneration of Titan Court, Hatfield, AL10, 9NA. A breakdown of the cost of works estimated to the building and your property is explained at Appendix A.

Due to varying government guidelines, the estimates are available to view digitally on request.

Observations

You may have already been in contact, but now that you have more information, you may wish to get in contact again. If you do, I invite you to send in your written observation in relation to the proposed works. Your observation (should you choose to send one in) must be delivered to the address below by the 27 May 2021. This is 35 days from the date of this letter and when the relevant period ends.

Below are some ways you can send in an observation if you choose to.

- Online via our E-Form: <https://bit.ly/3uLpR1p>
- Write to: S20 CONSULTATION, London Borough of Lambeth, PO Box 734, Winchester, SO23 5DG.

If you choose to contact us in writing please include reference 915907/1 and make it clear that you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.

What happens next?

Introduce the Homeownership Major Works Team and the Collections Team.	Complete
Hand over to Pellings LLP to carry out initial surveys to your block/estate.	Complete
Send you a Notice of Intention	Complete
Hand over to the Capital Works or Technical Services Team for the tender stage.	Complete
Send you a Notice of Estimates.	Complete
Send you a Notice of Award (if applicable)	A Notice of Award is not applicable for this scheme. View this short film explaining what a Notice of Award is: https://youtu.be/Q_Md5aWBu84
Hand over to the Capital Works or Technical Services Team for the commencement and monitoring of work	The Project Manager for this scheme will be: Verrol Harrington vharrington@lambeth.gov.uk 0207 926 1885
Send you your invoice for the works. (Estimate and Actual)	You do not need to pay for these works now. You will either be asked to pay once the works are complete and we have the final account or; within your 2022/23 service charge estimate, whichever is sooner. For more details on payment option for major works service charge invoices visit: https://www.lambeth.gov.uk/council-tenants-and-homeowners/homeowners/major-works-to-your-home

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Housing Capital and Asset Management
Resident Services

Appendix A: Statement of Total Estimated Block and Property Expenditure

Works Element	Description	Estimated block cost	Estimated property cost
Asbestos Removal	<p>This item allows for undertaking a full Refurbishment and Demolition asbestos survey prior to works being undertaken to comply with current health and safety requirements and the Asbestos Regulations 2012. Note, surveys will be undertaken to all external areas and internal areas as required. We are unable to fully survey or test areas until the scaffold is erected. Any asbestos identified which affects our working areas or is in a poor condition will be safely removed and replaced with a non asbestos equivalent. The figure for removal is a provisional sum as the level of asbestos is currently unknown. Figure to be revised prior to final account subject to works undertaken, backup to costs and asbestos surveys provided on completion.</p>	£9,405.00	£587.81
Balcony works	<p>These costs relate to repairs to the balconies as necessary. This figure is a provisional sum as the number and size of repairs can not be quantified until areas of timber are surveyed and rotten areas removed and replaced externally. Once scaffold is complete, all areas will be surveyed by Lambeth and their consultants Pellings LLP and repairs will be scheduled and the attached provisional sum will be revised in accordance with actual works undertaken. Any existing asphalt walkway coverings to be repaired where split or defective. Full CCTV survey to be undertaken on the drainage/ downpipes to</p>	£17,680.10	£1,105.01

	the balconies and any repairs identified. Surveys to be made available at final billing stage upon completion.		
Bin Chambers			
Boundary Walls and Fences			
Building Floor works			
Communal Heating works			
Communal Doors			
Communal Area Repairs and Decorations	The communal and external decorations are in a poor condition and require redecoration. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.	£6,633.38	£414.59
Concrete Repairs	These works relate to all repairs required to the existing concrete surfaces to the building, including but not limited to the concrete lintels above windows, concrete soffits to private or communal balcony areas or stairwells and any other existing concrete where defective. Upon erection of the scaffold, all concrete will be tested to check its condition by both Lambeth and Pellings. Defective areas will be scheduled in terms of size and location, sections will be removed and repaired with new concrete to match, along with any repairs to the existing steel reinforcement. Corrosion inhibitors will be applied to any existing concrete to extend the life of the concrete and minimise future maintenance.	£1,832.50	£114.53
Damp works			

Door Entry Systems and Access			
Drainage works			
Electrical Installations			
Emergency Lighting			
Estate works			
External Redecoration	The communal and external decorations are in a poor condition and require redecorations. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.	£4,125.80	£257.86
External Walls	These works relate to repairs to brickwork and timber cladding surfaces on the building, as necessary. This figure is a provisional sum as the number and size of repairs can not be quantified until the scaffold is erected. Once scaffold is complete, all areas will be surveyed by Lambeth and their consultants Pellings LLP and repairs will be scheduled and the attached provisional sum will be revised in accordance with actual works undertaken. Repair schedules will be provided to justify all costs and only the number of repairs identified with be charged to Lambeth. The works will include but are not limited to, brickwork repairs where defective, repointing of the existing areas of the building where defective and repairs/ replacement of any existing timber cladding to the building which is rotten, prior to any redecorations.	£27,282.06	£1,705.13
Fire Safety works			

Hard Landscaping			
Environmental works			
Lift works			
Lightning Protection	Lightning Protection is required to all buildings over 2-3 storeys height. A survey will be undertaken by a competent lightning protection company to confirm the exact extent of protection required. This item allows for the supply and installation of lightning protection to the block. Surveys to be made available at final billing stage upon completion.	£12,785.00	£799.06
Rain Water goods	Rainwater outlets are provided on the existing flat roofs, The existing rainwater goods run internally within the building and connect directly in to the underground drainage. A CCTV survey will be undertaken of the existing internal downpipes to ensure that there are no blockages and are free flowing. Surveys to be made available at final billing stage upon completion.	£11,520.00	£720.00
Refuse, Skips and Recycling Systems	This item allows for the removal and disposal of any on site waste created by the works. It will include for lockable skips or skips protected via heras fencing. This item will only include waste created by the works being undertaken such as windows/ roofing etc. being removed. Cost included in preliminaries, fixed price within management costs for delivery of works.		
Roof works	The existing roofs are in a poor condition and at the end of their life expectancy. The roofs are to be replaced with a new 3 layer felt system with associated flashings and detailing as	£49,692.57	£3,105.79

	<p>required. Signs of leaks from Lambeths maintenance register have been recorded and it is clear that the roofs require replacement. Building Control sign off is required for the works relating to the windows and roofs and the works will therefore include statutory fees for applications and sign off by Building Control. Prior to replacing the roof, it is also requirement for the contractor to confirm what gas appliances are in each flat, the location of any gas flues/ proximity to window openings and whether any of the appliances vent through the roof or walls adjacent to working areas to ensure that these are turned off whilst works being undertaken adjacent to any flues.</p>		
Scaffolding	<p>Access is required to complete all of the necessary roof/ window replacement and associated fabric repairs to the building. A full scaffold is required to comply with current health and safety requirements. Where the contractor can utilise other methods for access to create savings, this will be included within the proposed tender, to ensure that methods are used to maximise savings.</p>	£27,241.60	£1,702.60
Service			
Structural works			
Surveys			
TV Aerial works	<p>This item relates to the removal of TV aerials and their relocation on to the proposed scaffold, to ensure that signal is not affected during the programme of works. It will allow for any associated call outs for any issues and for reinstatement in the same location. Any TV</p>		

	aerials that are redundant will be removed and disposed of. Costs included in scaffold as part of rates to remove and reinstate access.		
Ventilation works			
Water Pumps			
Water Supply works			
Windows	This work involves the replacement of the existing windows with new double glazed PVCu equivalents. The windows are a mixture of UPVC, timber framed single glazed and aluminium framed thin double glazed casement windows. The timber windows are nearing the end of their life expectancy and a survey to similar blocks adjacent has identified that significant repairs are required to the windows. Where windows have been replaced in PVCu, these will be allowed for renewal. This will then be subject to review by Lambeth and their consultants once on site. If windows are compliant in regards to Building Control and Planning Requirements, these will be left in situ and a saving will be provided to Lambeth at final billing stage.	£58,138.72	£3,633.67
Contingency	This is to cover any unforeseen works identified during the project and will be monitored and reported to residents via monthly progress meetings.	£10,000.00	£625.00
Overheads and Profits	Overheads include costs relating to accountancy and indirect costs such as rent rates, utility costs, scheme signage, insurances, salaries, central administration, legal fees, office equipment and travel. Construction contracts also include a profit		

	within the contract, which the contractor makes for undertaking the works. Included within preliminaries as fixed management costs.		
Preliminaries	Preliminary fees account for site management i.e. contract manager and supervisory staff, a resident liaison officer, quantity surveyor and foreman. This fee also includes for site welfare such as toilets, storage and canteen facilities for the construction team required by the Health and Safety Executive. Other preliminary items include insurances, telephone/ fax and IT equipment, site security, plant hire, heras fencing, health and safety welfare, container storage hire and licences.	£68,956.31	£4,309.77
Consultant Fees	Pellings LLP were awarded the consultancy contract in 2019 for the design and contract administration of this scheme.	£15,020.42	£938.78
Subtotal		£320,313.46	£20,019.60
Management Fee	This is all the administrative work carried out on site and off site including but not limited to; project management team costs, capital expenditure monitoring, invoice payments, data creation and management of accounts and invoices.		£2,001.96
Total			£22,021.56

Appendix B: Summary of Observations

Observation	Response
<p>I cannot comprehend how the council could possibly expect leaseholders to be able to afford this; or how you could think it's morally acceptable to force these costs upon us.</p>	<p>Lambeth Council understand that times are varying for most and have a wide-ranging list of payment plans to suit residents of different situations. This can be discussed with our collections team when you are ready. They can be reached on 0207 926 7132.</p>
<p>I note that balconies may need repairing/redecorating, as a non-balcony owner I do not see why I should be paying for this. I also believe that communal areas should be paid for by the council; as someone who owns a private entrance and does not use communal areas, I do not see why I should contribute to this</p>	<p>As a leaseholder you are obligated through your lease which you signed and agreed to upon purchase of your property to pay an apportionment towards all works to your block and estate.</p>
<p>There should be a sinking fund by which leaseholders pay a monthly amount (which could be included in the service charge) that is put aside for any planned works.</p>	<p>Lambeth do not operate a sinking fund.</p>
<p>In your letter of 09 June 2020 part of the timeline includes Resident's consultation with "open discussion". What engagement has been done as part of this? Apart from the information sent on 07 July 2020 how has Lambeth liaised with residents and what feedback have they given?</p>	<p>There will be a second stage of consultation once costs are confirmed, at which stage the Council will consult with residents, previously via a meeting but we may have to explore something remotely.</p>

<p>The timeline shows that works are due to commence in October 2020. With current Covid-19 restrictions and uncertainty around future lockdowns would it not be better to postpone works until there is less chance of enforced stoppages? Who will bear the added costs due to social distancing / Covid-19 requirements?</p>	<p>The works this year despite contractors pulling offsite did not incur additional costs to the client. This has also been written into the contracts and in any instance would not incur costs. Unfortunately, despite being faced with these concerning times the construction industry is in a position where it must continue.</p>
<p>You also acknowledge that there will be disruption to residents during these works but this is magnified in the current situation where work from home is being encouraged. My partner works from home. How will this be managed so that residents' livelihoods are not impacted by the disruption caused? For example noise during client calls.</p>	<p>We will try to keep to a minimum but there will be noise during specific times, mainly during the fabric repairs and windows in the direct vicinity. The roofing is fairly unnoisy, scaffold will be fairly noisy when in the vicinity of your property but otherwise the works will not involve continuous noisy works.</p>
<p>Part of the monitoring of the works includes residents attending monthly contract meetings. On the current water mains replacement works the engagement with residents has been poor. How will Lambeth liaise with residents and give them the opportunity to attend the contract meetings?</p>	<p>We currently have around 4 or 5 representatives from PRERA and the residents across the estate attending monthly meetings. We have always had attendance by the residents since the start of our projects, however, whether all discussions were passed back to residents is not clear. We hope to continue to engage with residents in this manner.</p>



<p>A 12 month defect period for such major works seems inappropriate. What other assurances will be in place to guarantee the quality of the works in the longer term and that the contractor is accountable for any costs relating to remedial repairs?</p>	<p>The 12 months is solely relating to a retention which is monetary this is standard for construction contracts post completion. Following completion all works are covered by the warranties for some elements i.e. roofing/ windows and the latent damages Act, which covers works which may not be foreseen but down to an issue with installation. If it was a material failure this would be taken up directly with the manufacturer by Lambeth Council.</p>
<p>The letter dated 22 June 2020 explains how these works will impact me as a leaseholder. Throughout this printed document is a hyperlink to a video on the S20 process. This link is not easily accessed. How can Lambeth assure leaseholders that they are being provided with all necessary information during the observations / planning period?</p>	<p>There will be further consultation with residents post tender, during the second stage of the S20 process. This will either be in a local hall if big enough for COVID compliance or remotely via Microsoft Teams with individual or team meetings. We will continue to engage with PRERA monthly and other residents, all of our contact details are readily available for residents to discuss the works.</p>
<p>Within the S20 Notice of Intention (07 July 2020) you give the project title “2020/2021: Capital Works - Palace Road Estate Phase 3”. What were phases 1 and 2 and when did they take place? Can you confirm when the overall project was consulted upon and the need for such large capital works on the Palace Road Estate identified? Please provide appropriate surveys / evidence to support this</p>	<p>Phase 1 – Tenant only programme Coburg Crescent houses completed 2019-2020.</p> <p>Phase 2 – Baly and Ducavel House blocks – still on site due for completion later this year.</p>

<p>There was only 1 job for repair to the roof at Despard House in the years 17/18 and 18/19 according to the service charge accounts. How can Lambeth justify its complete replacement based upon this?</p>	<p>Photo of roof below, no insulation with a large build up moss, some areas split which will lead to water ingress. The roofs are circa 40-50 years of age and as such a single layer felt roof this will continue to fail over the coming year and should therefore be replaced along with the major works at this time.</p>
<p>If the flat roof is being replaced has the council looked into engaging with a contractor who would be able to make use of the unobstructed south westerly facing space for solar panels?</p>	<p>Solar Panels is not part of the current intended works. There are various other aspects to consider with this, the building is timber deck so structurally whether it requires upgrading to take the load of the panels, the cost of the panels, the payback period (usually 15-20 years),</p>
<p>Can I confirm that all windows are due to be replaced?</p>	<p>Yes, all windows are to be replaced, we will review the planning documents.</p>
<p>Will the external works include removal of redundant equipment such as not in use CCTV, satellite dishes, cable trunking etc. and making good of the areas?</p>	<p>Yes.</p>
<p>Is the timber cladding to be replaced like for like or is a more durable material to be used? What assurances can be given that any alternative cladding used will be suitable in the long term?</p>	<p>Yes, the timber cladding will be replaced with a pre finished fire rated board, which will obviously be less prone to rot.</p>
<p>You state the communal areas require work in accordance with “Lambeth’s cyclical programme”. However, it appears lack of cyclical maintenance is the cause of such major works being required</p>	<p>Programme refers to any and all forms of major works or day to day repairs and maintenance resulting in the upkeep of the housing stock and is strongly dependant up on budget allowing and resources.</p>
<p>How can Lambeth ensure that this deterioration does not happen again after funds are spent to improve the appearance of these areas?</p>	<p>The works will come with warranties to cover aspects of the works, giving it a further life expectancy.</p>

As this work is phase 3 what asbestos has been discovered in other blocks	Asbestos has been identified and now incorporated into the specifications for this year's works.
Will there be an improvement to the insulation as part of the roof replacement works?	Yes, to comply with current Building Regulations.
TV Aerials - currently the outlet in the property is within the window frame. If this is being replaced where will it be relocated to and how will it be finished?	Rerouted via the new frame or the brickwork, to be agreed on site prior to commencing.
As part of the window replacement the balcony door is being replaced. As a leaseholder I would expect a choice of style and would not be happy with Lambeth deciding for me what this should look like. Can this assurance be given?	No, the balcony door will as per the planning application, replaced on a like for like basis with a white UPVC equivalent.
Similarly is there any choice of whether any glass is frosted etc. on the panes that are adjacent to the communal balcony?	Currently no. The planners like consistency and therefore we are limited in given options to the external appearance to residents.
As these works include items to improve the energy performance of our homes can funding be applied for through the Green Homes Grant announced last month?	This may need to be considered in conjunction with the contractor once they are on board and the application portal is open for review by Lambeth Council and how this could be incorporated, if at all.
Has any provision been made for the removal and re-fitting of blinds or any other fixtures when the windows are being replaced?	The Contractors will pre-book an appointment with you prior to commencement of window renewals, they do ask that you remove your curtains/fixtures on the works date, but if this is not convenient you should discuss this with their RLO/resident liaison officer who will be glad to arrange help. This will obviously be the case on the completion of works when the curtains/fixtures will need to be refitted.

[REDACTED]
The Current Leaseholder(s)
[REDACTED] Coburg Crescent
London
SW2 3HU

Property Reference: [REDACTED]
Property Address: [REDACTED] Coburg Crescent, London, SW2 3HU
Scheme Reference: 915907/1
Date: 22 April 2021

Dear [REDACTED] The Current Leaseholder(s),

Making your home warm, dry and secure – more information, please read carefully

2020/2021: Capital Works - Palace Road Estate Phase 3

I last wrote to you on the 07 July 2020 to tell you that your block and/or estate is included in the London Borough of Lambeth's 2020/21 major works programme. This is the **Notice of Estimate** and explains the result of the tender and the estimated cost of the works.

Your estimated contribution will be £33,611.34 and a breakdown is provided at Appendix A. **You do not need to pay for these works now.** You will either be asked to pay once the works are complete and we have the final account or, within your 2022/23 service charge estimate, whichever is sooner.

This notice is served under Section 20 of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold & Leasehold Reform Act 2002) and Schedule 4 (2) (Regulation 7(4) of the Service Charges (Consultation Requirements) (England) Regulations 2003.

The Notice of Intention dated the 07 July 2020 invited you to nominate a contractor and submit observations. We received no nominations from leaseholders for this scheme and a summary of observations received and answered is at Appendix B.

We obtained estimates for carrying out the proposed works. Below are the results of the tender.

Contractor A	£2,294,657.88
Contractor B	£2,396,222.48
Contractor C	£2,419,779.91

On this basis, the contract will be awarded to Contractor **A** who is Engie Regeneration of Titan Court, Hatfield, AL10, 9NA. A breakdown of the cost of works estimated to the building and your property is explained at Appendix A.

Due to varying government guidelines, the estimates are available to view digitally on request.

Observations

You may have already been in contact, but now that you have more information, you may wish to get in contact again. If you do, I invite you to send in your written observation in relation to the proposed works. Your observation (should you choose to send one in) must be delivered to the address below by the 27 May 2021. This is 35 days from the date of this letter and when the relevant period ends.

Below are some ways you can send in an observation if you choose to.

- Online via our E-Form: <https://bit.ly/3uLpR1p>
- Write to: S20 CONSULTATION, London Borough of Lambeth, PO Box 734, Winchester, SO23 5DG.

If you choose to contact us in writing please include reference 915907/1 and make it clear that you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.

What happens next?

Introduce the Homeownership Major Works Team and the Collections Team.	Complete
Hand over to Pellings LLP to carry out initial surveys to your block/estate.	Complete
Send you a Notice of Intention	Complete
Hand over to the Capital Works or Technical Services Team for the tender stage.	Complete
Send you a Notice of Estimates.	Complete
Send you a Notice of Award (if applicable)	A Notice of Award is not applicable for this scheme. View this short film explaining what a Notice of Award is: https://youtu.be/Q_Md5aWBu84
Hand over to the Capital Works or Technical Services Team for the commencement and monitoring of work	The Project Manager for this scheme will be: Verrol Harrington vharrington@lambeth.gov.uk 0207 926 1885
Send you your invoice for the works. (Estimate and Actual)	You do not need to pay for these works now. You will either be asked to pay once the works are complete and we have the final account or; within your 2022/23 service charge estimate, whichever is sooner. For more details on payment option for major works service charge invoices visit: https://www.lambeth.gov.uk/council-tenants-and-homeowners/homeowners/major-works-to-your-home

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Housing Capital and Asset Management
Resident Services

Appendix A: Statement of Total Estimated Block and Property Expenditure

Works Element	Description	Estimated block cost	Estimated property cost
Asbestos Removal	<p>This item allows for undertaking a full Refurbishment and Demolition asbestos survey prior to works being undertaken to comply with current health and safety requirements and the Asbestos Regulations 2012. Note, surveys will be undertaken to all external areas and internal areas as required. We are unable to fully survey or test areas until the scaffold is erected. Any asbestos identified which affects our working areas or is in a poor condition will be safely removed and replaced with a non asbestos equivalent. The figure for removal is a provisional sum as the level of asbestos is currently unknown. Figure to be revised prior to final account subject to works undertaken, backup to costs and asbestos surveys provided on completion.</p>	£5,675.00	£567.50
Balcony works	<p>These costs relate to repairs to the balconies as necessary. This figure is a provisional sum as the number and size of repairs can not be quantified until areas of timber are surveyed and rotten areas removed and replaced externally. Once scaffold is complete, all areas will be surveyed by Lambeth and their consultants Pellings LLP and repairs will be scheduled and the attached provisional sum will be revised in accordance with actual works undertaken. Any existing asphalt walkway coverings to be repaired where split or defective. Full CCTV survey to be undertaken on the drainage/ downpipes to</p>	£14,127.60	£1,412.76

	the balconies and any repairs identified. Surveys to be made available at final billing stage upon completion.		
Bin Chambers			
Boundary Walls and Fences			
Building Floor works			
Communal Heating works			
Communal Doors			
Communal Area Repairs and Decorations	The communal and external decorations are in a poor condition and require redecoration. Areas include but are not limited to, staircases, private and communal balconies, communal doors, handrails and all previously painted surfaces.	£5,268.61	£526.86
Concrete Repairs	These works relate to all repairs required to the existing concrete surfaces to the building, including but not limited to the concrete lintels above windows, concrete soffits to private or communal balcony areas or stairwells and any other existing concrete where defective. Upon erection of the scaffold, all concrete will be tested to check its condition by both Lambeth and Pellings. Defective areas will be scheduled in terms of size and location, sections will be removed and repaired with new concrete to match, along with any repairs to the existing steel reinforcement. Corrosion inhibitors will be applied to any existing concrete to extend the life of the concrete and minimise future maintenance.	£1,079.50	£107.95
Damp works			

Door Entry Systems and Access			
Drainage works			
Electrical Installations			
Emergency Lighting			
Estate works			
External Redecoration	The communal and external decorations are in a poor condition and require redecorations. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.	£7,055.97	£705.60
External Walls	These works relate to repairs to brickwork as necessary. This figure is a provisional sum as the number and size of repairs can not be quantified until the scaffold is erected. Once scaffold is complete, all areas will be surveyed by Lambeth and their consultants Pellings LLP and repairs will be scheduled and the attached provisional sum will be revised in accordance with actual works undertaken. Repair schedules will be provided to justify all costs and only the number of repairs identified with be charged to Lambeth. The works will include but are not limited to, brickwork repairs where defective, repointing of the existing areas of the building where defective.	£12,682.67	£1,268.27
Fire Safety works			
Hard Landscaping			
Environmental works			
Lift works			

Lightning Protection	Lightning Protection is required to all buildings over 2-3 storeys height. A survey will be undertaken by a competent lightning protection company to confirm the exact extent of protection required. This item allows for the supply and installation of lightning protection to the block. Surveys to be made available at final billing stage upon completion.	£9,785.00	£978.50
Rain Water goods	Rainwater outlets are provided on the existing flat roofs, The existing rainwater goods run internally within the building and connect directly in to the underground drainage. A CCTV survey will be undertaken of the existing internal downpipes to ensure that there are no blockages and are free flowing. Surveys to be made available at final billing stage upon completion.	£8,320.00	£832.00
Refuse, Skips and Recycling Systems	This item allows for the removal and disposal of any on site waste created by the works. It will include for lockable skips or skips protected via heras fencing. This item will only include waste created by the works being undertaken such as windows/ roofing etc. being removed. Cost included in preliminaries, fixed price within management costs for delivery of works.		
Roof works	The existing roofs are in a poor condition and at the end of their life expectancy. The roofs are to be replaced with a new 3 layer felt system with associated flashings and detailing as required. Signs of leaks from Lambeths maintenance register have been recorded and it is clear that the roofs require replacement. Building Control sign off	£95,290.45	£9,529.05

	is required for the works relating to the windows and roofs and the works will therefore include statutory fees for applications and sign off by Building Control. Prior to replacing the roof, it is also requirement for the contractor to confirm what gas appliances are in each flat, the location of any gas flues/ proximity to window openings and whether any of the appliances vent through the roof or walls adjacent to working areas to ensure that these are turned off whilst works being undertaken adjacent to any flues.		
Scaffolding	Access is required to complete all of the necessary roof/ window replacement and associated fabric repairs to the building. A full scaffold is required to comply with current health and safety requirements. Where the contractor can utilise other methods for access to create savings, this will be included within the proposed tender, to ensure that methods are used to maximise savings.	£21,156.80	£2,115.68
Service			
Structural works			
Surveys			
TV Aerial works	This item relates to the removal of TV aerials and their relocation on to the proposed scaffold, to ensure that signal is not affected during the programme of works. It will allow for any associated call outs for any issues and for reinstatement in the same location. Any TV aerials that are redundant will be removed and disposed of. Costs included in scaffold as part of rates to remove and reinstate access.		

Ventilation works			
Water Pumps			
Water Supply works			
Windows	This work involves the replacement of the existing windows with new double glazed PVCu equivalents. The windows are a mixture of UPVC, timber framed single glazed and aluminium framed thin double glazed casement windows. The timber windows are nearing the end of their life expectancy and a survey to similar blocks adjacent has identified that significant repairs are required to the windows. Where windows have been replaced in PVCu, these will be allowed for renewal. This will then be subject to review by Lambeth and their consultants once on site. If windows are compliant in regards to Building Control and Planning Requirements, these will be left in situ and a saving will provided to Lambeth at final billing stage.	£35,115.25	£3,511.53
Contingency	This is to cover any unforeseen works identified during the project and will be monitored and reported to residents via monthly progress meetings.	£10,000.00	£1,000.00
Overheads and Profits	Overheads include costs relating to accountancy and indirect costs such as rent rates, utility costs, scheme signage, insurances, salaries, central administration, legal fees, office equipment and travel. Construction contracts also include a profit within the contract, which the contractor makes for undertaking the works. Included within preliminaries as fixed management costs.		

Preliminaries	Preliminary fees account for site management i.e. contract manager and supervisory staff, a resident liaison officer, quantity surveyor and foreman. This fee also includes for site welfare such as toilets, storage and canteen facilities for the construction team required by the Health and Safety Executive. Other preliminary items include insurances, telephone/fax and IT equipment, site security, plant hire, heras fencing, health and safety welfare, container storage hire and licences.	£65,672.08	£6,567.21
Consultant Fees	Pellings LLP were awarded the consultancy contract in 2019 for the design and contract administration of this scheme.	£14,328.46	£1,432.85
Subtotal		£305,557.39	£30,555.76
Management Fee	This is all the administrative work carried out on site and off site including but not limited to; project management team costs, capital expenditure monitoring, invoice payments, data creation and management of accounts and invoices.		£3,055.58
Total			£33,611.34

Appendix B: Summary of Observations

Observation	Response
<p>I cannot comprehend how the council could possibly expect leaseholders to be able to afford this; or how you could think it's morally acceptable to force these costs upon us.</p>	<p>Lambeth Council understand that times are varying for most and have a wide-ranging list of payment plans to suit residents of different situations. This can be discussed with our collections team when you are ready. They can be reached on 0207 926 7132.</p>
<p>I note that balconies may need repairing/redecorating, as a non-balcony owner I do not see why I should be paying for this. I also believe that communal areas should be paid for by the council; as someone who owns a private entrance and does not use communal areas, I do not see why I should contribute to this</p>	<p>As a leaseholder you are obligated through your lease which you signed and agreed to upon purchase of your property to pay an apportionment towards all works to your block and estate.</p>
<p>There should be a sinking fund by which leaseholders pay a monthly amount (which could be included in the service charge) that is put aside for any planned works.</p>	<p>Lambeth do not operate a sinking fund.</p>
<p>In your letter of 09 June 2020 part of the timeline includes Resident's consultation with "open discussion". What engagement has been done as part of this? Apart from the information sent on 07 July 2020 how has Lambeth liaised with residents and what feedback have they given?</p>	<p>There will be a second stage of consultation once costs are confirmed, at which stage the Council will consult with residents, previously via a meeting but we may have to explore something remotely.</p>

<p>The timeline shows that works are due to commence in October 2020. With current Covid-19 restrictions and uncertainty around future lockdowns would it not be better to postpone works until there is less chance of enforced stoppages? Who will bear the added costs due to social distancing / Covid-19 requirements?</p>	<p>The works this year despite contractors pulling offsite did not incur additional costs to the client. This has also been written into the contracts and in any instance would not incur costs. Unfortunately, despite being faced with these concerning times the construction industry is in a position where it must continue.</p>
<p>You also acknowledge that there will be disruption to residents during these works but this is magnified in the current situation where work from home is being encouraged. My partner works from home. How will this be managed so that residents' livelihoods are not impacted by the disruption caused? For example noise during client calls.</p>	<p>We will try to keep to a minimum but there will be noise during specific times, mainly during the fabric repairs and windows in the direct vicinity. The roofing is fairly unnoisy, scaffold will be fairly noisy when in the vicinity of your property but otherwise the works will not involve continuous noisy works.</p>
<p>Part of the monitoring of the works includes residents attending monthly contract meetings. On the current water mains replacement works the engagement with residents has been poor. How will Lambeth liaise with residents and give them the opportunity to attend the contract meetings?</p>	<p>We currently have around 4 or 5 representatives from PRERA and the residents across the estate attending monthly meetings. We have always had attendance by the residents since the start of our projects, however, whether all discussions were passed back to residents is not clear. We hope to continue to engage with residents in this manner.</p>



<p>A 12 month defect period for such major works seems inappropriate. What other assurances will be in place to guarantee the quality of the works in the longer term and that the contractor is accountable for any costs relating to remedial repairs?</p>	<p>The 12 months is solely relating to a retention which is monetary this is standard for construction contracts post completion. Following completion all works are covered by the warranties for some elements i.e. roofing/windows and the latent damages Act, which covers works which may not be foreseen but down to an issue with installation. If it was a material failure this would be taken up directly with the manufacturer by Lambeth Council.</p>
<p>The letter dated 22 June 2020 explains how these works will impact me as a leaseholder. Throughout this printed document is a hyperlink to a video on the S20 process. This link is not easily accessed. How can Lambeth assure leaseholders that they are being provided with all necessary information during the observations / planning period?</p>	<p>There will be further consultation with residents post tender, during the second stage of the S20 process. This will either be in a local hall if big enough for COVID compliance or remotely via Microsoft Teams with individual or team meetings. We will continue to engage with PRERA monthly and other residents, all of our contact details are readily available for residents to discuss the works.</p>
<p>Within the S20 Notice of Intention (07 July 2020) you give the project title “2020/2021: Capital Works - Palace Road Estate Phase 3”. What were phases 1 and 2 and when did they take place? Can you confirm when the overall project was consulted upon and the need for such large capital works on the Palace Road Estate identified? Please provide appropriate surveys / evidence to support this</p>	<p>Phase 1 – Tenant only programme Coburg Crescent houses completed 2019-2020.</p> <p>Phase 2 – Baly and Ducavel House blocks – still on site due for completion later this year.</p>

<p>There was only 1 job for repair to the roof at Despard House in the years 17/18 and 18/19 according to the service charge accounts. How can Lambeth justify its complete replacement based upon this?</p>	<p>Photo of roof below, no insulation with a large build up moss, some areas split which will lead to water ingress. The roofs are circa 40-50 years of age and as such a single layer felt roof this will continue to fail over the coming year and should therefore be replaced along with the major works at this time.</p>
<p>If the flat roof is being replaced has the council looked into engaging with a contractor who would be able to make use of the unobstructed south westerly facing space for solar panels?</p>	<p>Solar Panels is not part of the current intended works. There are various other aspects to consider with this, the building is timber deck so structurally whether it requires upgrading to take the load of the panels, the cost of the panels, the payback period (usually 15-20 years),</p>
<p>Can I confirm that all windows are due to be replaced?</p>	<p>Yes, all windows are to be replaced, we will review the planning documents.</p>
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<p>Is the timber cladding to be replaced like for like or is a more durable material to be used? What assurances can be given that any alternative cladding used will be suitable in the long term?</p>	<p>Yes, the timber cladding will be replaced with a pre finished fire rated board, which will obviously be less prone to rot.</p>
<p>You state the communal areas require work in accordance with “Lambeth’s cyclical programme”. However, it appears lack of cyclical maintenance is the cause of such major works being required</p>	<p>Programme refers to any and all forms of major works or day to day repairs and maintenance resulting in the upkeep of the housing stock and is strongly dependant up on budget allowing and resources.</p>
<p>How can Lambeth ensure that this deterioration does not happen again after funds are spent to improve the appearance of these areas?</p>	<p>The works will come with warranties to cover aspects of the works, giving it a further life expectancy.</p>

As this work is phase 3 what asbestos has been discovered in other blocks	Asbestos has been identified and now incorporated into the specifications for this year's works.
Will there be an improvement to the insulation as part of the roof replacement works?	Yes, to comply with current Building Regulations.
TV Aerials - currently the outlet in the property is within the window frame. If this is being replaced where will it be relocated to and how will it be finished?	Rerouted via the new frame or the brickwork, to be agreed on site prior to commencing.
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██████████
The Current Leaseholder(s)
██████ Despard House
43 Palace Road
London
SW2 3EW

Property Reference: ██████████
Property Address: ████████ Despard House, 43 Palace Road, London, SW2 3EW
Scheme Reference: 915907/1
Date: 22 April 2021

Dear ██████████ The Current Leaseholder(s),

Making your home warm, dry and secure – more information, please read carefully

2020/2021: Capital Works - Palace Road Estate Phase 3

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If you choose to contact us in writing please include reference 915907/1 and make it clear that you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

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Send you a Notice of Intention	Complete
Hand over to the Capital Works or Technical Services Team for the tender stage.	Complete
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Send you a Notice of Award (if applicable)	A Notice of Award is not applicable for this scheme. View this short film explaining what a Notice of Award is: https://youtu.be/Q_Md5aWBu84
Hand over to the Capital Works or Technical Services Team for the commencement and monitoring of work	The Project Manager for this scheme will be: Verrol Harrington vharrington@lambeth.gov.uk 0207 926 1885
Send you your invoice for the works. (Estimate and Actual)	You do not need to pay for these works now. You will either be asked to pay once the works are complete and we have the final account or; within your 2022/23 service charge estimate, whichever is sooner. For more details on payment option for major works service charge invoices visit: https://www.lambeth.gov.uk/council-tenants-and-homeowners/homeowners/major-works-to-your-home

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Housing Capital and Asset Management
Resident Services

Appendix A: Statement of Total Estimated Block and Property Expenditure

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Asbestos Removal	<p>This item allows for undertaking a full Refurbishment and Demolition asbestos survey prior to works being undertaken to comply with current health and safety requirements and the Asbestos Regulations 2012. Note, surveys will be undertaken to all external areas and internal areas as required. We are unable to fully survey or test areas until the scaffold is erected. Any asbestos identified which affects our working areas or is in a poor condition will be safely removed and replaced with a non asbestos equivalent. The figure for removal is a provisional sum as the level of asbestos is currently unknown. Figure to be revised prior to final account subject to works undertaken, backup to costs and asbestos surveys provided on completion.</p>	£18,025.00	£513.75
Balcony works	<p>These costs relate to repairs to the balconies as necessary. This figure is a provisional sum as the number and size of repairs can not be quantified until areas of timber are surveyed and rotten areas removed and replaced externally. Once scaffold is complete, all areas will be surveyed by Lambeth and their consultants Pellings LLP and repairs will be scheduled and the attached provisional sum will be revised in accordance with actual works undertaken. Any existing asphalt walkway coverings to be repaired where split or defective. Full CCTV survey to be undertaken on the drainage/ downpipes to</p>	£23,935.60	£682.21

	the balconies and any repairs identified. Surveys to be made available at final billing stage upon completion.		
Bin Chambers			
Boundary Walls and Fences			
Building Floor works			
Communal Heating works			
Communal Doors			
Communal Area Repairs and Decorations	The communal and external decorations are in a poor condition and require redecoration. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.	£6,137.93	£174.94
Concrete Repairs	These works relate to all repairs required to the existing concrete surfaces to the building, including but not limited to the concrete lintels above windows, concrete soffits to private or communal balcony areas or stairwells and any other existing concrete where defective. Upon erection of the scaffold, all concrete will be tested to check its condition by both Lambeth and Pellings. Defective areas will be scheduled in terms of size and location, sections will be removed and repaired with new concrete to match, along with any repairs to the existing steel reinforcement. Corrosion inhibitors will be applied to any existing concrete to extend the life of the concrete and minimise future maintenance.	£3,727.50	£106.24
Damp works			

Door Entry Systems and Access			
Drainage works			
Electrical Installations			
Emergency Lighting			
Estate works			
External Redecoration	The communal and external decorations are in a poor condition and require redecorations. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.	£4,845.27	£138.10
External Walls	These works relate to repairs to brickwork and timber cladding surfaces on the building, as necessary. This figure is a provisional sum as the number and size of repairs can not be quantified until the scaffold is erected. Once scaffold is complete, all areas will be surveyed by Lambeth and their consultants Pellings LLP and repairs will be scheduled and the attached provisional sum will be revised in accordance with actual works undertaken. Repair schedules will be provided to justify all costs and only the number of repairs identified with be charged to Lambeth. The works will include but are not limited to, brickwork repairs where defective, repointing of the existing areas of the building where defective and repairs/ replacement of any existing timber cladding to the building which is rotten, prior to any redecorations.	£85,444.11	£2,435.33
Fire Safety works			

Hard Landscaping			
Environmental works			
Lift works			
Lightning Protection	Lightning Protection is required to all buildings over 2-3 storeys height. A survey will be undertaken by a competent lightning protection company to confirm the exact extent of protection required. This item allows for the supply and installation of lightning protection to the block. Surveys to be made available at final billing stage upon completion.	£12,785.00	£364.40
Rain Water goods	Rainwater outlets are provided on the existing flat roofs, The existing rainwater goods run internally within the building and connect directly in to the underground drainage. A CCTV survey will be undertaken of the existing internal downpipes to ensure that there are no blockages and are free flowing. Surveys to be made available at final billing stage upon completion.	£15,660.00	£446.34
Refuse, Skips and Recycling Systems	This item allows for the removal and disposal of any on site waste created by the works. It will include for lockable skips or skips protected via heras fencing. This item will only include waste created by the works being undertaken such as windows/ roofing etc. being removed. Cost included in preliminaries, fixed price within management costs for delivery of works.		
Roof works	The existing roofs are in a poor condition and at the end of their life expectancy. The roofs are to be replaced with a new 3 layer felt system with associated flashings and detailing as	£119,464.99	£3,405.00

	<p>required. Any rooflights will also be replaced as part of the works with a new type to match the existing. Signs of leaks from Lambeths maintenance register have been recorded and it is clear that the roofs require replacement. Building Control sign off is required for the works relating to the windows and roofs and the works will therefore include statutory fees for applications and sign off by Building Control. Prior to replacing the roof, it is also requirement for the contractor to confirm what gas appliances are in each flat, the location of any gas flues/ proximity to window openings and whether any of the appliances vent through the roof or walls adjacent to working areas to ensure that these are turned off whilst works being undertaken adjacent to any flues.</p>		
Scaffolding	<p>Access is required to complete all of the necessary roof/ window replacement and associated fabric repairs to the building. A full scaffold is required to comply with current health and safety requirements. Where the contractor can utilise other methods for access to create savings, this will be included within the proposed tender, to ensure that methods are used to maximise savings.</p>	£45,336.00	£1,292.17
Service			
Structural works			
Surveys			
TV Aerial works	<p>This item relates to the removal of TV aerials and their relocation on to the proposed scaffold, to ensure that signal is not affected during the programme of works. It will allow for any</p>		

	associated call outs for any issues and for reinstatement in the same location. Any TV aerials that are redundant will be removed and disposed of. Costs included in scaffold as part of rates to remove and reinstate access.		
Ventilation works			
Water Pumps			
Water Supply works			
Windows	This work involves the replacement of the existing windows with new double glazed PVCu equivalents. The windows are a mixture of UPVC, timber framed single glazed and aluminium framed thin double glazed casement windows. The timber windows are nearing the end of their life expectancy and a survey to similar blocks adjacent has identified that significant repairs are required to the windows. A recent Fire Risk Assessment has also highlighted that some of the windows where full height along balconies, do not comply to current standards and replacement is recommended to ensure safe means of escape. Where windows have been replaced in PVCu, these will be allowed for renewal. This will then be subject to review by Lambeth and their consultants once on site. If windows are compliant in regards to Building Control and Planning Requirements, these will be left in situ and a saving will provided to Lambeth at final billing stage.	£152,717.94	£4,352.77
Contingency	This is to cover any unforeseen works identified during the project and will be monitored and reported	£10,000.00	£285.02

	to residents via monthly progress meetings.		
Overheads and Profits	Overheads include costs relating to accountancy and indirect costs such as rent rates, utility costs, scheme signage, insurances, salaries, central administration, legal fees, office equipment and travel. Construction contracts also include a profit within the contract, which the contractor makes for undertaking the works. Included within preliminaries as fixed management costs.		
Preliminaries	Preliminary fees account for site management i.e. contract manager and supervisory staff, a resident liaison officer, quantity surveyor and foreman. This fee also includes for site welfare such as toilets, storage and canteen facilities for the construction team required by the Health and Safety Executive. Other preliminary items include insurances, telephone/fax and IT equipment, site security, plant hire, heras fencing, health and safety welfare, container storage hire and licences.	£148,699.46	£4,238.24
Consultant Fees	Pellings LLP were awarded the consultancy contract in 2019 for the design and contract administration of this scheme.	£31,821.52	£906.98
Subtotal		£678,600.32	£19,341.49
Management Fee	This is all the administrative work carried out on site and off site including but not limited to; project management team costs, capital expenditure monitoring, invoice payments, data creation and management of accounts and invoices.		£1,934.15
Total			£21,275.64

Appendix B: Summary of Observations

Observation	Response
<p>I cannot comprehend how the council could possibly expect leaseholders to be able to afford this; or how you could think it's morally acceptable to force these costs upon us.</p>	<p>Lambeth Council understand that times are varying for most and have a wide-ranging list of payment plans to suit residents of different situations. This can be discussed with our collections team when you are ready. They can be reached on 0207 926 7132.</p>
<p>I note that balconies may need repairing/redecorating, as a non-balcony owner I do not see why I should be paying for this. I also believe that communal areas should be paid for by the council; as someone who owns a private entrance and does not use communal areas, I do not see why I should contribute to this</p>	<p>As a leaseholder you are obligated through your lease which you signed and agreed to upon purchase of your property to pay an apportionment towards all works to your block and estate.</p>
<p>There should be a sinking fund by which leaseholders pay a monthly amount (which could be included in the service charge) that is put aside for any planned works.</p>	<p>Lambeth do not operate a sinking fund.</p>
<p>In your letter of 09 June 2020 part of the timeline includes Resident's consultation with "open discussion". What engagement has been done as part of this? Apart from the information sent on 07 July 2020 how has Lambeth liaised with residents and what feedback have they given?</p>	<p>There will be a second stage of consultation once costs are confirmed, at which stage the Council will consult with residents, previously via a meeting but we may have to explore something remotely.</p>

<p>The timeline shows that works are due to commence in October 2020. With current Covid-19 restrictions and uncertainty around future lockdowns would it not be better to postpone works until there is less chance of enforced stoppages? Who will bear the added costs due to social distancing / Covid-19 requirements?</p>	<p>The works this year despite contractors pulling offsite did not incur additional costs to the client. This has also been written into the contracts and in any instance would not incur costs. Unfortunately, despite being faced with these concerning times the construction industry is in a position where it must continue.</p>
<p>You also acknowledge that there will be disruption to residents during these works but this is magnified in the current situation where work from home is being encouraged. My partner works from home. How will this be managed so that residents' livelihoods are not impacted by the disruption caused? For example noise during client calls.</p>	<p>We will try to keep to a minimum but there will be noise during specific times, mainly during the fabric repairs and windows in the direct vicinity. The roofing is fairly unnoisy, scaffold will be fairly noisy when in the vicinity of your property but otherwise the works will not involve continuous noisy works.</p>
<p>Part of the monitoring of the works includes residents attending monthly contract meetings. On the current water mains replacement works the engagement with residents has been poor. How will Lambeth liaise with residents and give them the opportunity to attend the contract meetings?</p>	<p>We currently have around 4 or 5 representatives from PRERA and the residents across the estate attending monthly meetings. We have always had attendance by the residents since the start of our projects, however, whether all discussions were passed back to residents is not clear. We hope to continue to engage with residents in this manner.</p>

<p>A 12 month defect period for such major works seems inappropriate. What other assurances will be in place to guarantee the quality of the works in the longer term and that the contractor is accountable for any costs relating to remedial repairs?</p>	<p>The 12 months is solely relating to a retention which is monetary this is standard for construction contracts post completion. Following completion all works are covered by the warranties for some elements i.e. roofing/ windows and the latent damages Act, which covers works which may not be foreseen but down to an issue with installation. If it was a material failure this would be taken up directly with the manufacturer by Lambeth Council.</p>
<p>The letter dated 22 June 2020 explains how these works will impact me as a leaseholder. Throughout this printed document is a hyperlink to a video on the S20 process. This link is not easily accessed. How can Lambeth assure leaseholders that they are being provided with all necessary information during the observations / planning period?</p>	<p>There will be further consultation with residents post tender, during the second stage of the S20 process. This will either be in a local hall if big enough for COVID compliance or remotely via Microsoft Teams with individual or team meetings. We will continue to engage with PRERA monthly and other residents, all of our contact details are readily available for residents to discuss the works.</p>
<p>Within the S20 Notice of Intention (07 July 2020) you give the project title “2020/2021: Capital Works - Palace Road Estate Phase 3”. What were phases 1 and 2 and when did they take place? Can you confirm when the overall project was consulted upon and the need for such large capital works on the Palace Road Estate identified? Please provide appropriate surveys / evidence to support this</p>	<p>Phase 1 – Tenant only programme Coburg Crescent houses completed 2019-2020.</p> <p>Phase 2 – Baly and Ducavel House blocks – still on site due for completion later this year.</p>

<p>There was only 1 job for repair to the roof at Despard House in the years 17/18 and 18/19 according to the service charge accounts. How can Lambeth justify its complete replacement based upon this?</p>	<p>Photo of roof below, no insulation with a large build up moss, some areas split which will lead to water ingress. The roofs are circa 40-50 years of age and as such a single layer felt roof this will continue to fail over the coming year and should therefore be replaced along with the major works at this time.</p>
<p>If the flat roof is being replaced has the council looked into engaging with a contractor who would be able to make use of the unobstructed south westerly facing space for solar panels?</p>	<p>Solar Panels is not part of the current intended works. There are various other aspects to consider with this, the building is timber deck so structurally whether it requires upgrading to take the load of the panels, the cost of the panels, the payback period (usually 15-20 years),</p>
<p>Can I confirm that all windows are due to be replaced?</p>	<p>Yes, all windows are to be replaced, we will review the planning documents.</p>
<p>Will the external works include removal of redundant equipment such as not in use CCTV, satellite dishes, cable trunking etc. and making good of the areas?</p>	<p>Yes.</p>
<p>Is the timber cladding to be replaced like for like or is a more durable material to be used? What assurances can be given that any alternative cladding used will be suitable in the long term?</p>	<p>Yes, the timber cladding will be replaced with a pre finished fire rated board, which will obviously be less prone to rot.</p>
<p>You state the communal areas require work in accordance with “Lambeth’s cyclical programme”. However, it appears lack of cyclical maintenance is the cause of such major works being required</p>	<p>Programme refers to any and all forms of major works or day to day repairs and maintenance resulting in the upkeep of the housing stock and is strongly dependant up on budget allowing and resources.</p>
<p>How can Lambeth ensure that this deterioration does not happen again after funds are spent to improve the appearance of these areas?</p>	<p>The works will come with warranties to cover aspects of the works, giving it a further life expectancy.</p>

<p>As this work is phase 3 what asbestos has been discovered in other blocks</p>	<p>Asbestos has been identified and now incorporated into the specifications for this year's works.</p>
<p>Will there be an improvement to the insulation as part of the roof replacement works?</p>	<p>Yes, to comply with current Building Regulations.</p>
<p>TV Aerials - currently the outlet in the property is within the window frame. If this is being replaced where will it be relocated to and how will it be finished?</p>	<p>Rerouted via the new frame or the brickwork, to be agreed on site prior to commencing.</p>
<p>As part of the window replacement the balcony door is being replaced. As a leaseholder I would expect a choice of style and would not be happy with Lambeth deciding for me what this should look like. Can this assurance be given?</p>	<p>No, the balcony door will as per the planning application, replaced on a like for like basis with a white UPVC equivalent.</p>
<p>Similarly is there any choice of whether any glass is frosted etc. on the panes that are adjacent to the communal balcony?</p>	<p>Currently no. The planners like consistency and therefore we are limited in given options to the external appearance to residents.</p>
<p>As these works include items to improve the energy performance of our homes can funding be applied for through the Green Homes Grant announced last month?</p>	<p>This may need to be considered in conjunction with the contractor once they are on board and the application portal is open for review by Lambeth Council and how this could be incorporated, if at all.</p>
<p>Has any provision been made for the removal and re-fitting of blinds or any other fixtures when the windows are being replaced?</p>	<p>The Contractors will pre-book an appointment with you prior to commencement of window renewals, they do ask that you remove your curtains/fixtures on the works date, but if this is not convenient you should discuss this with their RLO/resident liaison officer who will be glad to arrange help. This will obviously be the case on the completion of works when the curtains/fixtures will need to be refitted.</p>

[REDACTED] s)
Ponton House
41 Palace Road
London
SW2 3EQ

Property Reference: [REDACTED]
Property Address: [REDACTED] Ponton House, 41 Palace Road, London, SW2 3EQ
Scheme Reference: 915907/1
Date: 22 April 2021

Dear [REDACTED] The Current Leaseholder(s),

Making your home warm, dry and secure – more information, please read carefully

2020/2021: Capital Works - Palace Road Estate Phase 3

I last wrote to you on the 07 July 2020 to tell you that your block and/or estate is included in the London Borough of Lambeth's 2020/21 major works programme. This is the **Notice of Estimate** and explains the result of the tender and the estimated cost of the works.

Your estimated contribution will be £22,907.26 and a breakdown is provided at Appendix A. **You do not need to pay for these works now.** You will either be asked to pay once the works are complete and we have the final account or, within your 2022/23 service charge estimate, whichever is sooner.

This notice is served under Section 20 of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold & Leasehold Reform Act 2002) and Schedule 4 (2) (Regulation 7(4) of the Service Charges (Consultation Requirements) (England) Regulations 2003.

The Notice of Intention dated the 07 July 2020 invited you to nominate a contractor and submit observations. We received no nominations from leaseholders for this scheme and a summary of observations received and answered is at Appendix B.

We obtained estimates for carrying out the proposed works. Below are the results of the tender.

Contractor A	£2,294,657.88
Contractor B	£2,396,222.48
Contractor C	£2,419,779.91

On this basis, the contract will be awarded to Contractor **A** who is Engie Regeneration of Titan Court, Hatfield, AL10, 9NA. A breakdown of the cost of works estimated to the building and your property is explained at Appendix A.

Due to varying government guidelines, the estimates are available to view digitally on request.

Observations

You may have already been in contact, but now that you have more information, you may wish to get in contact again. If you do, I invite you to send in your written observation in relation to the proposed works. Your observation (should you choose to send one in) must be delivered to the address below by the 27 May 2021. This is 35 days from the date of this letter and when the relevant period ends.

Below are some ways you can send in an observation if you choose to.

- Online via our E-Form: <https://bit.ly/3uLpR1p>
- Write to: S20 CONSULTATION, London Borough of Lambeth, PO Box 734, Winchester, SO23 5DG.

If you choose to contact us in writing please include reference 915907/1 and make it clear that you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.

What happens next?

Introduce the Homeownership Major Works Team and the Collections Team.	Complete
Hand over to Pellings LLP to carry out initial surveys to your block/estate.	Complete
Send you a Notice of Intention	Complete
Hand over to the Capital Works or Technical Services Team for the tender stage.	Complete
Send you a Notice of Estimates.	Complete
Send you a Notice of Award (if applicable)	A Notice of Award is not applicable for this scheme. View this short film explaining what a Notice of Award is: https://youtu.be/Q_Md5aWBu84
Hand over to the Capital Works or Technical Services Team for the commencement and monitoring of work	The Project Manager for this scheme will be: Verrol Harrington vharrington@lambeth.gov.uk 0207 926 1885
Send you your invoice for the works. (Estimate and Actual)	You do not need to pay for these works now. You will either be asked to pay once the works are complete and we have the final account or; within your 2022/23 service charge estimate, whichever is sooner. For more details on payment option for major works service charge invoices visit: https://www.lambeth.gov.uk/council-tenants-and-homeowners/homeowners/major-works-to-your-home

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Housing Capital and Asset Management
Resident Services

Appendix A: Statement of Total Estimated Block and Property Expenditure

Works Element	Description	Estimated block cost	Estimated property cost
Asbestos Removal	<p>This item allows for undertaking a full Refurbishment and Demolition asbestos survey prior to works being undertaken to comply with current health and safety requirements and the Asbestos Regulations 2012. Note, surveys will be undertaken to all external areas and internal areas as required. We are unable to fully survey or test areas until the scaffold is erected. Any asbestos identified which affects our working areas or is in a poor condition will be safely removed and replaced with a non asbestos equivalent. The figure for removal is a provisional sum as the level of asbestos is currently unknown. Figure to be revised prior to final account subject to works undertaken, backup to costs and asbestos surveys provided on completion.</p>	£20,025.00	£573.84
Balcony works	<p>These costs relate to repairs to the balconies as necessary. This figure is a provisional sum as the number and size of repairs can not be quantified until areas of timber are surveyed and rotten areas removed and replaced externally. Once scaffold is complete, all areas will be surveyed by Lambeth and their consultants Pellings LLP and repairs will be scheduled and the attached provisional sum will be revised in accordance with actual works undertaken. Any existing asphalt walkway coverings to be repaired where split or defective. Full CCTV survey to be undertaken on the drainage/ downpipes to</p>	£28,553.67	£818.24

	the balconies and any repairs identified. Surveys to be made available at final billing stage upon completion.		
Bin Chambers			
Boundary Walls and Fences			
Building Floor works			
Communal Heating works			
Communal Doors			
Communal Area Repairs and Decorations	The communal and external decorations are in a poor condition and require redecoration. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.	£2,047.61	£58.68
Concrete Repairs	These works relate to all repairs required to the existing concrete surfaces to the building, including but not limited to the concrete lintels above windows, concrete soffits to private or communal balcony areas or stairwells and any other existing concrete where defective. Upon erection of the scaffold, all concrete will be tested to check its condition by both Lambeth and Pellings. Defective areas will be scheduled in terms of size and location, sections will be removed and repaired with new concrete to match, along with any repairs to the existing steel reinforcement. Corrosion inhibitors will be applied to any existing concrete to extend the life of the concrete and minimise future maintenance.	£3,627.50	£103.95
Damp works			

Door Entry Systems and Access			
Drainage works			
Electrical Installations			
Emergency Lighting			
Estate works			
External Redecoration	The communal and external decorations are in a poor condition and require redecorations. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.	£10,165.99	£291.32
External Walls	These works relate to repairs to brickwork and timber cladding surfaces on the building, as necessary. This figure is a provisional sum as the number and size of repairs can not be quantified until the scaffold is erected. Once scaffold is complete, all areas will be surveyed by Lambeth and their consultants Pellings LLP and repairs will be scheduled and the attached provisional sum will be revised in accordance with actual works undertaken. Repair schedules will be provided to justify all costs and only the number of repairs identified with be charged to Lambeth. The works will include but are not limited to, brickwork repairs where defective, repointing of the existing areas of the building where defective and repairs/ replacement of any existing timber cladding to the building which is rotten, prior to any redecorations.	£83,908.51	£2,404.49
Fire Safety works			

Hard Landscaping			
Environmental works			
Lift works			
Lightning Protection	Lightning Protection is required to all buildings over 2-3 storeys height. A survey will be undertaken by a competent lightning protection company to confirm the exact extent of protection required. This item allows for the supply and installation of lightning protection to the block. Surveys to be made available at final billing stage upon completion.	£12,795.00	£366.66
Rain Water goods	Rainwater outlets are provided on the existing flat roofs, The existing rainwater goods run internally within the building and connect directly in to the underground drainage. A CCTV survey will be undertaken of the existing internal downpipes to ensure that there are no blockages and are free flowing. Surveys to be made available at final billing stage upon completion.	£12,510.00	£358.49
Refuse, Skips and Recycling Systems	This item allows for the removal and disposal of any on site waste created by the works. It will include for lockable skips or skips protected via heras fencing. This item will only include waste created by the works being undertaken such as windows/ roofing etc. being removed. Cost included in preliminaries, fixed price within management costs for delivery of works.		
Roof works	The existing roofs are in a poor condition and at the end of their life expectancy. The roofs are to be replaced with a new 3 layer felt system with associated flashings and detailing as	£115,594.15	£3,312.48

	<p>required. Any rooflights will also be replaced as part of the works with a new type to match the existing. Signs of leaks from Lambeths maintenance register have been recorded and it is clear that the roofs require replacement. Building Control sign off is required for the works relating to the windows and roofs and the works will therefore include statutory fees for applications and sign off by Building Control. Prior to replacing the roof, it is also requirement for the contractor to confirm what gas appliances are in each flat, the location of any gas flues/ proximity to window openings and whether any of the appliances vent through the roof or walls adjacent to working areas to ensure that these are turned off whilst works being undertaken adjacent to any flues.</p>		
Scaffolding	<p>Access is required to complete all of the necessary roof/ window replacement and associated fabric repairs to the building. A full scaffold is required to comply with current health and safety requirements. Where the contractor can utilise other methods for access to create savings, this will be included within the proposed tender, to ensure that methods are used to maximise savings.</p>	£45,876.00	£1,314.63
Service			
Structural works			
Surveys			
TV Aerial works	<p>This item relates to the removal of TV aerials and their relocation on to the proposed scaffold, to ensure that signal is not affected during the programme of works. It will allow for any</p>		

	associated call outs for any issues and for reinstatement in the same location. Any TV aerials that are redundant will be removed and disposed of. Costs included in scaffold as part of rates to remove and reinstate access.		
Ventilation works			
Water Pumps			
Water Supply works			
Windows	This work involves the replacement of the existing windows with new double glazed PVCu equivalents. The windows are a mixture of UPVC, timber framed single glazed and aluminium framed thin double glazed casement windows. The timber windows are nearing the end of their life expectancy and a survey to similar blocks adjacent has identified that significant repairs are required to the windows. A recent Fire Risk Assessment has also highlighted that some of the windows where full height along balconies, do not comply to current standards and replacement is recommended to ensure safe means of escape. Where windows have been replaced in PVCu, these will be allowed for renewal. This will then be subject to review by Lambeth and their consultants once on site. If windows are compliant in regards to Building Control and Planning Requirements, these will be left in situ and a saving will provided to Lambeth at final billing stage.	£188,123.92	£5,390.90
Contingency	This is to cover any unforeseen works identified during the project and will be monitored and reported	£10,000.00	£286.56

	to residents via monthly progress meetings.		
Overheads and Profits	Overheads include costs relating to accountancy and indirect costs such as rent rates, utility costs, scheme signage, insurances, salaries, central administration, legal fees, office equipment and travel. Construction contracts also include a profit within the contract, which the contractor makes for undertaking the works. Included within preliminaries as fixed management costs.		
Preliminaries	Preliminary fees account for site management i.e. contract manager and supervisory staff, a resident liaison officer, quantity surveyor and foreman. This fee also includes for site welfare such as toilets, storage and canteen facilities for the construction team required by the Health and Safety Executive. Other preliminary items include insurances, telephone/fax and IT equipment, site security, plant hire, heras fencing, health and safety welfare, container storage hire and licences.	£159,407.73	£4,568.01
Consultant Fees	Pellings LLP were awarded the consultancy contract in 2019 for the design and contract administration of this scheme.	£34,077.65	£976.53
Subtotal		£726,712.73	£20,824.78
Management Fee	This is all the administrative work carried out on site and off site including but not limited to; project management team costs, capital expenditure monitoring, invoice payments, data creation and management of accounts and invoices.		£2,082.48
Total			£22,907.26

Appendix B: Summary of Observations

Observation	Response
<p>I cannot comprehend how the council could possibly expect leaseholders to be able to afford this; or how you could think it's morally acceptable to force these costs upon us.</p>	<p>Lambeth Council understand that times are varying for most and have a wide-ranging list of payment plans to suit residents of different situations. This can be discussed with our collections team when you are ready. They can be reached on 0207 926 7132.</p>
<p>I note that balconies may need repairing/redecorating, as a non-balcony owner I do not see why I should be paying for this. I also believe that communal areas should be paid for by the council; as someone who owns a private entrance and does not use communal areas, I do not see why I should contribute to this</p>	<p>As a leaseholder you are obligated through your lease which you signed and agreed to upon purchase of your property to pay an apportionment towards all works to your block and estate.</p>
<p>There should be a sinking fund by which leaseholders pay a monthly amount (which could be included in the service charge) that is put aside for any planned works.</p>	<p>Lambeth do not operate a sinking fund.</p>
<p>In your letter of 09 June 2020 part of the timeline includes Resident's consultation with "open discussion". What engagement has been done as part of this? Apart from the information sent on 07 July 2020 how has Lambeth liaised with residents and what feedback have they given?</p>	<p>There will be a second stage of consultation once costs are confirmed, at which stage the Council will consult with residents, previously via a meeting but we may have to explore something remotely.</p>

<p>The timeline shows that works are due to commence in October 2020. With current Covid-19 restrictions and uncertainty around future lockdowns would it not be better to postpone works until there is less chance of enforced stoppages? Who will bear the added costs due to social distancing / Covid-19 requirements?</p>	<p>The works this year despite contractors pulling offsite did not incur additional costs to the client. This has also been written into the contracts and in any instance would not incur costs. Unfortunately, despite being faced with these concerning times the construction industry is in a position where it must continue.</p>
<p>You also acknowledge that there will be disruption to residents during these works but this is magnified in the current situation where work from home is being encouraged. My partner works from home. How will this be managed so that residents' livelihoods are not impacted by the disruption caused? For example noise during client calls.</p>	<p>We will try to keep to a minimum but there will be noise during specific times, mainly during the fabric repairs and windows in the direct vicinity. The roofing is fairly unnoisy, scaffold will be fairly noisy when in the vicinity of your property but otherwise the works will not involve continuous noisy works.</p>
<p>Part of the monitoring of the works includes residents attending monthly contract meetings. On the current water mains replacement works the engagement with residents has been poor. How will Lambeth liaise with residents and give them the opportunity to attend the contract meetings?</p>	<p>We currently have around 4 or 5 representatives from PRERA and the residents across the estate attending monthly meetings. We have always had attendance by the residents since the start of our projects, however, whether all discussions were passed back to residents is not clear. We hope to continue to engage with residents in this manner.</p>

<p>A 12 month defect period for such major works seems inappropriate. What other assurances will be in place to guarantee the quality of the works in the longer term and that the contractor is accountable for any costs relating to remedial repairs?</p>	<p>The 12 months is solely relating to a retention which is monetary this is standard for construction contracts post completion. Following completion all works are covered by the warranties for some elements i.e. roofing/ windows and the latent damages Act, which covers works which may not be foreseen but down to an issue with installation. If it was a material failure this would be taken up directly with the manufacturer by Lambeth Council.</p>
<p>The letter dated 22 June 2020 explains how these works will impact me as a leaseholder. Throughout this printed document is a hyperlink to a video on the S20 process. This link is not easily accessed. How can Lambeth assure leaseholders that they are being provided with all necessary information during the observations / planning period?</p>	<p>There will be further consultation with residents post tender, during the second stage of the S20 process. This will either be in a local hall if big enough for COVID compliance or remotely via Microsoft Teams with individual or team meetings. We will continue to engage with PRERA monthly and other residents, all of our contact details are readily available for residents to discuss the works.</p>
<p>Within the S20 Notice of Intention (07 July 2020) you give the project title “2020/2021: Capital Works - Palace Road Estate Phase 3”. What were phases 1 and 2 and when did they take place? Can you confirm when the overall project was consulted upon and the need for such large capital works on the Palace Road Estate identified? Please provide appropriate surveys / evidence to support this</p>	<p>Phase 1 – Tenant only programme Coburg Crescent houses completed 2019-2020.</p> <p>Phase 2 – Baly and Ducavel House blocks – still on site due for completion later this year.</p>

<p>There was only 1 job for repair to the roof at Despard House in the years 17/18 and 18/19 according to the service charge accounts. How can Lambeth justify its complete replacement based upon this?</p>	<p>Photo of roof below, no insulation with a large build up moss, some areas split which will lead to water ingress. The roofs are circa 40-50 years of age and as such a single layer felt roof this will continue to fail over the coming year and should therefore be replaced along with the major works at this time.</p>
<p>If the flat roof is being replaced has the council looked into engaging with a contractor who would be able to make use of the unobstructed south westerly facing space for solar panels?</p>	<p>Solar Panels is not part of the current intended works. There are various other aspects to consider with this, the building is timber deck so structurally whether it requires upgrading to take the load of the panels, the cost of the panels, the payback period (usually 15-20 years),</p>
<p>Can I confirm that all windows are due to be replaced?</p>	<p>Yes, all windows are to be replaced, we will review the planning documents.</p>
<p>Will the external works include removal of redundant equipment such as not in use CCTV, satellite dishes, cable trunking etc. and making good of the areas?</p>	<p>Yes.</p>
<p>Is the timber cladding to be replaced like for like or is a more durable material to be used? What assurances can be given that any alternative cladding used will be suitable in the long term?</p>	<p>Yes, the timber cladding will be replaced with a pre finished fire rated board, which will obviously be less prone to rot.</p>
<p>You state the communal areas require work in accordance with "Lambeth's cyclical programme". However, it appears lack of cyclical maintenance is the cause of such major works being required</p>	<p>Programme refers to any and all forms of major works or day to day repairs and maintenance resulting in the upkeep of the housing stock and is strongly dependant up on budget allowing and resources.</p>
<p>How can Lambeth ensure that this deterioration does not happen again after funds are spent to improve the appearance of these areas?</p>	<p>The works will come with warranties to cover aspects of the works, giving it a further life expectancy.</p>

As this work is phase 3 what asbestos has been discovered in other blocks	Asbestos has been identified and now incorporated into the specifications for this year's works.
Will there be an improvement to the insulation as part of the roof replacement works?	Yes, to comply with current Building Regulations.
TV Aerials - currently the outlet in the property is within the window frame. If this is being replaced where will it be relocated to and how will it be finished?	Rerouted via the new frame or the brickwork, to be agreed on site prior to commencing.
As part of the window replacement the balcony door is being replaced. As a leaseholder I would expect a choice of style and would not be happy with Lambeth deciding for me what this should look like. Can this assurance be given?	No, the balcony door will as per the planning application, replaced on a like for like basis with a white UPVC equivalent.
Similarly is there any choice of whether any glass is frosted etc. on the panes that are adjacent to the communal balcony?	Currently no. The planners like consistency and therefore we are limited in given options to the external appearance to residents.
As these works include items to improve the energy performance of our homes can funding be applied for through the Green Homes Grant announced last month?	This may need to be considered in conjunction with the contractor once they are on board and the application portal is open for review by Lambeth Council and how this could be incorporated, if at all.
Has any provision been made for the removal and re-fitting of blinds or any other fixtures when the windows are being replaced?	The Contractors will pre-book an appointment with you prior to commencement of window renewals, they do ask that you remove your curtains/fixtures on the works date, but if this is not convenient you should discuss this with their RLO/resident liaison officer who will be glad to arrange help. This will obviously be the case on the completion of works when the curtains/fixtures will need to be refitted.

Project: Palace Gardens- Survey's – Walkway and Private Balconies:

Survey – Block – Coburg Crescent:

2nd Floor Walkway Balcony:

As Picture 1, 2 & 3 below :

Glass is in good condition – However would advise change to laminated glass for safety reasons.

Horizontal wood sections – Rebates where glass sits, are in poor condition and are cracking. Would advise to change the top and bottom wood sections in full – 6 LM in total.



Pic.1



Pic. 2

01 Jun 2022 11:52 am



Pic 3

Top Floor – Rear Private Balconies – 2 No in total:

Both balconies have issues with the wooden sections being in poor condition – Advise possible replacement – Balcony lengths are 2250 x 2730 x 450mm
Main concern regards the beading to the glass – this has been fixed to the external side, if this fails, the glass panels could then easily fall out.

Advise wood to be changed to have the beads internal.

As pictures 4, 5 & 6 below:



01 Jun 2022 11:59 am





1st Floor Private rear Balconies:

Far end Balcony – 1 broken glass panel to replace – Size – 1370 x 850mm –
Same issues with beading being external and wood in poor condition.

Middle Balcony – 1 damaged glass panel to be changed – Size 1360 x 850mm – Total side of the 2250mm length – Glass is missing – need full replacement – as picture below:



End Private balcony – Closest to site compound – Small end glass panel missing as picture below – 450mm wide – Same issues with beading to be external, advise changing this as previous comments.



1st Floor Private balcony to front elevation – Glass panels missing from all side apart from the 2640mm length, where only half the glass is still in place. Wooden section in very poor condition – Advise full replacement. As picture below:



Walkway to 1st floor – Front Elevation – 1 glass panel is missing – Replace with new – Size 1585 x 850mm.

1 broken glass panel – replace with 1590mm x 850mm section.

Beading in very poor condition – option to replace all wooden sections – Total length is 14.2 LM.

1-30 Despard House

First floor rear private balconies working from left to right

		size	Asbestos putty to be removed	Cost	comments
Balcony 1	No balcony but top and bottom rail rotten	RFI Required if this is to be completely removed as like on the last phase	Yes at size top and bottom		
	2 x Glass panels not safety glass	RFI Required if this is to be completely removed as like on the last phase	Yes at size top and bottom		
Balcony 2	Top timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Bottom timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	1 x Glass panels Georgian Wire left hand side in 2 small section so change to one panel	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panels right hand side not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Balcony 3	Top timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Bottom timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	2 x Glass panels Georgian Wire but cut too short so change both	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Balcony 4	Top timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Bottom timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Balcony 5	Top timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Bottom timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	1 x Glass panels left hand side Georgian Wire and in good condition	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panels not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Balcony 6	Bottom timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Balcony 7	Top timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Bottom timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	1 x Glass panels left hand side Georgian Wire and hanging out so too small	New beading at 3160mm	Yes at size top and bottom		
	1 x Glass panels right hand side not safety glass and hanging out	New beading at 3160mm	Yes at size top and bottom		
Balcony 8	Top timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Bottom timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	1 x Glass panels left hand side not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panels right hand side Georgian Wire and in good condition	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Balcony 9	Top timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Bottom timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	1 x Glass panels left hand side not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panels right hand side Georgian Wire (Cracked)	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Balcony 10	Top timber rail rotten and twisted	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Bottom timber rail in soft wood and has been fixed with wrong fittings	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	2 x Glass panels Georgian Wire and in good condition	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Top floor communal small section	Top timber rail rotten and twisted	1260mm plus new beading at 1260mm	Yes at size top and bottom		
	2 x Glass panels Georgian Wire but hanging out so new beading required	1260mm x 4	Yes at size top and bottom		
Top floor main communal walkway areas					
Opposite flats 10 & 11	Top timber rail rotten	4160mm plus new beading at 4160mm	Yes at size top and bottom		
	3 x Glass panels left hand side not safety glass and hanging out so new beading required	1660mm x 6 number	Yes at size top and bottom		
	1 x Glass panels Georgian Wire damaged	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Opposite flats 12 & 13	Top timber rail rotten	4160mm plus new beading at 4160mm	Yes at size top and bottom		
	Bottom timber rail rotten	4160mm plus new beading at 4160mm	Yes at size top and bottom		
	3 x Glass panels not safety glass	1660mm x 845mm x 3 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panels Georgian in good condition	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	Bottom timber rail rotten	4160mm plus new beading at 4160mm	Yes at size top and bottom		
Directly opposite Flat 13					
Opposite flats 14 & 15	Bottom timber rail rotten	4160mm plus new beading at 4160mm	Yes at size top and bottom		
	3 x Glass panels not safety glass	1660mm x 845mm x 3 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panels Georgian Damaged	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Opposite flats 16 & 17	Top timber rail rotten	4160mm plus new beading at 4160mm	Yes at size top and bottom		
	1 x Glass panels Georgian hanging out so new beading required	4160mm x 2	Yes at size top and bottom		
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Opposite flat 18					
	Top timber rail rotten	4160mm plus new beading at 4160mm	Yes at size top and bottom		
	3 x Glass panels not safety glass and all hanging out so new beading required	4160mm x 6	Yes at size top and bottom		
Top floor sma 1 block front communal walkway areas					
Opposite flat 30	5 x Glass panels not safety glass and all hanging out so new beading required	4160mm x 10	Yes at size top and bottom		
	1 x Glass panels Georgian wire Damaged	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Small area directly outside					
	1 x Glass panels not safety glass	new beading required at 1200mm	Yes at size top and bottom		
Opposite flat 29	Top timber rail rotten	2900mm plus new beading at 2900mm	Yes at size top and bottom		
	5 x Glass panels not safety glass	1660mm x 845mm x 5 plus new beads at same sizes	Yes at size top and bottom		
Opposite flat 28					
	3 x Glass panels not safety glass plus cut too short	New beading at 2900mm x 6	Yes at size top and bottom		
Opposite flat 27					
	3 x Glass panels not safety glass plus cut too short	1660mm x 845mm x 3 plus new beads at same sizes	Yes at size top and bottom		
First floor small block front communal walkway areas					
Opposite flat 26					
	5 x Glass panels not safety glass	1660mm x 845mm x 3 plus new beads at same sizes	Yes at size top and bottom		
Opposite flat 25					
	1 x Glass panel missing	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	5 x Glass panels not safety glass	1660mm x 845mm x 5 plus new beads at same sizes	Yes at size top and bottom		
Opposite flat 24					
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panels Georgian wire Damaged	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Top floor rear private balconies					
Balcony 1					
Left hand section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Middle Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Right Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Balcony 2					
Left hand section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Middle Section	Top timber rail rotten	2780mm plus new beading at 2780mm	Yes at size top and bottom		
	Bottom timber rail rotten	2780mm plus new beading at 2780mm	Yes at size top and bottom		
Right Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		

Balcony 3				
Left hand section	Bottom timber rail rotten	2380mm plus new beading at 2380mm	Yes at size top and bottom	
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Middle Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Right Section	1 x Glass panel not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Balcony 4				
Left hand section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Middle Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Right Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
First floor rear private balconies				
Balcony 1				
Left hand section	Top timber rail rotten	2300mm plus new beading at 2300mm	Yes at size top and bottom	
	Bottom timber rail rotten	2300mm plus new beading at 2300mm	Yes at size top and bottom	
	1 x Glass panel not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom	
	1 x Glass panels Georgian wire in good condition			
Middle Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Right Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Balcony 2				
Left hand section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Middle Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Right Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Balcony 3				
Left hand section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Middle Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Right Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Balcony 3				
Left hand section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Middle Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	
Right Section	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom	

130-139 Chalmers House

Top floor rear private balconies working from left to right		size	Asbestos putty to be removed	Cost	Comments
Balcony 1					
Left hand section	Bottom timber rail rotten and cracked	580mm plus new beading at 580mm	Yes at size top and bottom		
	1 x Glass panel not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Front Section	2 x glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Right Section	Top timber rail rotten	2720mm			
	2 x glass panels not safety glass	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Balcony 2					
Left hand section	Bottom beading missing	480mm	Yes at size top and bottom		
	1 x glass panel not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Middle Section	2 x glass panels not safety glass plus are short and loose	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Right Section	2 x glass panels not safety glass	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Balcony 3					
Left hand section	2 x glass panels not safety glass	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Middle Section	2 x glass panels not safety glass plus are short and loose	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Right Section	1 x glass panel not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Balcony 4					
Left hand section	2 x glass panels not safety glass	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Middle Section	1 x left hand Glass panel not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
	1 x right hand Glass panel Georgian wire Good Condition	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Right Section	1 x glass panel not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
First floor rear private balconies working from left to right					
Balcony 1					
Left hand section	1 x glass panel not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Middle Section	Bottom timber rail rotten and twisted	2720mm	Yes at size top and bottom		
	2 x glass panels not safety glass	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Right Section	1 x left hand Glass panel not safety glass and loose	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
	1 x right hand Glass panel Georgian wire damaged Condition (Cracked)	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Balcony 2					
Left hand section	Bottom timber rail rotten and twisted	465mm	Yes at size top and bottom		
	1 x glass panel not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Middle Section	2 x glass panels not safety glass plus one is falling out	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Right Section	2 x glass panels not safety glass	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Balcony 3					
Left hand section	2 x glass panels not safety glass	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Middle Section	2 x glass panels not safety glass plus right hand panel too short and falling out	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Right Section	1 x glass panels not safety glass plus too short and falling out	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Balcony 4					
Left hand section	1 x glass panels not safety glass plus too short and falling out	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Middle Section	Top timber rail defective (Signs of rotting)	2815mm plus new beading at 2815mm	Yes at size top and bottom		
	Bottom timber rail defective (Signs of rotting)	2815mm plus new beading at 2815mm	Yes at size top and bottom		
	1 x glass panel left hand side not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
	1 x right hand Glass panel Georgian wire hanging out and loose.	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Right Section	Bottom timber rail rotten	460mm plus new beading at 460mm	Yes at size top and bottom		
Balcony 5					
Left hand section	2 x glass panels not safety glass plus too short and falling out	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
	Top timber rail defective (Signs of rotting)	2250mm plus new beading at 2250mm	Yes at size top and bottom		
Middle Section	Top timber rail defective (Signs of rotting)	2780mm plus new beading at 2780mm	Yes at size top and bottom		
	Top beading fa ling out	2780mm	Yes at size top and bottom		
	2 x glass panels not safety glass	580mm x 180mm x 2 Plus beading at the same size	Yes at size top and bottom		
Right Section	1 x glass panels not safety glass plus too short and falling out	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
	Top beading fa ling out	450mm	Yes at size top and bottom		
Balcony 6					
Left hand section	1 x Glass panel left hand side Georgain Wire loose	New beading x 580mm x 2	Yes at size top and bottom		
	1 x Glass panel right hand side not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
	Top timber rail defective (Signs of rotting)	2250mm plus new beading at 2250mm	Yes at size top and bottom		
	Bottom timber rail defective (Signs of rotting)	2250mm plus new beading at 2250mm	Yes at size top and bottom		
Middle Section	1 x Glass panel left hand side Georgain wire good condition	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
	1 x Glass panel right hand side not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
	Top timber rail defective (Signs of rotting)	2735mm plus new beading at 2735mm	Yes at size top and bottom		
Right Section	Top timber rail defective (Signs of rotting)	450mm plus new beading at 450mm	Yes at size top and bottom		
	1 x Glass panel right hand side not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Top Floor front Communal walkway areas					
Opposite Flat 16	3 x Glass panels not safety glass	580mm x 180mm x 3 Plus beading at the same size	Yes at size top and bottom		
			Yes at size top and bottom		
Opposite Flat 15	4 x Glass panels not safety glass	580mm x 180mm x 4 Plus beading at the same size	Yes at size top and bottom		
			Yes at size top and bottom		
Opposite Flat 14	4 x Glass panels not safety glass	580mm x 180mm x 4 Plus beading at the same size	Yes at size top and bottom		
First Floor front Communal walkway areas					
Opposite Flat 12	2 x Glass panles not safety glass	580mm x 180mm x 3 Plus beading at the same size	Yes at size top and bottom		
	1 x Glass panel Georgian Wire but too short and hanging out	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
	Top timber rail defective (Falling out and leaning forward)	4635mm plus new beading at 4635mm	Yes at size top and bottom		
Opposite Flat 11	5 x Glass panels not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
			Yes at size top and bottom		
Opposite Flat 10	5 x Glass panels not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		

Opposite Flat 09	3 x Glass panels not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
	Top beading loose and hanging so refix				
	1 x Glass panel Georgian Wire cracked and hanging out	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
Opposite Flat 08	4 x Glass panels not safety glass	580mm x 180mm x 4 Plus beading at the same size	Yes at size top and bottom		
Opposite Flat 07	1 x Glass panels not safety glass	580mm x 180mm x 1 Plus beading at the same size	Yes at size top and bottom		
	1 x Glass panel Georgian Wire in good condition				

1-39 Ponton House
First floor rear private balconies working from left to right

		size	Asbestos putty to be removed	COST	Comments
Balcony 1					
	Bottom timber rail rotten	3m plus new beading at 3m	Yes at size top and bottom		
	1 x Glass panel left hand side Georgian Wire (cracked and not fitted correctly)	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panel not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panel not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Balcony 2					
	Top timber rail rotten	3m plus new beading at 3m	Yes at size top and bottom		
	Bottom timber rail rotten	3m plus new beading at 3m	Yes at size top and bottom		
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Balcony 3					
	Bottom timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Balcony 4					
	Bottom timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Balcony 5					
	A handrails top and bottom and metal	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	1 x Glass panels Georgian Wire left hand side cracked	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panels Georgian Wire middle in good condition				
	1 x Glass panels Georgian Wire right hand side cracked	1660mm x 845mm x 1 plus new beads at same sizes			
Balcony 6					
	Top timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Bottom timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	1 x Glass panels not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panels Georgian Wire in good condition				
Balcony 7					
	Bottom timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Beading damaged and requires changing	3160mm	Yes at size top and bottom		
	1 x Glass panel left hand side not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panel right hand side not safety glass and falling out	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Balcony 8					
	Bottom timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Beading missing so glass panel hanging out	3160mm	Yes at size top and bottom		
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Balcony 9					
	Bottom timber rail rotten	3160mm plus new beading at 3160mm	Yes at size top and bottom		
	Beading missing so glass panel hanging out	3160mm	Yes at size top and bottom		
	1 x Glass panel left hand side missing	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panel right hand side not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Small front walkway landing properties 35 to 37					
Opposite Flat 35	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Opposite Flat 36					
	Bottom timber rail rotten	3m plus new beading at 3m	Yes at size top and bottom		
	1 x Glass panel left hand side not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panel Georgian Wire (Cracked)	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Opposite Flat 37					
	Top timber rail rotten	3m plus new beading at 3m	Yes at size top and bottom		
	Bottom timber rail rotten	3m plus new beading at 3m	Yes at size top and bottom		
	1 x Glass panel left hand side not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panel Georgian Wire (Cracked)	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Rear private balcony of Flat 38					
	Top timber rail rotten	1500mm plus new beading at 1500mm	Yes at size top and bottom		
	Bottom timber rail rotten	1500mm plus new beading at 1500mm	Yes at size top and bottom		
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panel Georgian Wire in good condition				
Rear private balcony of Flat 37					
Left hand section	Bottom timber rail rotten	900mm plus new beading at 900mm	Yes at size top and bottom		
	1 x Glass panels not safety glass				
Middle Section	Bottom timber rail rotten	3720mm plus new beading at 3720mm	Yes at size top and bottom		
	3 x Glass panels not safety glass	1660mm x 845mm x 3 plus new beads at same sizes	Yes at size top and bottom		
Right Section	1 x Glass panel not safety glass	575mm x 490mm	Yes at size top and bottom		
Rear private balcony of Flat 36					
Left hand section	1 x Glass panel not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Middle Section	Top timber rail rotten	3400mm plus new beading at 3400mm	Yes at size top and bottom		
	Bottom timber rail rotten	3400mm plus new beading at 3400mm	Yes at size top and bottom		
	2 x Glass panels not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Right Section	Bottom timber rail rotten	500mm plus new beading at 500mm	Yes at size top and bottom		
	1 x Glass panel not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Rear private balcony of Flat 36					
Left hand section	Bottom timber rail rotten	500mm plus new beading at 500mm	Yes at size top and bottom		
	1 x Glass panel not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Middle Section	1 x Glass panel not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Right Section	Top timber rail rotten	500mm plus new beading at 500mm	Yes at size top and bottom		
	Bottom timber rail rotten	500mm plus new beading at 500mm	Yes at size top and bottom		
	1 x Glass panel not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
Top Floor small block private balconies					
Balcony 1					
Left hand section	Bottom timber rail rotten	2260mm plus new beading at 2260mm	Yes at size top and bottom		
	2 x Glass panel not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Middle Section	Top timber rail rotten	2700mm plus new beading at 2700mm	Yes at size top and bottom		
	Bottom timber rail rotten	2700mm plus new beading at 2700mm	Yes at size top and bottom		
	2 x Glass panel not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
Right Section	Bottom timber rail rotten	500mm plus new beading at 500mm	Yes at size top and bottom		

opposite Flat 10	Top timber rail rotten	3970mm plus new beading at 3970mm	Yes at size top and bottom		
	Bottom timber rail rotten	3970mm plus new beading at 3970mm	Yes at size top and bottom		
	1 x Glass panel not safety glass	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
	2 x Glass panel Georgian wire but in too small sections so change to one panel	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
opposite Flat 11	Bottom timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	2 x Glass panels missing	new beading at 3970mm x 2	Yes at size top and bottom		
opposite Flat 12	Top timber rail rotten	4400mm plus new beading at 4400mm	Yes at size top and bottom		
	Bottom timber rail rotten	4400mm plus new beading at 4400mm	Yes at size top and bottom		
	3 x Glass panel not safety glass	1660mm x 845mm x 3 plus new beads at same sizes	Yes at size top and bottom		
opposite Flat 13	Bottom timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	2 x Glass panel not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
	2 x Glass panel Georgian wire damaged	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
opposite Flat 14	Top timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	Bottom timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	2 x Glass panel not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
opposite Flat 15	Top timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	Bottom timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	3 x Glass panel not safety glass	1660mm x 845mm x 3 plus new beads at same sizes	Yes at size top and bottom		
opposite Flat 16	Bottom timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	2 x Glass panel not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
opposite Flat 17	Top timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	Bottom timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	2 x Glass panel Georgian wire but in too small sections so change to one panel	1660mm x 845mm x 1 plus new beads at same sizes	Yes at size top and bottom		
opposite Flat 18	Top timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	Bottom timber rail rotten	4200mm plus new beading at 4200mm	Yes at size top and bottom		
	2 x Glass panel not safety glass	1660mm x 845mm x 2 plus new beads at same sizes	Yes at size top and bottom		
	1 x Glass panel missing	300mm x 845mm plus new beading at 300mm x 845mm x 2	Yes at size top and bottom		

Expenditure Report

Additional
Expenditure Report

Palace Road Estate
Streatham

For

Lambeth Council

Jan 2023 – Rev A



CONTENTS

- 1.0 Introduction
- 2.0 Contract Sum
- 3.0 Omissions
- 4.0 Justification for Additional Expenditure
- 5.0 Other Considerations
- 6.0 Conclusion & Recommendations

1.0 Introduction

- 1.1. Pellings LLP were Commissioned by Lambeth Council to undertake Contract Administration for the works at Palace Road Estate, Streatham, London SW2.
- 1.2. Lambeth undertook an JCT Intermediate Building Contract with Contractors' Design traditional tender in 2020, where the general scope of works was agreed and confirmed. Engie are Lambeth's appointed contractor and are undertaking the phase of works to Palace Road Estate, specifically 1-38 Ponton House, 130-139 Coburg Crescent, 1-30 Despard House and 1-16 Chalner House.
- 1.3. This report will summarise the key variations, which have led to an increase to the contract sum and provide justification for the additional costs.
- 1.4. The works are ongoing and are yet to be completed and therefore the below figures are based on a forecast only. Where necessary provisional sums and contingency figures have been retained to limit the Council's financial risk until the works are completed.

2.0 Contract Sum/ Budget

- 2.1. The agreed total contract sum for the works to the Palace Road Estate is a total of **£2,380,592.06**. This includes external fabric repairs, roof replacements, and external and internal communal redecoration works.

3.0 Omissions

- 3.1. A number of omissions have been undertaken throughout the project. These include but are not limited to the following:
 - Masonry Cleaning
 - High Level Asbestos Removal
 - Asbestos Removal Various Locations
 - FED Doors to Leasehold Properties

The omissions equate to **Circa £132,000**

4.0 Justification for Additional Expenditure

- 4.1. The items below highlight the key reasons for the additional expenditure. These do not take into consideration works that have been omitted, or reductions in the original contract sum. Thus, the figures do not directly correlate with the overspend value. They do however highlight some key additional costs which were identified following pricing stage.

4.2. **Redecorate Balcony / Walkway Balustrading**

Following scaffold erections preparations for the decorations to the metal balcony balustrading commenced. It was found that the metal railings are galvanised and the existing paint finish was not adhering to the railing. This has resulted in the paint peeling consistently and the decorators unable to find a firm edge when stripping the paint.

A sample area was redecorated as per the SoW however the paint blistered. Following discussions with AkzoNoble it was established that all the existing paint would be required to be stripped off in its entirety, which is beyond the allowance in the SoW. Three quotes for these works were provided with the cheapest being from CML for £25,836.63 + Engie OHP.

The additional costs to redecorate galvanised balustrading is **Circa £29,000**

4.3. **Skylight Replacements**

Engie priced for one skylight during the tender stage stating access restrictions for not being able to establish the number of skylights. This was raised as a concern by Pellings during tender clarification. Engie did not amend their costs however the contract was awarded.

Following site possession and roof surveys it was found that there were 47 additional skylights requiring replacement. After negotiations with Engie the additional costs for the skylights were reduced from £52,357 to **Circa £28,500**

4.4. **Replacement Timbers & Glazing to Balconies / Walkways**

Following survey of the communal and private balconies it was found that a large majority of the glazing is externally rebated and at the risk of falling out. The timber handrails and guardrails which support the glazing is heavily decayed in many locations causing the fixings to the rebates to become dislodged and rebates loosen. Several of the glass insets are missing/ damaged.

The original scope of works allowed for isolated provisional repairs to the timber handrails/ guardrails and glazing, however the repairs to these elements are required to more than 50% of the balconies. If repairs are carried out the glazing remains externally rebated and over time the timbers could decay further, and the glass insets have the potential to fall out.

Complete replacement of all glazing and timber railings are now recommended where the glazing can be internally rebated preventing the likelihood of glass falling out to members of the public below and to provide a long term remedy where existing decayed timbers will be replaced.

The additional costs for replacement of timber and glazing to the balconies and walkway equate to **Circa £202,000**

4.5. **Soffits to Balcony/Walkway**

The existing soffits to the balcony and walkways were specified to be replaced by Hardi Plank. Following strip out works the substructure behind the soffits were found to be timber framed. Following a review from a fire engineer (Bureau Veritas) it was required to change the specification of the balcony/walkway soffits to Supalux as this is tested and certified with a timber framed substrate.

The additional costs for change in specification is **Circa £20,000**

4.6. **Fire Screens**

During the tendering period Engie stated that their costs for the kitchen screens were priced on the basis of UPVC framed screens. This was not picked up prior to signing the contract and therefore Engie were required to re-cost the screens from UPVC to fire rated aluminium screens.

The cost variation relates to the extra over cost to change the specification from UPVC to fire rated aluminium.

This has resulted in an increase of **Circa £256,000**

4.7. **Replacement Electrics**

Following survey of the communal electrics it was found that there is low insulation resistance to the wiring making it unsafe to remain to all blocks. The original scope of works allowed for isolated repairs to the circuit and lights only, however a full replacement is now required.

This has resulted in an increase of **Circa £112,500**

4.8. **Window Cost Increase**

The costs for manufacturing windows have increased significantly from the tender period to works commencing on site due to unprecedented circumstances (Inflation / war in Ukraine etc.). The contractor informed the client prior to works commencing of the increase. An agreement was made to accept the cost increase for windows only.

This has resulted in an increase of **Circa £132,000**

5. Other Consideration

5.1. Associated Delay Costs - Additional Prelims/ OHP & Scaffold Hire

Based on the above variations, the programme is likely to be extended and there are subsequent additional contractor prelims/ OHP and scaffold hire.

Weekly preliminary costs, which include management, staff, and site accommodation equates to £15,177.85 per week. The above delays have caused approximately 17 weeks of delays. This would equate to £258,023.45 in additional prelims.

A further scaffold hire cost and back propping would also be payable for the delay period which totals £86,231.13.

This has been reviewed with the contractor. Engie have agreed to reduce the claim for additional Prelims/ OHP from 17 weeks down to 14 weeks, plus further additional savings reducing the costs from £258,023.45 to £212,985.13.

The additional combined costs is therefore **Circa £299,000**

5.2. Increase in Consultancy Fees

Based on the increases to Works Costs there is an increase in consultancy fees at 4.92% of works total. This equates to an increase of **Circa £46,248**

6.0 Conclusion and Recommendations

6.1. The key items that have resulted in the increase of the contract sum include;

Works Variations

- Redecorate Balcony / Walkway Balustrading
- Skylight Replacements
- Replacement Timbers & Glazing to Balconies & Walkways
- Soffits to Balcony & Walkway
- Fire Screens
- Replacement Electrics
- Window Cost Increase
- Further Consideration
- Prelims/ OHP/ Scaffold Hire
- Consultant Fees

6.2. Rates and quantities have been revisited with the contractor and reduced where considered high. These are still being reviewed jointly with the client and will be reviewed prior to final account.

6.3. Revised Total Works Cost

Contract Sum - £2,380,592.06

Total Works Costs Increase Circa - £947,000

Total Forecast - £3,327,592.06

Revised Consultancy Fees

Consultancy fees at 4.92% of revised costs £163,717.52

Overspend of circa £46,600

Increase Expenditure Summary

Total Scheme Overspend £993,600

Signed: *Y Perreau*
On behalf of: PELLINGS LLP

Date: 12/01/2023

Site Visit Report



Ref: Aquans - Coburg Crescent London SW2 3HT

To: Equans
Att: Chris Boyd

Address: Coburg Crescent London SW2 3HT
Tel No: 07778 335809

E-Mail: chris.boyd@equans.com

1. Topic: Inspection of galvanized handrails/balustrades.

Please find attached copies of the Technical Datasheets on www.hammerite.co.uk.

Site Visit Report

14th September 2022

2. Overview:

- I was asked to do an inspection of the external metal handrails and suggest the way forward with regards to the surface preparation prior to the paint application.

3. Findings:

- The original paint system has deteriorated badly to the point where the old coatings have become friable and have started to break down completely.
- Adhesion failure back to the substrate is evident as well as inter-coat adhesion failure of the original paint currently on the galvanized steel.
- Cross-cut adhesion tests revealed that there is little or no adhesion of the original paint system to the substrate.

4. Recommendations:

- It would be best to remove all of the paint currently on the substrate (galvanized steel) to ensure adequate adhesion of the paint system onto the surface.
- To get the best results, ensure surfaces to be painted are sound, clean and dry and free from grease, wax and oil. Use a suitable oil and grease remover to clean the surface if necessary.
- Follow the recommended paint system as per the TAC correspondence:
 - 1 coat Hammerite Special Metals Primer
 - 2 coats Hammerite Direct to Rust Metal Paint (refer to TAC's referral)

I hope you find the information helpful.

Please do not hesitate to contact me if you need any further assistance.

Kind regards

Francois La Grange
Technical Support Manager
Dulux Decorator Centre 360

M: 07823422229

E: Francois.LaGrange@akzonobel.com

W: www.duluxdecoratorcentre.co.uk

W: www.duluxtradepaintexpert.co.uk

Prepared for: Equans

Prepared by: Francois La Grange - Technical Support Manager

5. Photographic Review:

Fig 1 – Various degrees of paint failure showing loss of adhesion back to the galvanized steel.



Fig 2 – Adhesion tests reveals total loss of adhesion back to the substrate.



From: Chris Ojo <COjo@lambeth.gov.uk>
Sent: 12 May 2023 15:36
To: Rasel Ahmed
Subject: FW: Palace road - Stripping works and T Wash ready for Hammarite
Attachments: Decorations.xlsx

Regards

Chris Ojo
Housing Capital and Asset Management
Resident Services
Phone: 0207 926 3743
Email: S20consultation@lambeth.gov.uk
www.Lambeth.gov.uk

Postal address: S20 Consultation, London Borough of Lambeth, PO Box 734, Winchester, SO23 5DG

Lambeth – a cooperative council

From: gary.mcgregor@equans.com <gary.mcgregor@equans.com>
Sent: 04 May 2023 13:50
To: george.dance@equans.com
Subject: FW: Palace road - Stripping works and T Wash ready for Hammarite

From: DANCE George (EQUANS UK) <george.dance@equans.com>
Sent: 16 September 2022 14:55
To: Claudiu Avram <claudiuavram@larchbuild.co.uk>
Cc: MCGREGOR Gary (EQUANS UK) <gary.mcgregor@equans.com>
Subject: Palace road - Stripping works and T Wash ready for Hammarite

Good Afternoon Claud,

Gave you a ring but it went to answerphone.

Can I please have a price to do the following and can I have this over soon as possible.

Chanler and Coburg have already been stripped but please price it that way regardless.

See some pictures of the state of them and it is basically coming off quite faast due it not being t washed before when it got decorated.

Chalner Rear Pvt Balcs

Top floor from Despard end.



Balc 1 - 480 x 2735 x 2285

Glass - Ok

Wood - top rails very poor

Beads - external - in poor condition, rebate in wood is too thin and corroding.

Repair Option – Replace both rails of wood – Add new aluminium angle bead.



Balc 2 - Size as 1
Glass - OK
Wood - Poor
Beads - Same issues as B1

Repair Option – Replace both rails of wood – Add new aluminium angle bead.



Balc 3 - 2250 x 2780 x 450
Glass - Ok
Wood - Poor
Beads – Poor

Repair Option – Replace both rails of wood – Add new aluminium angle bead.



Glass has dropped -



Balc 4 - Size as 3
Glass - OK
Wood - Poor
Beads - glass has dropped - Poor Condition

Repair Option – Replace both rails of wood – Add new aluminium angle bead.



1st Floor - From Despard End.



Balc 1 - 480 x 2735 x 2290

Glass - Ok

Wood - Poor

Beads - External - failing again as wooden rebate is causing issues. Rebate needs to be thicker.

Repair Option – Replace both rails of wood – Add new aluminium angle bead.



Balc 2 - same size as 1

Glass - OK

Wood - Poor

Beads - Failing and glass is now not sitting within them

Repair Option – Replace both rails of wood – Add new aluminium angle bead.



Balc 3 - size as Balc 3 top floor
Glass - Ok
Wood - Poor
Beads - failing - glass dropped

Repair Option – Replace both rails of wood – Add new aluminium angle bead.





Balc 4 - size as 3

Glass - Ok

Wood - Fair

Beads - same issues as previous balc

Repair Option – Due to beads failing - Replace both rails of wood – Add new aluminium angle bead.





Balc 5 - size as previous

Glass - Ok

Wood - Poor

Beads - rebate issues - Poor condition

Repair Option – Replace both rails of wood – Add new aluminium angle bead.





Balc 6 - size as previous
Glass - Ok
Wood – Poor - Rebate issues
Beads – Poor

Repair Option – Replace both rails of wood – Add new aluminium angle bead.

Chanler - Walkway
Top floor :
Right side
Length - 4950 & 6898
Glass all ok
Wood - Generally poor
Beads - internal - Poor condition





Left side: 6965 & 5200

Glass - Ok

Wood - Fair

Beads - Poor - Same issues as all previous.



1st floor walkway:
Right side - 6928 & 4731
Glass - Ok
Wood - Poor - Rebates are failing.
Beads - Internal - Same issues.



Left side:
6886 & 2907 & 5021 & 2950 & 5100 & 4900
Glass - 4th panel to be replaced - Cracked
Repair Option – Replace Glass panel



Wood - Poor
Beads - internal - Generally poor.





Kind regards,



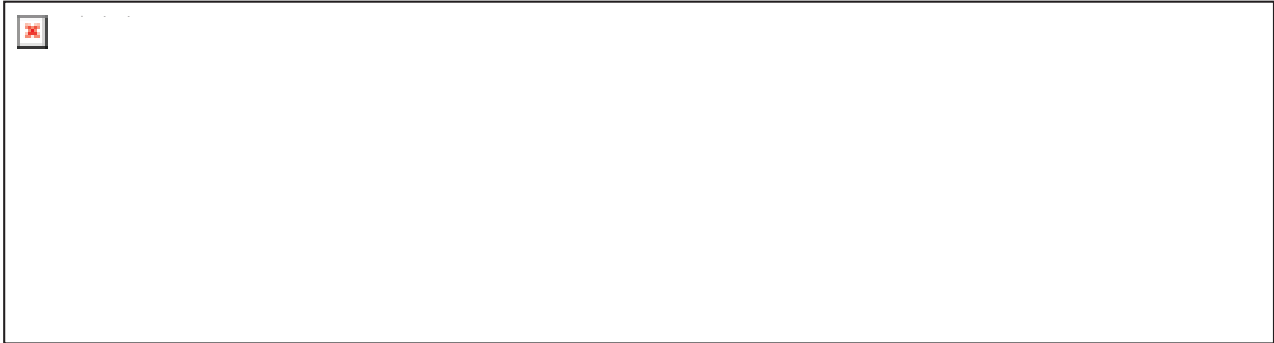
GEORGE DANCE MEng (Hons)
QUANTITY SURVEYOR
PLACES AND COMMUNITIES - SOUTHERN
UK & IRELAND
M +44 7773 229069
3 Bishops Square, Titan Court

Hatfield, England, AL10 9NA

www.engie.co.uk

Please consider the environment before printing this message

Part of the ENGIE Group



From: claudiuavram@larchbuild.co.uk
To: george.dance@equans.com
Subject: [External] Re: Palace road - Stripping works and T Wash ready for Hammarite
Date: 23 September 2022 14:38:46
Attachments: [LARCH BUILD DECS PALACE RD EQUANS .xlsx](#)
[PastedGraphic-2.pdf](#)

George,

Please see attached.

Kind Regards,

Claudiu Avram

Larch Build Ltd
T:07983605533
E:claudiuavram@larchbuild.co.uk

On 16 Sep 2022, at 14:54, george.dance@equans.com wrote:

Good Afternoon Claud,

Gave you a ring but it went to answerphone.

Can I please have a price to do the following and can I have this over soon as possible.

Chanler and Coburg have already been stripped but please price it that way regardless.

See some pictures of the state of them and it is basically coming off quite faast due it not being t washed before when it got decorated.

Chalner Rear Pvt Balcs
Top floor from Despard end.
<image001.png>
Balc 1 - 480 x 2735 x 2285
Glass - Ok
Wood - top rails very poor
Beads - external - in poor condition, rebate in wood is too thin and corroding.

Repair Option – Replace both rails of wood – Add new aluminium angle bead.

<image002.png>
Balc 2 - Size as 1
Glass - OK
Wood - Poor
Beads - Same issues as B1

ADDITIONAL WORKS						
Item	Measurements/ No.	Units of Measurements	Rate	Total	Carried forward	
1- 16 Chanler						
Private balconies						
Strip Handrail	57.00	lm	£15.00	£855.00		
T Wash Handrail	57.00	lm	£4.50	£256.50		
Strip Posts	157.20	lm	£15.00	£2,358.00		
T Wash Posts	157.20	lm	£4.50	£707.40		
Strip Post Support Brackets	240.00	No	£3.00	£720.00		
T wash Post Support Brackets	240.00	No	£1.00	£240.00		
Walkways						
Strip Handrail	62.30	lm	£15.00	£934.50		
T Wash Handrail	62.30	lm	£4.50	£280.35		
Strip Posts	99.56	lm	£15.00	£1,493.40		
T Wash Posts	99.56	lm	£4.50	£448.02		
Strip Post Support Brackets	152.00	No	£3.00	£456.00		
T wash Post Support Brackets	152.00	No	£1.00	£152.00		
				£8,901.17	£8,901.17	
150-159 Coburg						
Private balconies						
Strip Handrail	34.20	lm	£15.00	£513.00		
T Wash Handrail	34.20	lm	£4.50	£153.90		
Strip Posts	94.32	lm	£15.00	£1,414.80		
T Wash Posts	94.32	lm	£4.50	£424.44		
Strip Post Support Brackets	144.00	No	£3.00	£432.00		
T wash Post Support Brackets	144.00	No	£1.00	£144.00		
Walkways						
Strip Handrail	20.28	lm	£15.00	£304.20		
T Wash Handrail	20.28	lm	£4.50	£91.26		
Strip Posts	47.16	lm	£15.00	£707.40		
T Wash Posts	47.16	lm	£4.50	£212.22		
Strip Post Support Brackets	72.00	No	£3.00	£216.00		
T wash Post Support Brackets	72.00	No	£1.00	£72.00		
				£4,685.22	£4,685.22	
1 - 30 Despard						
Private balconies - Type 1						
Strip Handrail	45.60	lm	£15.00	£684.00		
T Wash Handrail	45.60	lm	£4.50	£205.20		
Strip Posts	125.76	lm	£15.00	£1,886.40		
T Wash Posts	125.76	lm	£4.50	£565.92		
Strip Post Support Brackets	192.00	No	£3.00	£576.00		
T wash Post Support Brackets	192.00	No	£1.00	£192.00		
Walkways						
Strip Handrail	93.30	lm	£15.00	£1,399.50		
T Wash Handrail	93.30	lm	£4.50	£419.85		
Strip Posts	169.96	lm	£15.00	£2,549.40		
T Wash Posts	169.96	lm	£4.50	£764.82		
Strip Post Support Brackets	240.00	No	£3.00	£720.00		
T wash Post Support Brackets	240.00	No	£1.00	£240.00		
Private balconies - Type 2						
Strip Handrail	28.80	lm	£15.00	£432.00		
T Wash Handrail	28.80	lm	£4.50	£129.60		
Strip Posts	70.74	lm	£15.00	£1,061.10		
T Wash Posts	70.74	lm	£4.50	£318.33		
Strip Post Support Brackets	108.00	No	£3.00	£324.00		
T wash Post Support Brackets	108.00	No	£1.00	£108.00		
				£12,576.12	£12,576.12	
1 - 38 Ponton						
Private balconies - Type 1						
Strip Handrail	45.60	lm	£15.00	£684.00		

T Wash Handrail	45.60	lm	£4.50	£205.20	
Strip Posts	125.76	lm	£15.00	£1,886.40	
T Wash Posts	125.76	lm	£4.50	£565.92	
Strip Post Support Brackets	192.00	No	£3.00	£576.00	
T wash Post Support Brackets	192.00	No	£1.00	£192.00	
Walkways					
Strip Handrail	107.20	lm	£15.00	£1,608.00	
T Wash Handrail	107.20	lm	£4.50	£482.40	
Strip Posts	196.16	lm	£15.00	£2,942.40	
T Wash Posts	196.16	lm	£4.50	£882.72	
Strip Post Support Brackets	264.00	No	£3.00	£792.00	
T wash Post Support Brackets	264.00	No	£1.00	£264.00	
Private balconies - Type 2					
Strip Handrail	41.60	lm	£15.00	£624.00	
T Wash Handrail	41.60	lm	£4.50	£187.20	
Strip Posts	102.18	lm	£15.00	£1,532.70	
T Wash Posts	108.18	lm	£4.50	£486.81	
Strip Post Support Brackets	156.00	No	£3.00	£468.00	
T wash Post Support Brackets	156.00	No	£1.00	£156.00	
				£14,535.75	£14,535.75
					£40,698.26

ADDITIONAL WORKS						
	DECORATIONS TO PREVIOUSLY NON-DECORATED SURFACES	Measurements/No.	Units of Measurements	Rate	Total	Carried forward
1	3 COATS MASONRY TO BARE SURFACES OF CONCRETE TO EDGE OF WALKWAYS AND BALCONIES ETC.					
	A 1 - 16 CHALNER NE 300mm	138.00	lm	£7 99	£1,102.62	
	B 130 - 139 COBURG NE 300MM	76.00	lm	£7 99	£607.24	
	C 1 - 30 DESPARD NE 30MM	314.00	lm	£7 99	£2,508.86	
	D 1 - 38 PONTON NE 300MM	387.00	lm	£7 99	£3,092.13	
					£7,310.85	No part of stripping
2	1 COAT GRIP PRIMER AND 2 FINISHING COATS TO POWDER COATED CLADDING					
	A 1 - 30 DESPARD	67.00	M ²	£25.75	£1,725.25	
	B 1 - 38 PONTON	97.00	M ²	£25.75	£2,497.75	
					£4,223.00	Omitted
3	PORCHES (1- 30) DESPARD					
	A 3 COATS MASONRY TO NEW FIREBOARD SOFFITS	87.00	M ²	£11.04		Omitted
	B E.O. MASONRY TO SOFFITS FOR FACE FILLING TO FIRE MASTIC JOINTS AND FIXINGS	87.00	M ²	£6.65		Omitted
	C 3 COATS MASONRY TO PREVIOUSLY NON DECORATED WALLS, REVEALS, BEAMS, PLINTHS ETC					
	1) Walls exceeding 300mm	18.00	M ²	£11.04	£198.72	
	2) Reveals N.E. 30mm	20.00	lm	£7 99	£159.80	
	3) Beams N.E. 300mm	94.00	lm	£7 99	£751.06	
	4) Plinths NE 30mm	58.00	lm	£7 99	£463.42	
	5) Plinths (Black) NE 30mm	58.00	lm	£7 99	£463.42	
					£2,036.42	No part of stripping
4	PORCHES (1- 38) PONTON					
	A 3 COATS TO NEW FIREBOARD SOFFITS	103.00	M ²	£11.04		Omitted
	B E.O. NASONRY TO SOFFITS FOR FACE FILLING TO FIRE MASTIC JOINTS AND FIXINGS	103.00	M ²	£6.65		Omitted
	C 3 COATS MASONRY TO PREVIOUSLY NON DECORATED WALLS, REVEALS, BEAMS, PLINTHS ETC					
	1) Walls exceeding 300mm	18.00	M ²	£11.04	£198.72	
	2) Reveals N.E. 30mm	20.00	lm	£7 99	£159.80	
	3) Beams N.E. 300mm	104.00	lm	£7 99	£830.96	
	4) Plinths NE 30mm	58.00	lm	£7 99	£463.42	
	5) Plinths (Black) NE 30mm	58.00	lm	£7 99	£463.42	
					£2,116.32	No part of stripping
	1- 16 Chanler					
	Private balconies					
	Strip Handrail	57.00	lm	£14.66	£835.62	
	T Wash Handrail	57.00	lm	£3 98	£226.86	
	Strip Posts	157.20	lm	£10.86	£1,707.19	
	T Wash Posts	157.20	lm	£2 95	£463.74	
	Strip Post Support Brackets	240.00	No	£3 25	£780.00	
	T wash Post Support Brackets	240.00	No	£0 88	£211.20	
	Walkways					
	Strip Handrail	62.30	lm	£14.66	£913.32	
	T Wash Handrail	62.30	lm	£3 98	£247.95	
	Strip Posts	99.56	lm	£10.86	£1,081.22	
	T Wash Posts	99.56	lm	£2 95	£293.70	
	Strip Post Support Brackets	152.00	No	£3 25	£494.00	
	T wash Post Support Brackets	152.00	No	£0 88	£133.76	

					£7,388.57	£7,388.57
	150-159 Coburg					
	Private balconies					
	Strip Handrail	34.20	lm	£14.66	£501.37	
	T Wash Handrail	34.20	lm	£3 98	£136.12	
	Strip Posts	94.32	lm	£10.86	£1,024.32	
	T Wash Posts	94.32	lm	£2 95	£278.24	
	Strip Post Support Brackets	144.00	No	£3 25	£468.00	
	T wash Post Support Brackets	144.00	No	£0 88	£126.72	
	Walkways					
	Strip Handrail	20.28	lm	£14.66	£297.30	
	T Wash Handrail	20.28	lm	£3 98	£80.71	
	Strip Posts	47.16	lm	£10.86	£512.16	
	T Wash Posts	47.16	lm	£2 95	£139.12	
	Strip Post Support Brackets	72.00	No	£3 25	£234.00	
	T wash Post Support Brackets	72.00	No	£0 88	£63.36	
					£3,861.43	£3,861.43
	1 - 30 Despard					
	Private balconies - Type 1					
	Strip Handrail	45.60	lm	£14.66	£668.50	
	T Wash Handrail	45.60	lm	£3 98	£181.49	
	Strip Posts	125.76	lm	£10.86	£1,365.75	
	T Wash Posts	125.76	lm	£2 95	£370.99	
	Strip Post Support Brackets	192.00	No	£3 25	£624.00	
	T wash Post Support Brackets	192.00	No	£0 88	£168.96	
	Walkways					
	Strip Handrail	93.30	lm	£14.66	£1,367.78	
	T Wash Handrail	93.30	lm	£3 98	£371.33	
	Strip Posts	169.96	lm	£10.86	£1,845.77	
	T Wash Posts	169.96	lm	£2 95	£501.38	
	Strip Post Support Brackets	240.00	No	£3 25	£780.00	
	T wash Post Support Brackets	240.00	No	£0 88	£211.20	
	Private balconies - Type 2					
	Strip Handrail	28.80	lm	£14.66	£422.21	
	T Wash Handrail	28.80	lm	£3 98	£114.62	
	Strip Posts	70.74	lm	£10.86	£768.24	
	T Wash Posts	70.74	lm	£2 95	£208.68	
	Strip Post Support Brackets	108.00	No	£3 25	£351.00	
	T wash Post Support Brackets	108.00	No	£0 88	£95.04	
					£10,416.94	£10,416.94
	1 - 38 Ponton					
	Private balconies - Type 1					
	Strip Handrail	45.60	lm	£14.66	£668.50	
	T Wash Handrail	45.60	lm	£3 98	£181.49	
	Strip Posts	125.76	lm	£10.86	£1,365.75	
	T Wash Posts	125.76	lm	£2 95	£370.99	
	Strip Post Support Brackets	192.00	No	£3 25	£624.00	
	T wash Post Support Brackets	192.00	No	£0 88	£168.96	
	Walkways					
	Strip Handrail	107.20	lm	£14.66	£1,571.55	
	T Wash Handrail	107.20	lm	£3 98	£426.66	
	Strip Posts	196.16	lm	£10.86	£2,130.30	
	T Wash Posts	196.16	lm	£2 95	£578.67	
	Strip Post Support Brackets	264.00	No	£3 25	£858.00	
	T wash Post Support Brackets	264.00	No	£0 88	£232.32	
	Private balconies - Type 2					
	Strip Handrail	41.60	lm	£14.66	£609.86	
	T Wash Handrail	41.60	lm	£3 98	£165.57	
	Strip Posts	102.18	lm	£10.86	£1,109.67	
	T Wash Posts	108.18	lm	£2 95	£319.13	
	Strip Post Support Brackets	156.00	No	£3 25	£507.00	
	T wash Post Support Brackets	156.00	No	£0 88	£137.28	
					£12,025.70	£12,025.70
	Additional Cost to masonry soffits					
	1 - 16 Chanler	120.30	m2	£3.68		Omitted
	130-139 Coburg	55.05	m2	£3.68		Omitted
	1 - 30 Despard	180.20	m2	£3.68		Omitted
	1 - 38 Ponton	180.20	m2	£3.68		Omitted
					£0.00	£0.00
	Sub Total					£33,692.63
	Engie OHP 10.985%					
	Total					£33,692.63

From: irimialonut1984@gmail.com
To: george.dance@equans.com; n9scc@aol.com
Subject: [External] Re: Palace road - Stripping works and T Wash ready for Hammarite
Date: 22 September 2022 19:46:17
Attachments: [image001.png](#)
[Decorations - rate add it metal work .xlsx](#)

Hi George, sorry for late respond. any issues just let me know.

Regards,

Ionut Irimia
Phone: 07478434335
Email: ionutirimia1984@gmail.com

On Thursday, 22 September 2022 at 12:06:21 BST, <george.dance@equans.com> wrote:

John,

As discussed yesterday can I please have the below cost back today if possible.

Kind regards,



GEORGE DANCE MEng (Hons)
QUANTITY SURVEYOR

PLACES AND COMMUNITIES - SOUTHERN

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Hatfield, England, AL10 9NA

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From: DANCE George (EQUANS UK)
Sent: 16 September 2022 14:52
To: Ionut Irimia <irimialonut1984@gmail.com>
Cc: MCGREGOR Gary (EQUANS UK) <gary.mcgregor@equans.com>
Subject: Palace road - Stripping works and T Wash ready for Hammarite

Good Afternoon John,

As discussed the other day on the phone. Can I please have a price to do the following and can I have this over soon as possible.

ADDITIONAL WORKS						
Item	Measurements/ No.	Units of Measurements	Rate	Total	Carried forward	
1- 16 Chanler						
Private balconies						
Strip Handrail	57.00	lm	£8.74	£498.18		
T Wash Handrail	57.00	lm	£5.00	£285.00		
Strip Posts	157.20	lm	£8.74	£1,373.93		
T Wash Posts	157.20	lm	£5.00	£786.00		
Strip Post Support Brackets	240.00	No	£4.37	£1,048.80		
T wash Post Support Brackets	240.00	No	£2.50	£600.00		
Walkways						
Strip Handrail	62.30	lm	£8.74	£544.50		
T Wash Handrail	62.30	lm	£5.00	£311.50		
Strip Posts	99.56	lm	£8.74	£870.15		
T Wash Posts	99.56	lm	£5.00	£497.80		
Strip Post Support Brackets	152.00	No	£4.37	£664.24		
T wash Post Support Brackets	152.00	No	£2.50	£380.00		
				£7,860.10	£7,860.10	
150-159 Coburg						
Private balconies						
Strip Handrail	34.20	lm	£8.74	£298.91		
T Wash Handrail	34.20	lm	£5.00	£171.00		
Strip Posts	94.32	lm	£8.74	£824.36		
T Wash Posts	94.32	lm	£5.00	£471.60		
Strip Post Support Brackets	144.00	No	£4.37	£629.28		
T wash Post Support Brackets	144.00	No	£2.50	£360.00		
Walkways						
Strip Handrail	20.28	lm	£8.74	£177.25		
T Wash Handrail	20.28	lm	£5.00	£101.40		
Strip Posts	47.16	lm	£8.74	£412.18		
T Wash Posts	47.16	lm	£5.00	£235.80		
Strip Post Support Brackets	72.00	No	£4.37	£314.64		
T wash Post Support Brackets	72.00	No	£2.50	£180.00		
				£4,176.41	£4,176.41	
1 - 30 Despard						
Private balconies - Type 1						
Strip Handrail	45.60	lm	£8.74	£398.54		
T Wash Handrail	45.60	lm	£5.00	£228.00		
Strip Posts	125.76	lm	£8.74	£1,099.14		
T Wash Posts	125.76	lm	£5.00	£628.80		
Strip Post Support Brackets	192.00	No	£4.37	£839.04		
T wash Post Support Brackets	192.00	No	£2.50	£480.00		
Walkways						
Strip Handrail	93.30	lm	£8.74	£815.44		
T Wash Handrail	93.30	lm	£5.00	£466.50		
Strip Posts	169.96	lm	£8.74	£1,485.45		
T Wash Posts	169.96	lm	£5.00	£849.80		
Strip Post Support Brackets	240.00	No	£4.37	£1,048.80		
T wash Post Support Brackets	240.00	No	£2.50	£600.00		
Private balconies - Type 2						
Strip Handrail	28.80	lm	£8.74	£251.71		
T Wash Handrail	28.80	lm	£5.00	£144.00		
Strip Posts	70.74	lm	£8.74	£618.27		
T Wash Posts	70.74	lm	£5.00	£353.70		
Strip Post Support Brackets	108.00	No	£4.37	£471.96		
T wash Post Support Brackets	108.00	No	£2.50	£270.00		
				£11,049.16	£11,049.16	
1 - 38 Ponton						
Private balconies - Type 1						
Strip Handrail	45.60	lm	£8.74	£398.54		

	T Wash Handrail	45.60	lm	£5.00	£228.00	
	Strip Posts	125.76	lm	£8.74	£1,099.14	
	T Wash Posts	125.76	lm	£5.00	£628.80	
	Strip Post Support Brackets	192.00	No	£4.37	£839.04	
	T wash Post Support Brackets	192.00	No	£2.50	£480.00	
	Walkways					
	Strip Handrail	107.20	lm	£8.74	£936.93	
	T Wash Handrail	107.20	lm	£5.00	£536.00	
	Strip Posts	196.16	lm	£8.74	£1,714.44	
	T Wash Posts	196.16	lm	£5.00	£980.80	
	Strip Post Support Brackets	264.00	No	£4.37	£1,153.68	
	T wash Post Support Brackets	264.00	No	£2.50	£660.00	
	Private balconies - Type 2					
	Strip Handrail	41.60	lm	£8.74	£363.58	
	T Wash Handrail	41.60	lm	£5.00	£208.00	
	Strip Posts	102.18	lm	£8.74	£893.05	
	T Wash Posts	108.18	lm	£5.00	£540.90	
	Strip Post Support Brackets	156.00	No	£4.37	£681.72	
	T wash Post Support Brackets	156.00	No	£2.50	£390.00	
					£12,732.63	£12,732.63
						£0.00

From: John Grabowski <JGrabowski@pellings.co.uk>
Sent: 17 August 2022 12:09
To: george.dance@equans.com; Yannick Perreau
Cc: mark.preston@equans.com; gary.mcgregor@equans.com
Subject: RE: [External] RE: Palace Road - Soffit Replacement Query

Afternoon George,

On this basis, I think we will need to proceed with the Supalux, please proceed on this basis and Yannick will issue formal CI following.

In the meantime, we need more information on the costs, I currently do not understand the increase on this, as the material cost from my experience would be similar and the hardie plank would be longer to install due to the additional cutting and widths of the boards, so if anything it would be less labour intensive so should be cheaper.

If you can review the cost on this and come back to us to review. Note, this also needs to take consideration of whether Equans originally underpriced the hardie plank, not based on your tender cost which may have been insufficient.

Many thanks.

From: george.dance@equans.com <george.dance@equans.com>
Sent: 17 August 2022 10:08
To: John Grabowski <JGrabowski@pellings.co.uk>
Cc: mark.preston@equans.com; gary.mcgregor@equans.com
Subject: FW: [External] RE: Palace Road - Soffit Replacement Query

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning John,

Gave you a ring and left you a voicemail.

Please see below from the fire engineer as discussed last week.

Any additional queries please let us know and we will do our best to assist.

Kind regards,



GEORGE DANCE MEng (Hons)
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From: Lee BUI <lee.bui.ext@bureauveritas.com>
Sent: 16 August 2022 14:35
To: DANCE George (EQUANS UK) <george.dance@equans.com>
Cc: MCGREGOR Gary (EQUANS UK) <gary.mcgregor@equans.com>
Subject: [External] RE: Palace Road - Soffit Replacement Query

Hi George,

Sorry I missed your call was in my Monday meetings.

Your fire compliant officers observations are correct. Both the new membrane and the new cement board are non-combustible, so they far exceed the minimum requirements for this building type. No objections with its use from me from a 'reaction to fire' standpoint.

However, there are two other requirements which has not been considered related to 'compartmentation' and 'floors that function as an escape route'.

Basically:

- If the room above the balcony belongs to the same flat, then the soffit needs to achieve 30 minutes of fire resistance REI from underside.
- If the room above the balcony belongs to a different flat, then the soffit needs to achieve 60 minutes of fire resistance REI from underside.

This applies to both the private balconies and the shared flat access balconies. So you will need tested fire rated soffits unless you can prove that the exposed timber beams and floor boards achieves the above bullet, which is unlikely.

Regards,



Lee Bui | Associate Fire Engineer
Fire Safety Engineering
e: lee.bui.ext@bureauveritas.com
m: +44(0)74 9151 2619
w: www.bureauveritas.co.uk
Bureau Veritas | 5th Floor, 66 Prescot Street, London, E1 8HG

From: george.dance@equans.com <george.dance@equans.com>
Sent: 15 August 2022 13:40
To: Lee BUI <lee.bui.ext@bureauveritas.com>
Cc: gary.mcgregor@equans.com
Subject: Palace Road - Soffit Replacement Query

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Good Afternoon Lee,

Hope you are well and had a good weekend.

Just a quick query on a specification the client has on palace road and if it is compliant or not? which they have instructed us to ask you if this system can be used as it is not a certified system.

Basically, we are currently removing the existing timber shiplap soffit cladding and asbestos which is behind the below areas in the below pictures to the blocks (Communal walkways & private balconies). Once this is removed, what you are left with is timbers joists and the flooring of the room which is above the soffit cladding (see attached picture ref 7).

The client wants use the following specification and our query is to yourself is this compliant?

4B11.0	SOFFIT BOARDING
	<u>Location</u>
4B11.1	As identified by the R & D asbestos survey locate asbestos to all private balconies and walkways to all floors locate soffit boarding for removal by licensed asbestos contractor.
	<u>Generally</u>
4B11.2	NB: Noting that there is likely to be asbestos present behind the soffit boarding which there may be an inherent risk of disturbing asbestos when removing, in the first instance the main contractor should allow for a licenced asbestos contractor to be in attendance for removing a sample section a section soffit and report finding to the CA.
	<u>Remove existing soffit boarding</u>
4B11.3	Prior to removing soffit boarding isolate supplies to existing services and fit isolation tag to main distribution board / point of isolation. Carefully remove existing supplies / lights / conduits etc from existing soffit boarding and temporary support. On completion of new soffit boarding reinstate supplies / conduits / lights / fittings etc and test.
4B11.4	Carefully remove all existing soffit boarding as identified to all floors on the front elevation and cart away from site. Include for removing existing fixings / de-nailing timber joists and leave ready to receive new boarding.
4B11.5	In the event asbestos is behind the soffit boarding allow extra over cost for licenced asbestos contractor to attend site for removing soffit over boarding. Asbestos removal is specified above.
	<u>Insulation quilt</u>

- 4B11.6 To locations of all soffits once exposed infill between timber joists with Rockwool Rollbatt medium density stone wool insulation fire to rated A1 Euro class - non-combustible. Insulation is to fit snug between joists and build up in layers to full depth of joists. Support underside of insulation using LBS insulation support netting stapled to underside of joists ensuring netting is taut and leave ready to receive new soffit boarding.
- New soffit boarding
- 4B11.7 To face of timber joists where new soffit boarding is to be fixed, supply and install in accordance with manufacturers recommendations Stamisol Safe One Euro class A2 to BS EN 13501 façade breather membrane ensuring the membrane is tightly fitted at perimeter with no gaps and leave ready to receive new boarding.
- 4B11.8 Supply and fit to locations in accordance with manufacturers recommendations 8mm thick Hardie Board cementitious cellulose smooth boards classified non-combustible to A2, s1-d0 in accordance with EN13501-1. Planks to be butt jointed in a horizontal formation with no gaps and securely fixed to existing frame. Include for all necessary end trims and profiles and at junction of soffit board to fascia cladding use corner jointing profile. Colour of planks to match existing. On completion ensure boarding / cladding is secure and level.
- 4B11.9 On completion issue 10 year insurance backed guarantee for materials and labour.





Our concern and our fire compliant officer's concern is the following;

"The asbestos currently acts as a fireline as it offers a fire rating. If we remove that and simply go back with an A2 product we haven't actually replaced with an equivalent FR product. Just a none combustible product. So we would

actually be making worst. I'm a bit unsure the rationale behind this. can we raise with design team as a query as to what FR they hope to achieve to protect the above property?"

If you need a site visit or phone call please let me know.

Kind regards,



GEORGE DANCE MEng (Hons)
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Communal electrical installation survey.

Date of survey: 08/04/2022

Location: Palace Road Estate

Addresses to be surveyed:

- 1-38 Ponton house
- 130-139 Coburg House
- 1-30 Despard House
- 1-16 Chalner House

The purpose of this document is to outline the current condition and existing arrangement of the communal installations of the addresses listed above. To supplement the electrical installation condition reports, due to the fact that an EICR is solely for the review of electrical safety for continued use and will not cover the lack of emergency lighting or type and physical condition of fittings (unless in a dangerous condition). Please read this document in conjunction with the condition reports submitted.

Distribution boards:

The existing distribution boards are in poor condition and have not been updated for some time with most of the protective devices connected being BS:3036 semi enclosed fuses rather than breakers. Ignoring the poor condition of the distribution boards, this poses a maintenance issue due to the fact that once the devices operate in fault conditions, in order to restore power to the circuits once the fault has been cleared, you will then need to replace the spent fuse with the correct fuse wire rather than resetting a breaker if updated.

The building adjacent Baly house has been upgraded recently with a new lighting system and distribution board with protective devices to BS 61009 which provides overcurrent and earth fault protection. Below are images taken of the existing arrangement at Chanler, Coburg and despard house and then the new arrangement recently installed at Baly house. We would recommend that all of the surveyed blocks are upgraded in line with the installation at Baly house.





Chanler house Distribution board





Coburg Distribution board



Despard Distrbution board





Baly house Distrubtion board





Emergency lighting

Currently the addresses listed in this survey are not afforded with emergency lighting.

In order to meet compliance with 'The Regulatory Reform (fire Safety) Order 2005: Part 2: Article 14':

Emergency routes and exits

14.—(1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.

(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—

(a) emergency routes and exits must lead as directly as possible to a place of safety;

(b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;

(c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time;

(d) emergency doors must open in the direction of escape;

(e) sliding or revolving doors must not be used for exits specifically intended as emergency exits;

(f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency;

(g) emergency routes and exits must be indicated by signs; and

(h) emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting

Emergency lighting will need to be installed to BS 5266-1:2016. Therefore, we recommend that a lighting design is carried out by Thourlux lighting (the manufacturer of the fittings recently installed at Baly house) to provide a lighting design that fits with the client's preference/requirements and also forms a compliant lighting system.





Below are some images of the existing lighting installation:





**Well
Connected
Electrics**

M: 07825 159 757
T: 01708 531 408
E: info@wceuk.com
W: wceuk.com



Company Registration Number: 08607398
VAT Registration Number: 180266415



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& Guilds**







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**City
Guilds**





Lighting installation continued

As well as lack of Emergency lighting, the current set up appears to have been maintained on an ad hoc basis and with a range of different lamp types/control gear present, reactive maintenance is likely to prove difficult as well as the aesthetic appeal being limited because of the non-uniformity.

To use Baly house as an example again, fittings have been upgraded recently with new high output LED light fittings, that incorporate emergency control-gear. A uniform sleek look has been achieved and compliance met, hence our recommendation for the installations to be upgraded to this level.





Our Ref: JR008993/1502023MP

15/02/2023

The Mayor and Burgesses of The London Borough of Lambeth
Town Hall
Brixton Hill
Lambeth
SW2 1RW
For the attention of Verrol Harrington

Dear Sir,

Palace Road Phase 4 – 5-Year-Old Fire Risk Assessment & Incomplete Fire Risk Assessment Items

Please be advised that Equans Regeneration Ltd (the Contractor) gives notice that there are items which have not been carried out on the fire risk assessments as issued in the pre-construction information “App J Fire Risk Assessments” and the current fire risk assessments are 4-5 years old which are old for fire risk assessments and needs to be updated. As the industry norm is every 12 months and, in the reports, it stated that it is only valid for a year.

As a main contractor and under CDM Regulations and joint fire code, we believe it is our duty to make you aware that the building is currently at risk due to these works not being completed as per the reports.

Equans Regeneration Ltd (ERL) has completed its contractual duty to complete some of the works referenced in the report which were included in our scope of works. However, there are items which have not been instructed which still need to be completed as highlighted on the 30/06/2022. In these reports which are dated July 2018 it stated for recommendations to be completed between 1 and 6 months and there are still items which have not been completed since this report was issued to London borough of Lambeth.

ERL have also issued fire risk assessments which were completed by one of our specialist subcontractors as requested in the Schedule of works which, showed other works which need to be completed on the 06/05/2022, again we would record that said work have not been instructed to be carried out.

ERL therefore advise London borough of Lambeth that currently the buildings 1-16 CHALNER HOUSE, 130-139 COBURG CRESCENT, 1-30 DESPARD HOUSE and 1-38 PONTON HOUSE need a new fire risk assessment to be completed and that items which are recommended in said fire risk assessment need to be completed soon as possible as currently London borough of Lambeth have items which are over 4-5 years late not completed and have an outdated fire risk assessment.

We strongly recommend that you discuss this with your professional advisors regarding the scope of your legal obligations and the steps you must take to discharge those obligations.

Equans Regeneration Limited
Titan Court, 3 Bishops Square,
Hatfield, Hertfordshire AL10 9NE
T +44 (0) 1992 650 333



We have also attached all of the FRA's which has been issued to date and highlighted in green which items which have been completed.

We trust that the information provided is acceptable and await your confirmation of receipt of this correspondence.

Yours sincerely

Mark Preston

**Regeneration Director
Places & Communities Division**

Equans Regeneration Limited
Titan Court, 3 Bishops Square,
Hatfield, Hertfordshire AL10 9NE
T +44 (0) 1992 650 333



Fire Risk Assessment

Prepared for and on behalf of London Borough of Lambeth

Address:

Chalner House 1-16, Coburg Crescent,

London.

SW2 0LS



Date: 08/05/2017
Assessor: Ron Barden Signature:
Building Reference: STR000771
File Reference:

SCOPE OF ASSESSMENT AND METHODOLOGY

A fire risk assessment is an organised and methodical look at the premises/building, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of this fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in and around the building if a fire does start?

As London Borough of Lambeth employs five or more people, then the significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order, 2005.

In order to carry out this assessment London Borough of Lambeth have used the professional expertise and judgement of London Borough of Lambeth H&S Executive, and guidance contained in Publicly Available Specification (PAS 79: 2012) and Fire Safety Guidance documents issued by H.M Government. The recommendations made represent an assessment of the minimum standards considered for the safety of all persons frequenting properties solely or partly controlled by London Borough Lambeth. It should be borne in mind that an assessment is open to individual interpretation.

Information for the completion of this risk assessment was obtained by a physical inspection of the workplace/premises, associated work areas and examination of records and discussions with members of staff.

Note: Where the premise is put to residential use the assessment will be carried out on common parts of the building only. It is considered that flat entrance doors form part of the protection to the common escape route, as such this assessment will consider the suitability of the door from visual perspective only.

Where actions are indicated in the assessment that concern matters relating to individual dwellings, London Borough of Lambeth has no legal obligation to fulfil the recommendations given as individual dwellings which consist of a single household fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005.

The category of risk assigned to the workplace/premises is derived using the risk level estimator. However, once the recommended actions highlighted have been implemented, the category of risk can be considered to have been reduced to a tolerable level.

Assessment Review

After taking into consideration the nature and significance of the issues highlighted within this report is a requirement to establish a suitable period within which this assessment should be reviewed. Accordingly the suggested review date is detailed below.

ASSESSMENT INFORMATION SHEET																					
Date of Assessment:	08/05/2017																				
Date of Review:	08/05/2019																				
Risk Grade:	2 (3 years)																				
Fire Action Policy:	Stay Put.																				
Description of Building:-	A three storey purpose built 1970s block of flats. Access to the building is secure (buzz/intercom) via a main entrance. There is a balcony approach to flats on the first and second floors, via an enclosed staircase. Flats 1-6 are accessed from the street. Adjacent to the entrance is a bin store.																				
Strategic housing area:-	South Area																				
Premises Details																					
1. Use of Premises:	General Housing needs																				
2. Brief Details of Construction:	Brick walls and concrete floors with a flat roof.																				
3. Floor Plan Layout (add / subtract as appropriate):																					
	<table border="1"> <thead> <tr> <th>Floor levels</th> <th>Flat Nos</th> <th>No Stairs</th> <th>No Lifts</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Ground</td> <td>1-6</td> <td>N/A</td> <td>N/A</td> <td>Externally accessed</td> </tr> <tr> <td>First</td> <td>7-12</td> <td>1</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>Second</td> <td>13-16</td> <td>1</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table>	Floor levels	Flat Nos	No Stairs	No Lifts	Notes	Ground	1-6	N/A	N/A	Externally accessed	First	7-12	1	N/A	N/A	Second	13-16	1	N/A	N/A
Floor levels	Flat Nos	No Stairs	No Lifts	Notes																	
Ground	1-6	N/A	N/A	Externally accessed																	
First	7-12	1	N/A	N/A																	
Second	13-16	1	N/A	N/A																	
4. Total number of floors:-	3																				
5. Basements:-	0																				
6. Flats at ground floor level:-	6																				
7. Flats at upper floor levels:-	10																				
8. Approximate size (M ²) per floor:-	N/A																				
9. Number of staircases:-	1																				
10. Number of lifts:-	0																				
11. Number of flats:-	16																				
Fire Fighting Facilities																					
1. Dry Rising Main:	No																				
2. Fire Fighting Lift:	No																				
3. Lift (Fire override switch):	No																				
4. Fire Fighting Shaft:	No																				
5. Fire Loses:	Unknown Details: None																				
Car Parks																					
1. Car Park:	No																				
2. Type:	N/A																				
Disabled Access - Public Facilities – Vulnerable Persons – Concierge – Caretakers Accommodation																					
1. Disabled access/egress:	Yes (ground floor only)																				
2. Public Facilities (community centres, meeting rooms etc.):	No Details: None																				
3. Concierge accommodation.	No																				
4. Caretaker's accommodation.	No																				
5. Vulnerable Persons:	Unknown Details: N/A																				

Limitations of Inspection

Flats.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1.0 Electrical Sources of Ignition

1.1	Reasonable measures taken to prevent fires of electrical origin?	No
1.2	More specifically:	
a)	Fixed installation periodically inspected and tested?	No
b)	Portable appliance testing carried out?	N/A
c)	Suitable policy regarding the use of personal electrical appliances?	N/A
d)	Suitable limitation of trailing leads and adapters?	N/A
e)	Are electrical intake rooms adequately secured?	N/A
f)	Are electrical intake rooms free from combustible materials?	N/A
1.3	Comments and hazards observed: - It is recommended that the fixed wiring installation serving the common parts is checked in accordance with IEE wiring regulations.	

2.0 Smoking

2.1	The Smoke-Free (Premises and Enforcement) Regulations 2006 applies to this premises.	
2.2	Reasonable measures taken to prevent fires as a result of smoking?	Yes
2.3	More specifically:	
a)	Smoking prohibited in the common areas of the building?	Yes
b)	Suitable arrangements for those who wish to smoke?	N/A
c)	Did this policy appear to be observed at the time of the inspection?	Yes
2.4	Comments and hazards observed: All smoke free premises have to display signs at the entrance to all blocks with internal common parts.	

3.0 Arson

3.1	Does basic security against arson by outsiders appear reasonable?	Yes
3.2	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes
3.3	Comments and hazards observed: None.	

4.0 Portable heaters and heating installations

4.1	Is the use of portable heaters avoided as far as practicable?	N/A
4.2	If portable heaters are used:	
a)	Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	N/A
b)	Are suitable measures taken to minimize the hazard of ignition of combustible materials?	Yes
4.3	Are fixed heating installations subject to regular maintenance?	N/A
4.4	Comments and hazards observed: Residential dwellings are not considered as part of this fire risk assessment, LBL provides annual testing and maintenance for all gas/heating appliances and pipework within tenanted dwellings and or common areas.	

5.0 Cooking

5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
5.2	More specifically:	
a)	Filters changed and ductwork cleaned regularly?	N/A
b)	Suitable extinguishing appliances available?	N/A
5.3	Comments and hazards observed: None.	

6.0 Lightning

6.1	Does the building have a lightning protection system?	No
6.2	Comments and hazards observed: - Given the height of the building and the surrounding structures, the risk of a lightning strike is considered to be very low.	
7.0	Housekeeping	
7.1	Is the standard of housekeeping adequate?	Yes
7.2	More specifically:	
a)	Do combustible materials appear to be separated from ignition sources?	No
b)	Are common escape routes free the accumulation of combustible materials or waste?	Yes
c)	Are stores provided within common escape routes?	Yes
d)	Are stores appropriately secured?	Yes
e)	Are common escape routes free from obstruction likely to impede means of escape or fire service access	Yes
7.3	Comments and hazards observed: - Rubbish/waste within the electrical cupboard should be removed.	
8.0	Hazards Introduced By Outside Contractors and Building Works	
8.1	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	Yes
8.2	Are fire safety conditions imposed on outside contractors?	Yes
8.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	Yes
8.4	Comments and hazards observed: Contractors carrying out work at London Borough of Lambeth premises are pre-selected from an approved list. They will have undergone a selection and training process prior to being allowed to carry out work at London Borough of Lambeth premises. All contractors should receive a permit to work. There should be no reliance on London Borough of Lambeth staff to perform safety checks on hot works carried out by contractors. The permit to work system employed should clearly place the onus on contractors to restore all fire stopping when invasive work is carried out. Residents who carry out works in a property using their own contractor/s should under the terms of their tenancy or lease, inform LBL who will verify that the contractor/s are suitably qualified and insured and they will adhere to the same safety terms and conditions expected from contractors directly working for the Borough.	
9.0	Dangerous Substances	
9.1	If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
9.2	Comments and hazards observed: None.	
10.0	Other Significant Fire Hazards That Warrant Consideration	
10.1	Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?	N/A
10.2	Comments and hazards observed: None.	
FIRE PROTECTION MEASURES		
11.0	Means of Escape from Fire	
11.1	It is considered that the building is provided with reasonable means of escape in case of fire?	Yes
11.2	More specifically	
a)	Adequate design of escape routes?	Yes
b)	Adequate provision of exits?	Yes
c)	Exits easily and immediately openable where necessary?	Yes
d)	Fire exits open in direction of escape where necessary?	Yes
e)	Avoidance of sliding or revolving doors on final exits?	Yes
f)	Reasonable distances of travel appropriate to the guidance given at the time of construction – if known: Where there is a single direction of travel?	Yes

	g) Where there are alternative means of escape?	Yes
	h) Suitable protection of escape routes?	No
	i) Suitable fire precautions for all inner rooms?	N/A
	j) Escape routes unobstructed?	Yes
	k) Are escape routes free from slip & trip hazards?	Yes
	l) Provision of smoke ventilation systems to maintain the escape routes clear of smoke.	N/A
	m) Are Reciprocal Means of Escape present?	N/A
11.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants. Set against internal housing policies for people with disabilities?	Yes
11.4	Comments and hazards observed: - Flat entrance doors are in good condition and are considered to be notionally fire rated. All entrance doors (upper floors) that have to be passed en-route to the staircase shall require a self-closing mechanism if not already installed. Glazing at the side of flat entrance doors is not fire rated. Any doors (and surrounds) that have to be passed en-route to the staircase (upper floors) should be appropriately fire rated (FG30). The fire doors to the bin hopper rooms on the first and second floors do not close fully when released. Ensure the self-closing mechanism on each door is adjusted to guarantee a good fit into the rebate. The fire doors giving access from the staircase to the balconies require fire stopping where the frame meets the wall.	

12.0 Measures to Limit Fire Spread and Development

12.1	It is considered that there is: Compartmentation of a reasonable standard?	
	a) Reasonable limitation of linings that may promote fire spread?	No
	b) As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	Yes
12.2	Comments and hazards observed: - The hopper units are missing from the bin chute on the first and second floors. Ensure suitable hoppers are fitted that offer an adequate level of fire and smoke protection. The ceiling within the enclosed staircase appears to have a façade of varnished pine boards. Further investigation is required to determine fire resistance of the boards and the varnish. There are large openings in brickwork within the electrical cupboard. Any openings that undermine the fire integrity of the cupboard and/or building should be repaired appropriately in accordance with BS 476.	

13.0 Emergency Escape Lighting

13.1	Reasonable standard of emergency escape lighting system provided?	See below
	a) If no, was sufficient borrowed lighting provided to meet the minimum light levels (1 lux) for permanently unobstructed escape routes as recommended by BS5266: Pt 1?	No
	b) Was the emergency escape lighting system maintained in good working order?	N/A
13.2	Comments and hazards observed: Installation of emergency lighting recommended to current BS 5266-1:2016 specification.	

14.0	Fire Safety Signs and Notices	
14.1	Reasonable standard of fire safety signs and notices?	No
14.2	Comments and deficiencies observed: There are no 'Fire-Action' notices. 'Fire-Action' notices should be posted at all entrance / exit levels to the building indicating a 'Stay Put' policy.	
15.0	Means of Giving Warning In Case Of Fire	
15.1	Reasonable manually operated electrical fire alarm system provided?	N/A
15.2	Automatic fire detection provided?	N/A
	a) Throughout building communal areas?	N/A
	b) All areas being assessed?	N/A
15.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A
15.4	Remote transmission of alarm signals?	N/A
15.5	Comments and deficiencies observed: In 'general needs' blocks designed to support a 'stay put' policy, it is unnecessary and undesirable for a fire alarm system to be provided. A communal fire detection and alarm system will inevitably lead to a proliferation of false alarms.	
16.0	Manual Fire Extinguishing Appliances	
16.1	Reasonable provision of portable fire extinguishers?	N/A
16.2	Are hose reels provided?	No
16.3	Are all the fire extinguishing appliances readily accessible?	N/A
16.4	Comments and deficiencies observed: Fire-fighting equipment in common parts for use by residents is problematic. It is not expected that residents should need to tackle a fire in their flats to make their escape.	
17.0	Relevant Automatic Fire Extinguishing Systems	
17.1	Type of system:	N/A
17.2	Comments and deficiencies observed: None.	
18.0	Other Relevant Fixed Systems and Equipment	
18.1	Type of fixed system:	N/A
18.2	Suitable provision of fire-fighters switch(s) for high voltage luminous tube signs, etc.	N/A
18.3	Comments and deficiencies observed: None.	
MANAGEMENT OF FIRE SAFETY		
19.0	Procedures and Arrangements	
19.1	Fire safety is primarily managed by: London Borough of Lambeth Housing Management. In common with many large housing organisations, the functions involved with the everyday management of fire is divided between different departments. Housing Officers and Building Managers with the support of the Health & Safety Managers/Advisors undertake regular inspections of their properties and have reporting mechanisms in place to ensure effective action is taken.	
19.2	Is there a suitable record of the fire safety arrangements? Comment: London Borough of Lambeth has set up a fire safety database to monitor the effective planning, organisation, control, monitoring and review of the preventative and protective measures required to conform to the requirements of the Regulatory Reform (Fire Safety) Order 2005. The 'Technical Services Department' of LBL initiate and keep records for the maintenance and testing of any fire safety equipment.	Yes
19.3	Appropriate fire procedures in place? More specifically:	Yes
	a) Are procedures in the event of fire appropriate and properly documented?	Yes
	b) Are there suitable arrangements for summoning the fire and rescue service?	N/A
	c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	N/A

	d) Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A
	e) Is there a suitable fire assembly point(s)?	N/A
	f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A
	Comments: 'Fire Action' signs within blocks should indicate to occupiers or visitors what they must do in the event of fire. Responsibility for summoning the fire and rescue service falls with the residents. All London Borough of Lambeth tenants have been provided with instructions in what to do in the event of a fire. The instruction leaflets were issued in October 2009 in conjunction with the London Fire Brigade home fire safety campaign. Fire safety information is also supplied online at https://housingmanagement.lambeth.gov.uk/fire-safety .	
19.4	Persons nominated and trained to use fire extinguishing appliances?	N/A
	Comments: None.	
19.5	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N/A
	Comments: Residential dwelling blocks are considered to be unsupervised for a vast majority of the time. It is therefore unreasonable to expect the responsible person to facilitate the summoning of the fire service or manage the evacuation if one is needed.	
19.6	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?	Yes
	Comments: LFB retain unlimited access to all common areas. LBL liaise with LFB to inform them of any changes affecting the ability to fight fire in the building.	
19.7	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes
	Comments: Residents report defects to local housing office.	
20.0	Training and Drills	
20.1	Are all staff and contractors working for the landlord/managing agent given adequate fire safety instruction and training on induction?	Yes
	Comments: None.	
20.2	Are all staff given adequate periodic "refresher training" at suitable intervals?	Yes
	Comments: None.	
20.3	Does all staff training provide information, instruction or training on the following:	
	a) Fire risks in the premises?	Yes
	b) The fire safety measures in the building?	Yes
	c) Action on hearing the fire alarm signal?	Yes
	d) Method of operation of manual call points?	Yes
	e) Location and use of fire extinguishers?	Yes
	f) Means for summoning the fire and rescue service?	Yes
	g) Identity of persons nominated to assist with evacuation?	Yes
	h) Identity of persons nominated to use fire extinguishing appliances?	Yes
20.4	Comments: Some items listed above are not relevant when considering risk assessments on residential buildings, however, all points are covered as part of the general fire safety training for LBL staff.	
20.5	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A
	Comments: None.	
20.6	Are fire drills carried out at appropriate intervals?	N/A
	Comments: None.	
20.7	When the employees of another employer work in the premises:	
	a) Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	Yes

- b) Is it ensured that the employees are provided with adequate instructions and information? Yes

Comments: Contractors carrying out work at London Borough of Lambeth premises are pre-selected from an approved list. They will have undergone a selection and training process prior to being allowed to carry out work at London Borough of Lambeth premises. All contractors should comply with the requirements of the Construction (Design & Management) Regulations 2007, and London Borough of Lambeth has a responsibility to ensure that they are fully complied with. The findings of this risk assessment will be shared with any person carrying out works on the building.

21.0 Testing and Maintenance		
21.1	Adequate maintenance of premises?	Yes
	<i>Comments and deficiencies observed:</i> Appropriate records are maintained for all facilities requiring periodic maintenance located in the building. Although individual residencies are not considered as part of this risk assessment, maintenance and servicing records are held for all gas appliances supplied in dwellings and or common areas.	
21.2	Weekly testing and periodic servicing of fire detection and alarm system?	N/A
	<i>Comments and deficiencies observed:</i> Although individual residencies are not considered part of this risk assessment, maintenance and servicing records of fire detection and alarm systems where installed in tenanted properties are kept by LBL 'Technical Services Department'.	
21.3	Monthly, six-monthly and annual testing routines for emergency lighting?	N/A
	<i>Comments and deficiencies observed:</i> None	
21.4	Annual maintenance of fire extinguishing appliances?	N/A
	<i>Comments and deficiencies observed:</i> None.	
21.5	Periodic inspection of external escape staircases and gangways?	Yes
	<i>Comments and deficiencies observed:</i> None.	
21.6	Six-monthly inspection and annual testing of rising mains?	N/A
	<i>Comments and deficiencies observed:</i> None.	
21.7	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	N/A
	<i>Comments and deficiencies observed:</i> None.	
21.8	Weekly testing and periodic inspection of sprinkler installations?	N/A
	<i>Comments and deficiencies observed:</i> None.	
21.9	Routine checks of final exit doors and/or security fastenings?	N/A
	<i>Comments and deficiencies observed:</i> None.	
21.10	Annual inspection and test of lightning protection system?	N/A
	<i>Comments and deficiencies observed:</i> None.	
21.11	Routine checks on Ventilation and Extraction System?	N/A
	<i>Comments and deficiencies observed:</i> None.	
22.0 Records		
22.1	Appropriate records of:	
	a) Fire drills?	N/A
	b) Fire training?	N/A
	c) Fire alarm tests?	N/A
	d) Emergency escape lighting tests?	N/A
	e) Maintenance and testing of other fire protection systems?	N/A
	f) Maintenance and testing of Mechanical systems?	N/A
	g) Maintenance and testing of Electrical systems?	N/A
	<i>Comments:</i> Systems test and training records are held centrally.	

DETERMINING FIRE RISK

The risk is determined by estimating the potential severity of harm and the likelihood will occur. The matrix enables a general risk category to be estimated.

Examples of severity of harm categories:

Slight harm	Moderate harm	Extreme harm
Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant/s sleeping in the compartment in which fire occurs).	Outbreak of fire could foreseeably result (including serious injury) of one or more occupants outside the compartment of origin, but is unlikely to result in multiple fatalities.	Significant potential for serious injury or death of one or more occupants.

Examples of categories of likelihood of harm:

Categories for likelihood of harm	Low	Moderate	High
Typical occurrence.	Unusually low likelihood of fire as a result of negligible potential sources of ignition.	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Risk Eliminator

Likelihood of harm	Severity of Harm		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable	Moderate
Moderate	Tolerable risk	Moderate	Substantial
High	Moderate risk	Substantial	Intolerable

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

MODERATE

Assessment Priority Ratings

Risk level	Tolerability: guidance on necessary action and timescale
Trivial	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Tolerable	No additional costs are required unless they can be implemented at very cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Moderate	Consideration should be given as to whether the risk can be lowered, where applicable, to a tolerable level, and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Substantial	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the use, or to apply interim control measures, until this has been completed. Consideration should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
Intolerable	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable level or acceptable level. The activity should be halted

	until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the activity should remain prohibited.
Advisory (A)	Where actions are indicated in the assessment that concern matters relating to individual dwellings, Lambeth Living has no legal obligation to fulfil the recommendations given as individual dwellings which consist of a single household fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005.

Risk Categorisation	
Category of risk	Evaluation of tolerability
Trivial	Acceptable
Tolerable	Risk should be reduced so they are at a tolerable level
Moderate	
Substantial	
Intolerable	Unacceptable

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

ACTION PLAN

The following prioritised action plan details a concise list of all prioritised comments which have been highlighted in the risk assessment. The works highlighted are considered as requiring implementation in order to reduce fire risk or maintain it at a tolerable level for the safety of the occupants in or around the workplace/premises, for all persons frequenting the premises.

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

TOLERABLE

Priority Action Periods	
Priority 1	Action recommended to be completed ASAP call H&S team direct from site 0207-926-0063
Priority 2	Action recommended to be completed within 1 month
Priority 3	Action recommended to be completed within 1-2 months.
Priority 4	Action recommended to be completed within 2-6 months.
Priority 5	Long-term action to be taken – e.g. over a 1 to 3 year period.

Site Specific Significant Findings (INSERT REQUIREMENTS ONLY)						
Where multiple requirements fall within a section number (derived from the above) it is necessary to create a new row for each item and create sub reference e.g.: Section 12.4(item1),12.4(item2) etc.						
No	Sect No	Requirement	Priority	Action by whom	Date action sent to department	Notes
1	2.4	All smoke free premises have to display	PS	Housing	Click here	

		signs at the entrance to all blocks with internal common parts.		Management	to enter a date.	
2	7.3	Rubbish/waste within the electrical cupboard should be removed.	P1	Housing Management		
3	11.4	The fire doors giving access from the staircase to the balconies require fire stopping where the frame meets the wall.	P2	Capital Works		
4	11.4	Flat entrance doors are in good condition and are considered to be notionally fire rated. All entrance doors that have to be passed en route to the staircase shall require a self-closing mechanism if not already installed.	P2	Capital Works	Click here to enter a date.	Not All Doors completed. Tenanted only
5	11.4	Glazing at the side of flat entrance doors is not fire rated. Any doors (and surrounds) that have to be passed en-route to the staircase (upper floors) should be appropriately fire rated (FG30). Flats: 8, 9, 10, 11, 15.	P2	Capital Works		
6	12.2	The fire doors to the bin hopper rooms on the first and second floors do not close fully when released. Ensure the self-closing mechanism on each door is adjusted to guarantee a good fit into the rebate.	P2	Reactive maintenance		
7	12.2	The hopper units are missing from the bin chute on the first and second floors. Ensure suitable hoppers are fitted that offer an adequate level of fire and smoke protection.	P2	Reactive maintenance		
8	12.2	The ceiling within the enclosed staircase appears to have a façade of varnished pine boards. Further investigation is required to determine fire resistance of the boards and the varnish.	P2	Reactive maintenance		
9	12.2	There are large openings in brickwork within the electrical cupboard. Any openings that undermine the fire integrity of the cupboard and/or building should be repaired appropriately in accordance with BS 476.	P2	Capital works		
10	13.3	Installation of emergency lighting recommended to current BS 5266-1:2016 specification.	P3	Capital Works		
11	14.2	There are no 'Fire-Action' notices. 'Fire-Action' notices should be posted at all entrance / exit levels to the building indicating a 'Stay Put' policy.	P3	Housing Management		

Other Significant Findings: Management, Maintenance, Policies, Procedures and Training

(INSERT RECOMMENDATIONS ONLY)

Where multiple recommendations fall within a section number (derived from the above) it is necessary to create a new row for each item and create sub reference e.g.: Section 12.4(Item1),12.4(Item2) etc.

No	Sect No	Recommendation	Priority	Action by whom	Date action sent to department	Notes
1	1.3	It is recommended that the fixed wiring installation serving the common parts is checked in accordance with IEE wiring regulations.	P5	Capital Works	Click here to enter a date.	
2	A	Where relevant, gas boilers in each flat are serviced by Lambeth Council each year – it is recommended that service records are kept on file for all tenanted dwellings.	P5	Capital Works		
3	19.0	It is recommended that all residents are made aware of the evacuation strategy for the building on a regular basis.	P5	Housing Management		



12.2 Bin room door



12.2 Hoppers missing



11.4 non FRG



12.2 Varnished pine



12.2/7.3 Compartmentation/Combustibles



11.4 Fire door from the staircase to the balcony



Fire Risk Assessment

Prepared for and on behalf of London Borough of Lambeth

Address:

130-139 Coburg Crescent

London

SW2 3HU



Date: 19/07/2018
Assessor: Robert Moggridge KNK Building Services
Signature: 
Building Reference: STR005177
File Reference: STR005177_130-139_COBURG-CRESCENT_180719_RG2_.pdf

SCOPE OF ASSESSMENT AND METHODOLOGY

A fire risk assessment is an organised and methodical look at the premises/building, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of this fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in and around the building if a fire does start?

As London Borough of Lambeth employs five or more people, then the significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order, 2005.

In order to carry out this assessment London Borough of Lambeth have used the professional expertise and judgement of London Borough of Lambeth H&S Executive, and guidance contained in Publicly Available Specification (PAS 79: 2012) and Fire Safety Guidance documents issued by H.M Government. The recommendations made represent an assessment of the minimum standards considered for the safety of all persons frequenting properties solely or partly controlled by London Borough Lambeth. It should be borne in mind that an assessment is open to individual interpretation.

Information for the completion of this risk assessment was obtained by a physical inspection of the workplace/premises, associated work areas and examination of records and discussions with members of staff.

Note: Where the premise is put to residential use the assessment will be carried out on common parts of the building only. It is considered that flat entrance doors form part of the protection to the common escape route, as such this assessment will consider the suitability of the door from visual perspective only.

Where actions are indicated in the assessment that concern matters relating to individual dwellings, London Borough of Lambeth has no legal obligation to fulfil the recommendations given as individual dwellings which consist of a single household fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005.

The category of risk assigned to the workplace/premises is derived using the risk level estimator. However, once the recommended actions highlighted have been implemented, the category of risk can be considered to have been reduced to a tolerable level.

Assessment Review

After taking into consideration the nature and significance of the issues highlighted within this report is a requirement to establish a suitable period within which this assessment should be reviewed. Accordingly the suggested review date is detailed below.

ASSESSMENT INFORMATION SHEET																					
Date of Assessment:	19/07/2018																				
Date of Review:	19/07/2021																				
Risk Grade:	2 (3 years)																				
Fire Action Policy:	Stay Put.																				
Description of Building:	3 storey purpose built property housing general needs residents																				
Strategic housing area:	South Area																				
Premises Details																					
1. Use of Premises:	General Housing needs																				
2. Brief Details of Construction:-	Brick construction solid walls, solid floors, stairwell																				
3. Floor Plan Layout (add / subtract as appropriate):																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Floor levels</th> <th style="width: 20%;">Flat Nos</th> <th style="width: 15%;">No Stairs</th> <th style="width: 15%;">No Lifts</th> <th style="width: 35%;">Notes</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>130-133</td> <td>0</td> <td>0</td> <td>132 and 133 privately accessed</td> </tr> <tr> <td>1</td> <td>134-137</td> <td>1</td> <td>0</td> <td></td> </tr> <tr> <td>2</td> <td>138-139</td> <td>1</td> <td>0</td> <td></td> </tr> </tbody> </table>	Floor levels	Flat Nos	No Stairs	No Lifts	Notes	0	130-133	0	0	132 and 133 privately accessed	1	134-137	1	0		2	138-139	1	0	
Floor levels	Flat Nos	No Stairs	No Lifts	Notes																	
0	130-133	0	0	132 and 133 privately accessed																	
1	134-137	1	0																		
2	138-139	1	0																		
4. Total number of floors:	3																				
5. Basements:	0																				
6. Flats at ground floor level:-	3																				
7. Flats at upper floor levels:	6																				
8. Approximate size (M ²) per floor:	100+																				
9. Number of staircases:	1																				
10. Number of lifts:	0																				
11. Number of flats:	9																				
Fire Fighting Facilities																					
1. Dry Rising Main:	No																				
2. Fire Fighting Lift:	No																				
3. Lift (Fire override switch):	No																				
4. Fire Fighting Shaft:	No																				
5. Fire Loses:	Unknown Details: None																				
Car Parks																					
1. Car Park:	No																				
2. Type:	N/A																				
Disabled Access - Public Facilities – Vulnerable Persons – Concierge – Caretakers Accommodation																					
1. Disabled access/egress:	No																				
2. Public Facilities (community centres, meeting rooms etc.):	No Details: None																				
3. Concierge accommodation.	No																				
4. Caretaker's accommodation.	No																				
5. Vulnerable Persons:	Unknown Details: N/A																				
Limitations of Inspection																					
Common areas and flat entrances only																					

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1.0 Electrical Sources of Ignition		
1.1	Reasonable measures taken to prevent fires of electrical origin?	No
1.2	More specifically:	
	a) Fixed installation periodically inspected and tested?	No
	b) Portable appliance testing carried out?	N/A
	c) Suitable policy regarding the use of personal electrical appliances?	N/A
	d) Suitable limitation of trailing leads and adapters?	N/A
	e) Are electrical intake rooms adequately secured?	Yes
	f) Are electrical intake rooms free from combustible materials?	No
1.3	Comments and hazards observed:	
	1.2a- It could not be confirmed that periodic inspections of the electrical installations had been carried out. Arrange for the electrical installations to be inspected by a competent contractor or confirm inspections have been carried out by historical records.	
	1.2f- Combustible storage was observed in the electrical intake cupboard. Remove any combustible items/dust from the electrical intake cupboard.	
2.0 Smoking		
2.1	The Smoke-Free (Premises and Enforcement) Regulations 2006 applies to this premises.	
2.2	Reasonable measures taken to prevent fires as a result of smoking?	Yes
2.3	More specifically:	
	a) Smoking prohibited in the common areas of the building?	Yes
	b) Suitable arrangements for those who wish to smoke?	N/A
	c) Did this policy appear to be observed at the time of the inspection?	N/A
2.4	Comments and hazards observed: None	
3.0 Arson		
3.1	Does basic security against arson by outsiders appear reasonable?	Yes
3.2	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes
3.3	Comments and hazards observed: None.	
4.0 Portable heaters and heating installations		
4.1	Is the use of portable heaters avoided as far as practicable?	N/A
4.2	If portable heaters are used:	
	a) Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	N/A
	b) Are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A
4.3	Are fixed heating installations subject to regular maintenance?	N/A
4.4	Comments and hazards observed: Residential dwellings are not considered as part of this fire risk assessment, LBL provides annual testing and maintenance for all gas/heating appliances and pipework within tenanted dwellings and or common areas.	
5.0 Cooking		
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
5.2	More specifically:	
	a) Filters changed and ductwork cleaned regularly?	N/A
	b) Suitable extinguishing appliances available?	N/A
5.3	Comments and hazards observed: None.	
6.0 Lightning		
6.1	Does the building have a lightning protection system?	N/A
6.2	Comments and hazards observed: None.	

7.0	Housekeeping	
7.1	Is the standard of housekeeping adequate?	No
7.2	More specifically:	
	a) Do combustible materials appear to be separated from ignition sources?	No
	b) Are common escape routes free the accumulation of combustible materials or waste?	Yes
	c) Are stores provided within common escape routes?	No
	d) Are stores appropriately secured?	N/A
	e) Are common escape routes free from obstruction likely to impede means of escape or fire service access	Yes
7.3	Comments and hazards observed: 7.2a- Combustible storage was observed in the electrical intake cupboard. Remove any combustible items/dust from the electrical intake cupboard.	
8.0	Hazards Introduced By Outside Contractors and Building Works	
8.1	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	Yes
8.2	Are fire safety conditions imposed on outside contractors?	Yes
8.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	Yes
8.4	Comments and hazards observed: Contractors carrying out work at London Borough of Lambeth premises are pre-selected from an approved list. They will have undergone a selection and training process prior to being allowed to carry out work at London Borough of Lambeth premises. All contractors should receive a permit to work. There should be no reliance on London Borough of Lambeth staff to perform safety checks on hot works carried out by contractors. The permit to work system employed should clearly place the onus on contractors to restore all fire stopping when invasive work is carried out. Residents who carry out works in a property using their own contractor/s should under the terms of their tenancy or lease, inform LBL who will verify that the contractor/s are suitably qualified and insured and they will adhere to the same safety terms and conditions expected from contractors directly working for the Borough.	
9.0	Dangerous Substances	
9.1	If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
9.2	Comments and hazards observed: None.	
10.0	Other Significant Fire Hazards That Warrant Consideration	
10.1	Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?	N/A
10.2	Comments and hazards observed: None.	

FIRE PROTECTION MEASURES

11.0	Means of Escape from Fire	
11.1	It is considered that the building is provided with reasonable means of escape in case of fire?	No
11.2	More specifically	
	a) Adequate design of escape routes?	Yes
	b) Adequate provision of exits?	Yes
	c) Exits easily and immediately openable where necessary?	Yes
	d) Fire exits open in direction of escape where necessary?	N/A
	e) Avoidance of sliding or revolving doors on final exits?	Yes
	f) Reasonable distances of travel appropriate to the guidance given at the time of construction – if known: Where there is a single direction of travel?	Yes
	g) Where there are alternative means of escape?	Yes
	h) Suitable protection of escape routes?	No
	i) Suitable fire precautions for all inner rooms?	N/A
	j) Escape routes unobstructed?	Yes
	k) Are escape routes free from slip & trip hazards?	N/A
	l) Provision of smoke ventilation systems to maintain the escape routes clear of smoke.	N/A
	m) Are Reciprocal Means of Escape present?	N/A
11.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants. Set against internal housing policies for people with disabilities?	N/A
11.4	Comments and hazards observed:	
	11.2h- The door to the electrical intake cupboard did not appear to be of the adequate thickness/ density required in order to afford 30 minutes fire resistance. Large holes were observed along the top edge of the door. Protect the cupboards by lining the inside of the cupboard doors, with materials affording 30 minutes fire resistance.	
	11.2h- It was recorded that the flat entrance door to flat 138 had been fitted with a security gate. It is recommended that the security gate installed should be removed. If the residents feel there is a high risk of security measures needed (i.e. anti-social behaviour, break and entry, burglary etc.) and the existing security measures are not adequate then care is needed to ensure that any measures taken by the residents do not conflict with the need to escape in the event of fire. Security doors that achieve 30 minutes fire resistance are available. Security doors that can be easily removed by the fire and rescue service in an emergency are also available.	
	11.2h- The compartment fire door to flat 134 has been fitted with a personal lock. The lock fitted to the compartment fire door may hinder the escape of residents in the event of a fire and also delay access for fire fighters. It is therefore recommended that the lock be removed.	
	11.2h- It was observed that several of the refuse chutes within the common areas do not conform to the requirements of BS 5906 – ‘The code of practice for storage and onsite treatment of solid waste from buildings’ and the post 1991 Building Regulations.	
	The following key areas of non-compliance were observed:	
	<ul style="list-style-type: none"> • Section 5.56 of the current Building Regulations states that ‘Rooms containing refuse chutes should be approached either directly from the open air or by way of a protected lobby provided with not less than 0.2 metres squared of permanent ventilation’. This criterion has not been met. • Section 5.57 states that access to access to refuse storage chambers should not be sited adjacent to escape routes or final exits. 	
	It is recommended that the all refuse should be managed/ stored externally; using ‘wheelie’ style bins in a designated refuse store at least 5 metres from the building.	
	The existing refuse chutes should be blocked off, by a 1 hour fire resistant structure, at ground level.	

12.0	Measures to Limit Fire Spread and Development	
12.1	It is considered that there is: Compartmentation of a reasonable standard?	
	a) Reasonable limitation of linings that may promote fire spread?	Yes
	b) As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	N/A
12.2	Comments and hazards observed: -	
13.0	Emergency Escape Lighting	
13.1	Reasonable standard of emergency escape lighting system provided?	No
	a) If no, was sufficient borrowed lighting provided to meet the minimum light levels (1 lux) for permanently unobstructed escape routes as recommended by BS5266: Pt 1?	U/D
	b) Was the emergency escape lighting system maintained in good working order?	N/A
13.2	Comments and hazards observed: 13.2- Provisions should be in place in order to ensure that the common area escape routes can be adequately lit at all times. It is therefore recommended that an emergency escape lighting system, conforming to BS 5266 Part 1, should be installed and maintained within the common areas.	
14.0	Fire Safety Signs and Notices	
14.1	Reasonable standard of fire safety signs and notices?	No
14.2	Comments and deficiencies observed: 14.1- A mandatory 'Keep Locked Shut' sign has not been displayed on the door to the electrical intake cupboard. A mandatory 'Keep Locked Shut' sign should to be installed on the external side of the electrical intake cupboard door. 14.1- A safe condition Fire Exit 'Running Man' sign directing persons to the alternative escape route has not been displayed, in accordance with the requirements of 'The Health & Safety (Signs & Signals) Regulations 1996.' Display a (Green & White) Fire Exit 'Running Man' sign above the alternative fire escape. 14.1- A mandatory 'Fire Escape - Keep Clear' sign has not been displayed on the external side of the fire exit door in accordance with the requirements of 'The Health & Safety (Signs & Signals) Regulations 1996'. A mandatory 'Fire Escape - Keep Clear' sign should be displayed on the external side of the fire exit door.	
15.0	Means of Giving Warning In Case Of Fire	
15.1	Reasonable manually operated electrical fire alarm system provided?	N/A
15.2	Automatic fire detection provided?	N/A
	a) Throughout building communal areas?	N/A
	b) All areas being assessed?	N/A
15.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A
15.4	Remote transmission of alarm signals?	N/A
15.5	Comments and deficiencies observed: 15.0- It is not considered to be necessary to install a fire alarm system within the communal areas, due to the standard of the structural fire separation observed between the protected common escape route and the private dwellings. The building has been designed to support a 'stay put' fire response strategy, whereby only persons directly affected or threatened by a fire, heat or smoke are encouraged to evacuate from the building. The fire resistant compartments throughout the common areas should be maintained and any further recommendations relating to the upgrade of compartments set out within this report, should be followed. It is recommended that suitable mains operated smoke detectors achieving Grade D: LD3 coverage, in accordance with BS 5839-6, are installed/ maintained within the flats.	
16.0	Manual Fire Extinguishing Appliances	
16.1	Reasonable provision of portable fire extinguishers?	N/A
16.2	Are hose reels provided?	N/A
16.3	Are all the fire extinguishing appliances readily accessible?	N/A
16.4	Comments and deficiencies observed: Fire-fighting equipment in common parts for use by residents is problematic. It is not expected that residents should need to tackle a fire in their flats to make their escape.	

17.0	Relevant Automatic Fire Extinguishing Systems	
17.1	Type of system:	N/A
17.2	Comments and deficiencies observed: None.	
18.0	Other Relevant Fixed Systems and Equipment	
18.1	Type of fixed system:	N/A
18.2	Suitable provision of fire-fighters switch(s) for high voltage luminous tube signs, etc.	N/A
18.3	Comments and deficiencies observed: Additional note: Within residential properties there is increasing evidence that the provision of fire suppression systems on an individual or premises wide basis significantly reduces fire risk. Whilst not currently a legal requirement the installation of such a system should be considered particularly where future refurbishment of the property is being considered, or significant increased risks relating to individuals are identified.	

MANAGEMENT OF FIRE SAFETY

19.0	Procedures and Arrangements	
19.1	Fire safety is primarily managed by: London Borough of Lambeth Housing Management. In common with many large housing organisations, the functions involved with the everyday management of fire is divided between different departments. Housing Officers and Building Managers with the support of the Health & Safety Managers/Advisors undertake regular inspections of their properties and have reporting mechanisms in place to ensure effective action is taken.	
19.2	Is there a suitable record of the fire safety arrangements? Comment: London Borough of Lambeth has set up a fire safety database to monitor the effective planning, organisation, control, monitoring and review of the preventative and protective measures required to conform to the requirements of the Regulatory Reform (Fire Safety) Order 2005 The 'Technical Services Department' of LBL initiate and keep records for the maintenance and testing of any fire safety equipment.	Yes
19.3	Appropriate fire procedures in place? More specifically:	Yes
	a) Are procedures in the event of fire appropriate and properly documented?	Yes
	b) Are there suitable arrangements for summoning the fire and rescue service?	N/A
	c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	N/A
	d) Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A
	e) Is there a suitable fire assembly point(s)?	N/A
	f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A
	Comments: 'Fire Action' signs within blocks should indicate to occupiers or visitors what they must do in the event of fire. Responsibility for summoning the fire and rescue service falls with the residents. All London Borough of Lambeth tenants have been provided with instructions in what to do in the event of a fire. The instruction leaflets were issued in October 2009 in conjunction with the London Fire Brigade home fire safety campaign. Fire safety information is also supplied online at https://housingmanagement.lambeth.gov.uk/fire-safety .	
19.4	Persons nominated and trained to use fire extinguishing appliances? Comments: None.	N/A
19.5	Persons nominated and trained to assist with evacuation, including evacuation of disabled people? Comments: Choose an item.	N/A
19.6	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? Comments: Choose an item.	N/A
19.7	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? Comments: Residents report defects to local housing office.	Yes

20.0 Training and Drills		
20.1	Are all staff and contractors working for the landlord/managing agent given adequate fire safety instruction and training on induction? Comments: None.	N/A
20.2	Are all staff given adequate periodic "refresher training" at suitable intervals? Comments: None.	N/A
20.3	Does all staff training provide information, instruction or training on the following: <ul style="list-style-type: none"> a) Fire risks in the premises? b) The fire safety measures in the building? c) Action on hearing the fire alarm signal? d) Method of operation of manual call points? e) Location and use of fire extinguishers? f) Means for summoning the fire and rescue service? g) Identity of persons nominated to assist with evacuation? h) Identity of persons nominated to use fire extinguishing appliances? 	N/A N/A N/A N/A N/A N/A N/A N/A
20.4	Comments: Some items listed above are not relevant when considering risk assessments on residential buildings, however, all points are covered as part of the general fire safety training for LBL staff.	
20.5	Are staff with special responsibilities (e.g. fire wardens) given additional training? Comments: None.	N/A
20.6	Are fire drills carried out at appropriate intervals? Comments: None.	N/A
20.7	When the employees of another employer work in the premises: <ul style="list-style-type: none"> a) Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? b) Is it ensured that the employees are provided with adequate instructions and information? 	N/A N/A
<p>Comments: Contractors carrying out work at London Borough of Lambeth premises are pre-selected from an approved list. They will have undergone a selection and training process prior to being allowed to carry out work at London Borough of Lambeth premises. All contractors should comply with the requirements of the Construction (Design & Management) Regulations 2007, and London Borough of Lambeth has a responsibility to ensure that they are fully complied with.</p> <p>The findings of this risk assessment will be shared with any person carrying out works on the building.</p>		

21.0 Testing and Maintenance		
21.1	Adequate maintenance of premises? Comments and deficiencies observed: It has been advised that appropriate records are maintained for all facilities requiring periodic maintenance located in the building. Although individual residencies are not considered as part of this risk assessment, maintenance and servicing records are held for all gas appliances supplied in dwellings and or common areas.	Yes
21.2	Weekly testing and periodic servicing of fire detection and alarm system? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.3	Monthly, six-monthly and annual testing routines for emergency lighting? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.4	Annual maintenance of fire extinguishing appliances? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.5	Periodic inspection of external escape staircases and gangways? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.6	Six-monthly inspection and annual testing of rising mains? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.7	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.8	Weekly testing and periodic inspection of sprinkler installations? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.9	Routine checks of final exit doors and/or security fastenings? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.10	Annual inspection and test of lightning protection system? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.11	Routine checks on Ventilation and Extraction System? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
22.0 Records		
22.1	Appropriate records of:	
	a) Fire drills?	N/A
	b) Fire training?	N/A
	c) Fire alarm tests?	N/A
	d) Emergency escape lighting tests?	N/A
	e) Maintenance and testing of other fire protection systems?	N/A
	f) Maintenance and testing of Mechanical systems?	N/A
	g) Maintenance and testing of Electrical systems?	N/A
	Comments: It has been advised that systems test and training records are held centrally.	

DETERMINING FIRE RISK

The risk is determined by estimating the potential severity of harm and the likelihood will occur. The matrix enables a general risk category to be estimated.

Examples of severity of harm categories:

Slight harm	Moderate harm	Extreme harm
Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant/s sleeping in the compartment in which fire occurs).	Outbreak of fire could foreseeably result (including serious injury) of one or more occupants outside the compartment of origin, but is unlikely to result in multiple fatalities.	Significant potential for serious injury or death of one or more occupants.

Examples of categories of likelihood of harm:

Categories for likelihood of harm	Low	Moderate	High
Typical occurrence.	Unusually low likelihood of fire as a result of negligible potential sources of ignition.	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Risk Eliminator

Likelihood of harm	Severity of Harm		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable	Moderate
Moderate	Tolerable risk	Moderate	Substantial
High	Moderate risk	Substantial	Intolerable

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

MODERATE

Assessment Priority Ratings

Risk level	Tolerability: guidance on necessary action and timescale
Trivial	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Tolerable	No additional costs are required unless they can be implemented at very cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Moderate	Consideration should be given as to whether the risk can be lowered, where applicable, to a tolerable level, and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Substantial	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the use, or to apply interim control measures, until this has been completed. Consideration should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
Intolerable	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable level or acceptable level. The activity should be halted

	until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the activity should remain prohibited.
Advisory (A)	Where actions are indicated in the assessment that concern matters relating to individual dwellings, Lambeth Living has no legal obligation to fulfil the recommendations given as individual dwellings which consist of a single household fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005.

Risk Categorisation	
Category of risk	Evaluation of tolerability
Trivial	Acceptable
Tolerable	Risk should be reduced so they are at a tolerable level
Moderate	
Substantial	
Intolerable	Unacceptable

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

ACTION PLAN

The following prioritised action plan details a concise list of all prioritised comments which have been highlighted in the risk assessment. The works highlighted are considered as requiring implementation in order to reduce fire risk or maintain it at a tolerable level for the safety of the occupants in or around the workplace/premises, for all persons frequenting the premises.

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:
TOLERABLE

Priority Action Periods	
Priority 1	Action recommended to be completed ASAP call H&S team direct from site 0207-926-0063
Priority 2	Action recommended to be completed within 1 month
Priority 3	Action recommended to be completed within 1-2 months.
Priority 4	Action recommended to be completed within 2-6 months.
Priority 5	Long-term action to be taken – e.g. over a 1 to 3 year period.

Site Specific Significant Findings (INSERT REQUIREMENTS ONLY)						
Where multiple requirements fall within a section number (derived from the above) it is necessary to create a new row for each item and create sub reference e.g.: Section 12.4(Req1), 12.4(Req2) etc.						
No	Sect No	Requirement	Priority	Action by whom	Date action sent to department	Notes
1	1.2a	It could not be confirmed that periodic inspections of the electrical installations had been carried out. Arrange for the electrical installations to be inspected by a competent contractor or confirm inspections have been carried out by historical records.	P2	Reactive Maintenance		
2	1.2f	Combustible storage was observed in the electrical intake cupboard. Remove any combustible items/ dust from the electrical intake cupboard.	P3	Housing Management		
3	7.2a	Combustible storage was observed in the electrical intake cupboard. Remove any combustible items/ dust from the electrical intake cupboard.	P3	Housing Management		
4	11.2h	The door to the electrical intake cupboard did not appear to be of the adequate thickness/ density required in order to afford 30 minutes fire resistance. Large holes were observed along the top edge of the door. Protect the cupboards by lining the inside of the cupboard doors, with materials affording 30 minutes fire resistance.	P3	Capital Works		
5	11.2h	It was recorded that the flat entrance door to flat 138 had been fitted with a security gate. It is recommended that the security gate installed should be removed. If the residents feel there is a high risk of security measures needed (i.e. anti-social behaviour, break and entry, burglary etc.) and the existing security measures are not adequate then care is needed to ensure that any measures taken by the residents do not conflict with the need to escape in the event of fire. Security doors that achieve 30 minutes fire resistance are available. Security doors that can be easily removed by the fire and rescue service in an emergency are also available.	P3	Capital Works		
6	11.2h	The compartment fire door to flat 134 has been fitted with a personal lock. The lock fitted to the compartment fire door may hinder the escape of residents in the event of a fire and also delay access for fire fighters. It is therefore recommended that the lock be removed.	P3	Capital Works		
7	11.2h	It was observed that several of the refuse chutes within the common areas do not conform to the requirements of BS 5906 – 'The code of practice for storage and onsite treatment of solid waste from buildings' and the post 1991 Building Regulations. The following key areas of non compliance were observed: <ul style="list-style-type: none"> Section 5.56 of the current Building Regulations states that 'rooms containing refuse chutes should be approached either directly from the open air or by way of a protected lobby provided with not less than 0.2 metres squared of permanent ventilation'. This criterion has not been met. Section 5.57 states that access to access to refuse storage chambers should not be sited adjacent to escape routes or final exits. It is recommended that the all refuse should be managed/ stored externally; using 'wheelie' style bins in a designated refuse store at least 5 metres from the building. The existing refuse chutes should be blocked off, by a 1 hour fire resistant structure, at ground level.	P3	Capital Works		
8	13.2	Provisions should be in place in order to ensure that the common area escape routes can be adequately lit at all times. It is therefore recommended that an emergency escape lighting system, conforming to BS	P3	Capital Works		

		5266 Part 1, should be installed and maintained within the common areas.				
9	14.1	A mandatory 'Keep Locked Shut' sign has not been displayed on the door to the electrical intake cupboard. A mandatory 'Keep Locked Shut' sign should be installed on the external side of the electrical intake cupboard door.	P3	Housing Management		
10	14.1	A safe condition Fire Exit 'Running Man' sign directing persons to the alternative escape route has not been displayed, in accordance with the requirements of 'The Health & Safety (Signs & Signals) Regulations 1996.' Display a (Green & White) Fire Exit 'Running Man' sign above the alternative fire escape.	P3	Housing Management		
11	14.1	A mandatory 'Fire Escape - Keep Clear' sign has not been displayed on the external side of the fire exit door in accordance with the requirements of 'The Health & Safety (Signs & Signals) Regulations 1996'. A mandatory 'Fire Escape - Keep Clear' sign should be displayed on the external side of the fire exit door.	P3	Housing Management		

Other Significant Findings: Management, Maintenance, Policies, Procedures and Training (INSERT RECOMMENDATIONS ONLY)						
Where multiple recommendations fall within a section number (derived from the above) it is necessary to create a new row for each item and create sub reference e.g.: Section 12.4(item1),12.4(item2) etc.						
No	Sect No	Recommendation	Priority	Action by whom	Date action sent to department	Notes
1		Within residential properties there is increasing evidence that the provision of fire suppression systems on an individual or premises wide basis significantly reduces fire risk. Whilst not currently a legal requirement the installation of such a system should be considered particularly where future refurbishment of the property is being considered, or significant increased risks relating to individuals are identified.				



Combustibles in the intake cupboard

Non compliant refuse chute

Security gate to flat 138



Fire Risk Assessment

Prepared for and on behalf of London Borough of Lambeth

Address:

1-30 Despard House

London

SW2 3EW



Date: 19/07/2018
Assessor: Robert Moggridge KNK Building Services
Signature: 
Building Reference: STR000644
File Reference: STR000644_1-30_DESPARD-HOUSE_180719_RG2_.pdf

SCOPE OF ASSESSMENT AND METHODOLOGY

A fire risk assessment is an organised and methodical look at the premises/building, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of this fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in and around the building if a fire does start?

As London Borough of Lambeth employs five or more people, then the significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order, 2005.

In order to carry out this assessment London Borough of Lambeth have used the professional expertise and judgement of London Borough of Lambeth H&S Executive, and guidance contained in Publicly Available Specification (PAS 79: 2012) and Fire Safety Guidance documents issued by H.M Government. The recommendations made represent an assessment of the minimum standards considered for the safety of all persons frequenting properties solely or partly controlled by London Borough Lambeth. It should be borne in mind that an assessment is open to individual interpretation.

Information for the completion of this risk assessment was obtained by a physical inspection of the workplace/premises, associated work areas and examination of records and discussions with members of staff.

Note: Where the premise is put to residential use the assessment will be carried out on common parts of the building only. It is considered that flat entrance doors form part of the protection to the common escape route, as such this assessment will consider the suitability of the door from visual perspective only.

Where actions are indicated in the assessment that concern matters relating to individual dwellings, London Borough of Lambeth has no legal obligation to fulfil the recommendations given as individual dwellings which consist of a single household fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005.

The category of risk assigned to the workplace/premises is derived using the risk level estimator. However, once the recommended actions highlighted have been implemented, the category of risk can be considered to have been reduced to a tolerable level.

Assessment Review

After taking into consideration the nature and significance of the issues highlighted within this report is a requirement to establish a suitable period within which this assessment should be reviewed. Accordingly the suggested review date is detailed below.

ASSESSMENT INFORMATION SHEET

Date of Assessment:	19/07/2018
Date of Review:	19/07/2021
Risk Grade:	2 (3 years)
Fire Action Policy:	Stay Put.
Description of Building:	3 storey purpose built property housing general needs residents
Strategic housing area:	South Area

Premises Details

1. Use of Premises: General Housing needs
2. Brief Details of Construction:-Brick construction solid walls, solid floors, stairwell

3. Floor Plan Layout (add / subtract as appropriate):

Floor levels	Flat Nos	No Stairs	No Lifts	Notes
0	1-9 and 19-22	0	0	Privately accessed
1	23-26	1	0	
2	10-18 and 27-30	1	0	

4. Total number of floors: 3
5. Basements: 0
6. Flats at ground floor level:- 14
7. Flats at upper floor levels: 16
8. Approximate size (M²) per floor: 100+
9. Number of staircases: 1
10. Number of lifts: 0
11. Number of flats: 30

Fire Fighting Facilities

1. Dry Rising Main: No
2. Fire Fighting Lift: No
3. Lift (Fire override switch): No
4. Fire Fighting Shaft: No
5. Fire Loses: Unknown Details: None

Car Parks

1. Car Park: No
2. Type: N/A

Disabled Access - Public Facilities – Vulnerable Persons – Concierge – Caretakers Accommodation

1. Disabled access/egress: No
2. Public Facilities (community centres, meeting rooms etc.): No Details: None
3. Concierge accommodation. No
4. Caretaker's accommodation. No
5. Vulnerable Persons: Unknown Details: N/A

Limitations of Inspection

Common areas and flat entrances only

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1.0	Electrical Sources of Ignition	
1.1	Reasonable measures taken to prevent fires of electrical origin?	No
1.2	More specifically:	
	a) Fixed installation periodically inspected and tested?	No
	b) Portable appliance testing carried out?	N/A
	c) Suitable policy regarding the use of personal electrical appliances?	N/A
	d) Suitable limitation of trailing leads and adapters?	N/A
	e) Are electrical intake rooms adequately secured?	Yes
	f) Are electrical intake rooms free from combustible materials?	No
1.3	Comments and hazards observed: 1.2a- It could not be confirmed that periodic inspections of the electrical installations had been carried out. Arrange for the electrical installations to be inspected by a competent contractor or confirm inspections have been carried out by historical records. 1.2f- Combustible storage was observed in the electrical intake cupboard. Remove any combustible items/ dust from the electrical intake cupboard.	
2.0	Smoking	
2.1	The Smoke-Free (Premises and Enforcement) Regulations 2006 applies to this premises.	
2.2	Reasonable measures taken to prevent fires as a result of smoking?	Yes
2.3	More specifically:	
	a) Smoking prohibited in the common areas of the building?	Yes
	b) Suitable arrangements for those who wish to smoke?	N/A
	c) Did this policy appear to be observed at the time of the inspection?	N/A
2.4	Comments and hazards observed: None	
3.0	Arson	
3.1	Does basic security against arson by outsiders appear reasonable?	Yes
3.2	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes
3.3	Comments and hazards observed: None.	
4.0	Portable heaters and heating installations	
4.1	Is the use of portable heaters avoided as far as practicable?	N/A
4.2	If portable heaters are used:	
	a) Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	N/A
	b) Are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A
4.3	Are fixed heating installations subject to regular maintenance?	N/A
4.4	Comments and hazards observed: Residential dwellings are not considered as part of this fire risk assessment, LBL provides annual testing and maintenance for all gas/heating appliances and pipework within tenanted dwellings and or common areas.	
5.0	Cooking	
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
5.2	More specifically:	
	a) Filters changed and ductwork cleaned regularly?	N/A
	b) Suitable extinguishing appliances available?	N/A
5.3	Comments and hazards observed: None.	
6.0	Lightning	
6.1	Does the building have a lightning protection system?	N/A
6.2	Comments and hazards observed: None.	

7.0	Housekeeping	
7.1	Is the standard of housekeeping adequate?	No
7.2	More specifically:	
	a) Do combustible materials appear to be separated from ignition sources?	No
	b) Are common escape routes free the accumulation of combustible materials or waste?	Yes
	c) Are stores provided within common escape routes?	No
	d) Are stores appropriately secured?	N/A
	e) Are common escape routes free from obstruction likely to impede means of escape or fire service access	Yes
7.3	Comments and hazards observed: 7.2a- Combustible storage was observed in the electrical intake cupboard. Remove any combustible items/ dust from the electrical intake cupboard.	
8.0	Hazards Introduced By Outside Contractors and Building Works	
8.1	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	Yes
8.2	Are fire safety conditions imposed on outside contractors?	Yes
8.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	Yes
8.4	Comments and hazards observed: Contractors carrying out work at London Borough of Lambeth premises are pre-selected from an approved list. They will have undergone a selection and training process prior to being allowed to carry out work at London Borough of Lambeth premises. All contractors should receive a permit to work. There should be no reliance on London Borough of Lambeth staff to perform safety checks on hot works carried out by contractors. The permit to work system employed should clearly place the onus on contractors to restore all fire stopping when invasive work is carried out. Residents who carry out works in a property using their own contractor/s should under the terms of their tenancy or lease, inform LBL who will verify that the contractor/s are suitably qualified and insured and they will adhere to the same safety terms and conditions expected from contractors directly working for the Borough.	
9.0	Dangerous Substances	
9.1	If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
9.2	Comments and hazards observed: None.	
10.0	Other Significant Fire Hazards That Warrant Consideration	
10.1	Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?	N/A
10.2	Comments and hazards observed: None.	

FIRE PROTECTION MEASURES

11.0	Means of Escape from Fire	
11.1	It is considered that the building is provided with reasonable means of escape in case of fire?	No
11.2	More specifically	
	a) Adequate design of escape routes?	Yes
	b) Adequate provision of exits?	Yes
	c) Exits easily and immediately openable where necessary?	Yes
	d) Fire exits open in direction of escape where necessary?	N/A
	e) Avoidance of sliding or revolving doors on final exits?	Yes
	f) Reasonable distances of travel appropriate to the guidance given at the time of construction – if known: Where there is a single direction of travel?	Yes
	g) Where there are alternative means of escape?	Yes
	h) Suitable protection of escape routes?	No
	i) Suitable fire precautions for all inner rooms?	N/A
	j) Escape routes unobstructed?	Yes
	k) Are escape routes free from slip & trip hazards?	N/A
	l) Provision of smoke ventilation systems to maintain the escape routes clear of smoke.	N/A
	m) Are Reciprocal Means of Escape present?	N/A
11.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants. Set against internal housing policies for people with disabilities?	N/A
11.4	Comments and hazards observed:	
	11.2h- The sample number of flat entrance doors inspected were found not to adequately self-close. The flat entrance doors are critical to the safety of the common parts in the event of a fire within a flat. In view of this, it should be ensured that all front doors to the flats are fitted with suitable positive action self-closing devices. This should be undertaken in the short term as a matter of priority. Note: Rising butt hinges and single chain perko closers used to be acceptable under previous benchmark guidance, but are no longer considered suitable devices because they are unreliable in the effective closure of a door.	
	11.2h- On the day of inspection it was noted that the following flats had been fitted with panelled entrance doors that are considered not to achieve 30 minutes fire resistance, flats 13 and 14. In view of this, unless evidence to the contrary can be provided (i.e. a documented specification of the fire resistance standards for the door sets) the doors should be replaced with FD30S (incorporating cold smoke seals and intumescent strips) door sets - compliant to BS 476-22.	
	11.2h- It was observed that there is an inadequate level of fire stopping in place between the electrical intake cupboard and the common corridor. The gaps identified should be adequately fire stopped, allowing 1 hour's fire structural fire resistance to be achieved.	
	11.2h- The glazing along the balconies to the flats does not appear to be suitably fire resistant. In view of this, unless evidence to the contrary can be provided (i.e. a documented specification of the fire resistance standards for the windows) the glazing should be replaced with glass tested to achieve 30 minutes fire resistance in accordance with BS 476-22.	
	11.2h- The door to the boiler room was observed to have holes in. The door to the boiler room should be replaced with an FD30s self-closing door in line with BS476.	
	11.2h- The doors to the refuse chute on the 1 st and 2 nd floor are not fully self-closing. The self-closing devices fitted to the refuse chute room doors should be replaced with positive overhead closers capable of closing the doors within their frames from any angle.	
12.0	Measures to Limit Fire Spread and Development	
12.1	It is considered that there is: Compartmentation of a reasonable standard?	
	a) Reasonable limitation of linings that may promote fire spread?	Yes
	b) As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	N/A
12.2	Comments and hazards observed: -	

13.0	Emergency Escape Lighting	
13.1	Reasonable standard of emergency escape lighting system provided?	No
	a) If no, was sufficient borrowed lighting provided to meet the minimum light levels (1 lux) for permanently unobstructed escape routes as recommended by BS5266: Pt 1?	U/D
	b) Was the emergency escape lighting system maintained in good working order?	N/A
13.2	Comments and hazards observed: 13.2- Provisions should be in place in order to ensure that the common area escape routes can be adequately lit at all times. It is therefore recommended that an emergency escape lighting system, conforming to BS 5266 Part 1, should be installed and maintained within the common areas.	
14.0	Fire Safety Signs and Notices	
14.1	Reasonable standard of fire safety signs and notices?	No
14.2	Comments and deficiencies observed: 14.1- No 'Stay Put' Fire action notice has been displayed in the entrance hall. Display a 'Fire Action Notice' informing residents of the stay put policy in place at the property. 14.1- A mandatory 'Keep Locked Shut' sign has not been displayed on the door to the electrical intake cupboard and boiler room door. A mandatory 'Keep Locked Shut' sign should to be installed on the external side of the electrical intake cupboard door. 14.1- Mandatory 'Fire Door - Keep Shut' signs have not been displayed on the doors compartmenting the refuse chute rooms. Install mandatory 'Fire Door - Keep Shut' signs on both sides of the fire doors identified.	
15.0	Means of Giving Warning In Case Of Fire	
15.1	Reasonable manually operated electrical fire alarm system provided?	N/A
15.2	Automatic fire detection provided?	N/A
	a) Throughout building communal areas?	N/A
	b) All areas being assessed?	N/A
15.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A
15.4	Remote transmission of alarm signals?	N/A
15.5	Comments and deficiencies observed: 15.0- It is not considered to be necessary to install a fire alarm system within the communal areas, due to the standard of the structural fire separation observed between the protected common escape route and the private dwellings. The building has been designed to support a 'stay put' fire response strategy, whereby only persons directly affected or threatened by a fire, heat or smoke are encouraged to evacuate from the building. The fire resistant compartments throughout the common areas should be maintained and any further recommendations relating to the upgrade of compartments set out within this report, should be followed. It is recommended that suitable mains operated smoke detectors achieving Grade D: LD3 coverage, in accordance with BS 5839-6, are installed/ maintained within the flats.	
16.0	Manual Fire Extinguishing Appliances	
16.1	Reasonable provision of portable fire extinguishers?	N/A
16.2	Are hose reels provided?	N/A
16.3	Are all the fire extinguishing appliances readily accessible?	N/A
16.4	Comments and deficiencies observed: Fire-fighting equipment in common parts for use by residents is problematic. It is not expected that residents should need to tackle a fire in their flats to make their escape.	
17.0	Relevant Automatic Fire Extinguishing Systems	
17.1	Type of system:	N/A
17.2	Comments and deficiencies observed: None.	
18.0	Other Relevant Fixed Systems and Equipment	
18.1	Type of fixed system:	N/A
18.2	Suitable provision of fire-fighters switch(s) for high voltage luminous tube signs, etc.	N/A
18.3	Comments and deficiencies observed: Additional note: Within residential properties there is increasing evidence that the provision of fire suppression systems on an individual or premises wide basis significantly reduces fire risk. Whilst not currently a legal requirement the installation of such a system should be considered particularly where future refurbishment of the property is being considered, or significant increased risks relating to individuals are identified.	

MANAGEMENT OF FIRE SAFETY

19.0	Procedures and Arrangements	
19.1	<p>Fire safety is primarily managed by: London Borough of Lambeth Housing Management.</p> <p>In common with many large housing organisations, the functions involved with the everyday management of fire is divided between different departments. Housing Officers and Building Managers with the support of the Health & Safety Managers/Advisors undertake regular inspections of their properties and have reporting mechanisms in place to ensure effective action is taken.</p>	
19.2	<p>Is there a suitable record of the fire safety arrangements?</p> <p>Comment: London Borough of Lambeth has set up a fire safety database to monitor the effective planning, organisation, control, monitoring and review of the preventative and protective measures required to conform to the requirements of the Regulatory Reform (Fire Safety) Order 2005</p> <p>The 'Technical Services Department' of LBL initiate and keep records for the maintenance and testing of any fire safety equipment.</p>	Yes
19.3	<p>Appropriate fire procedures in place?</p> <p>More specifically:</p> <p>a) Are procedures in the event of fire appropriate and properly documented?</p> <p>b) Are there suitable arrangements for summoning the fire and rescue service?</p> <p>c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?</p> <p>d) Are there suitable arrangements for ensuring that the premises have been evacuated?</p> <p>e) Is there a suitable fire assembly point(s)?</p> <p>f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?</p> <p>Comments: 'Fire Action' signs within blocks should indicate to occupiers or visitors what they must do in the event of fire. Responsibility for summoning the fire and rescue service falls with the residents. All London Borough of Lambeth tenants have been provided with instructions in what to do in the event of a fire. The instruction leaflets were issued in October 2009 in conjunction with the London Fire Brigade home fire safety campaign. Fire safety information is also supplied online at https://housingmanagement.lambeth.gov.uk/fire-safety.</p>	<p>Yes</p> <p>Yes</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
19.4	<p>Persons nominated and trained to use fire extinguishing appliances? Comments: None.</p>	N/A
19.5	<p>Persons nominated and trained to assist with evacuation, including evacuation of disabled people?</p> <p>Comments: Choose an item.</p>	N/A
19.6	<p>Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?</p> <p>Comments: Choose an item.</p>	N/A
19.7	<p>Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?</p> <p>Comments: Residents report defects to local housing office.</p>	Yes

20.0 Training and Drills		
20.1	Are all staff and contractors working for the landlord/managing agent given adequate fire safety instruction and training on induction? Comments: None.	N/A
20.2	Are all staff given adequate periodic "refresher training" at suitable intervals? Comments: None.	N/A
20.3	Does all staff training provide information, instruction or training on the following:	
	a) Fire risks in the premises?	N/A
	b) The fire safety measures in the building?	N/A
	c) Action on hearing the fire alarm signal?	N/A
	d) Method of operation of manual call points?	N/A
	e) Location and use of fire extinguishers?	N/A
	f) Means for summoning the fire and rescue service?	N/A
	g) Identity of persons nominated to assist with evacuation?	N/A
	h) Identity of persons nominated to use fire extinguishing appliances?	N/A
20.4	Comments: Some items listed above are not relevant when considering risk assessments on residential buildings, however, all points are covered as part of the general fire safety training for LBL staff.	
20.5	Are staff with special responsibilities (e.g. fire wardens) given additional training? Comments: None.	N/A
20.6	Are fire drills carried out at appropriate intervals? Comments: None.	N/A
20.7	When the employees of another employer work in the premises:	
	a) Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A
	b) Is it ensured that the employees are provided with adequate instructions and information?	N/A
	Comments: Contractors carrying out work at London Borough of Lambeth premises are pre-selected from an approved list. They will have undergone a selection and training process prior to being allowed to carry out work at London Borough of Lambeth premises. All contractors should comply with the requirements of the Construction (Design & Management) Regulations 2007, and London Borough of Lambeth has a responsibility to ensure that they are fully complied with. The findings of this risk assessment will be shared with any person carrying out works on the building.	

21.0 Testing and Maintenance		
21.1	Adequate maintenance of premises? Comments and deficiencies observed: It has been advised that appropriate records are maintained for all facilities requiring periodic maintenance located in the building. Although individual residencies are not considered as part of this risk assessment, maintenance and servicing records are held for all gas appliances supplied in dwellings and or common areas.	Yes
21.2	Weekly testing and periodic servicing of fire detection and alarm system? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.3	Monthly, six-monthly and annual testing routines for emergency lighting? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.4	Annual maintenance of fire extinguishing appliances? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.5	Periodic inspection of external escape staircases and gangways? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.6	Six-monthly inspection and annual testing of rising mains? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.7	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.8	Weekly testing and periodic inspection of sprinkler installations? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.9	Routine checks of final exit doors and/or security fastenings? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.10	Annual inspection and test of lightning protection system? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
21.11	Routine checks on Ventilation and Extraction System? Comments and deficiencies observed: It has been advised records kept with LBL	N/A
22.0 Records		
22.1	Appropriate records of:	
	a) Fire drills?	N/A
	b) Fire training?	N/A
	c) Fire alarm tests?	N/A
	d) Emergency escape lighting tests?	N/A
	e) Maintenance and testing of other fire protection systems?	N/A
	f) Maintenance and testing of Mechanical systems?	N/A
	g) Maintenance and testing of Electrical systems?	N/A
	Comments: It has been advised that systems test and training records are held centrally.	

DETERMINING FIRE RISK

The risk is determined by estimating the potential severity of harm and the likelihood will occur. The matrix enables a general risk category to be estimated.

Examples of severity of harm categories:

Slight harm	Moderate harm	Extreme harm
Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant/s sleeping in the compartment in which fire occurs).	Outbreak of fire could foreseeably result (including serious injury) of one or more occupants outside the compartment of origin, but is unlikely to result in multiple fatalities.	Significant potential for serious injury or death of one or more occupants.

Examples of categories of likelihood of harm:

Categories for likelihood of harm	Low	Moderate	High
Typical occurrence.	Unusually low likelihood of fire as a result of negligible potential sources of ignition.	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Risk Eliminator

Likelihood of harm	Severity of Harm		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable	Moderate
Moderate	Tolerable risk	Moderate	Substantial
High	Moderate risk	Substantial	Intolerable

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

MODERATE

Assessment Priority Ratings

Risk level	Tolerability: guidance on necessary action and timescale
Trivial	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Tolerable	No additional costs are required unless they can be implemented at very cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Moderate	Consideration should be given as to whether the risk can be lowered, where applicable, to a tolerable level, and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Substantial	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the use, or to apply interim control measures, until this has been completed. Consideration should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
Intolerable	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable level or acceptable level. The activity should be halted

	until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the activity should remain prohibited.
Advisory (A)	Where actions are indicated in the assessment that concern matters relating to individual dwellings, Lambeth Living has no legal obligation to fulfil the recommendations given as individual dwellings which consist of a single household fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005.

Risk Categorisation	
Category of risk	Evaluation of tolerability
Trivial	Acceptable
Tolerable	Risk should be reduced so they are at a tolerable level
Moderate	
Substantial	
Intolerable	Unacceptable

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

ACTION PLAN

The following prioritised action plan details a concise list of all prioritised comments which have been highlighted in the risk assessment. The works highlighted are considered as requiring implementation in order to reduce fire risk or maintain it at a tolerable level for the safety of the occupants in or around the workplace/premises, for all persons frequenting the premises.


It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:
TOLERABLE

Priority Action Periods	
Priority 1	Action recommended to be completed ASAP call H&S team direct from site 0207-926-0063
Priority 2	Action recommended to be completed within 1 month
Priority 3	Action recommended to be completed within 1-2 months.
Priority 4	Action recommended to be completed within 2-6 months.
Priority 5	Long-term action to be taken – e.g. over a 1 to 3 year period.

Site Specific Significant Findings (INSERT REQUIREMENTS ONLY)						
Where multiple requirements fall within a section number (derived from the above) it is necessary to create a new row for each item and create sub reference e.g.: Section 12.4(Req1),12.4(Req2) etc.						
No	Sect No	Requirement	Priority	Action by whom	Date action sent to department	Notes
1	1.2a	It could not be confirmed that periodic inspections of the electrical installations had been carried out. Arrange for the electrical installations to be inspected by a competent contractor or confirm inspections have been carried out by historical records.	P2	Reactive Maintenance		
2	1.2f	Combustible storage was observed in the electrical intake cupboard. Remove any combustible items/ dust from the electrical intake cupboard.	P3	Housing Management		
3	7.2a	Combustible storage was observed in the electrical intake cupboard. Remove any combustible items/ dust from the electrical intake cupboard.	P3	Housing Management		
4	11.2h	The sample number of flat entrance doors inspected were found not to adequately self-close. The flat entrance doors are critical to the safety of the common parts in the event of a fire within a flat. In view of this, it should be ensured that all front doors to the flats are fitted with suitable positive action self-closing devices. This should be undertaken in the short term as a matter of priority. Note: Rising butt hinges and single chain perko closers used to be acceptable under previous benchmark guidance, but are no longer considered suitable devices because they are unreliable in the effective closure of a door.	P3	Capital Works		Tenanted flat entrance doors only replaced on the scheme. No communal or Leaseholder
5	11.2h	On the day of inspection it was noted that the following flats had been fitted with panelled entrance doors that are considered not to achieve 30 minutes fire resistance, flats 13 and 14. In view of this, unless evidence to the contrary can be provided (i.e. a documented specification of the fire resistance standards for the door sets) the doors should be replaced with FD30S (incorporating cold smoke seals and intumescent strips) door sets - compliant to BS 476-22.	P3	Capital Works		Tenanted flat entrance doors only replaced on the scheme. No communal or Leaseholder
6	11.2h	It was observed that there is an inadequate level of fire stopping in place between the electrical intake cupboard and the common corridor. The gaps identified should be adequately fire stopped, allowing 1 hour's fire structural fire resistance to be achieved.	P3	Capital Works		
7	11.2h	The glazing along the balconies to the flats does not appear to be suitably fire resistant. In view of this, unless evidence to the contrary can be provided (i.e. a documented specification of the fire resistance standards for the windows) the glazing should be replaced with glass tested to achieve 30 minutes fire resistance in accordance with BS 476-22.	P3	Capital Works		
8	11.2h	The door to the boiler room was observed to have holes in. The door to the boiler room should be replaced with an FD30s self closing door in line with BS476.	P3	Capital Works		
9	11.2h	The doors to the refuse chute on the 1 st and 2 nd floor are not fully self closing. The self closing devices fitted to the refuse chute room doors should be replaced with positive overhead closers capable of closing the doors within their frames from any angle.	P3	Capital Works		
10	13.2	Provisions should be in place in order to ensure that the common area escape routes can be adequately lit at all times. It is therefore recommended that an emergency escape lighting system, conforming to BS 5266 Part 1, should be installed and maintained within the common areas.	P3	Capital Works		
11	14.1	No 'Stay Put' Fire action notice has been displayed in the entrance hall. Display a 'Fire Action Notice' informing residents of the stay put policy in place at the property.	P3	Housing Management		

12	14.1	A mandatory 'Keep Locked Shut' sign has not been displayed on the door to the electrical intake cupboard and boiler room door. A mandatory 'Keep Locked Shut' sign should be installed on the external side of the electrical intake cupboard door.	P3	Housing Management		
13	14.1	Mandatory 'Fire Door - Keep Shut' signs have not been displayed on the doors compartmenting the refuse chute rooms. Install mandatory 'Fire Door - Keep Shut' signs on both sides of the fire doors identified.	P3	Reactive Maintenance		

Other Significant Findings: Management, Maintenance, Policies, Procedures and Training (INSERT RECOMMENDATIONS ONLY)						
Where multiple recommendations fall within a section number (derived from the above) it is necessary to create a new row for each item and create sub reference e.g.: Section 12.4(item1),12.4(item2) etc.						
No	Sect No	Recommendation	Priority	Action by whom	Date action sent to department	Notes
1		Within residential properties there is increasing evidence that the provision of fire suppression systems on an individual or premises wide basis significantly reduces fire risk. Whilst not currently a legal requirement the installation of such a system should be considered particularly where future refurbishment of the property is being considered, or significant increased risks relating to individuals are identified.				

 <p>Combustibles in the intake cupboard.</p>  <p>Holes in boiler room door.</p>	 <p>Fire stopping required.</p>  <p>Glazing along the balconies non fire rated.</p>
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Fire Risk Assessment

Prepared for and on behalf of London Borough of Lambeth

Address:
Ponton House
London
SW2 3EQ



Date: 20/06/2019

Assessor: John Andrews TIFireE KNK Building Services

Signature:

A handwritten signature in black ink that reads "J. Andrews".

Building Reference: STR000376

File Reference: STR000376_PONTON_HOUSE_190620_RG3

SCOPE OF ASSESSMENT AND METHODOLOGY

A fire risk assessment is an organised and methodical look at the premises/building, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of this fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in and around the building if a fire does start?

As London Borough of Lambeth employs five or more people, then the significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order, 2005.

In order to carry out this assessment London Borough of Lambeth have used the professional expertise and judgement of London Borough of Lambeth H&S Executive, and guidance contained in Publicly Available Specification (PAS 79: 2012) and Fire Safety Guidance documents issued by H.M Government. The recommendations made represent an assessment of the minimum standards considered for the safety of all persons frequenting properties solely or partly controlled by London Borough Lambeth. It should be borne in mind that an assessment is open to individual interpretation.

Information for the completion of this risk assessment was obtained by a physical inspection of the workplace/premises, associated work areas and examination of records and discussions with members of staff.

Note: Where the premise is put to residential use the assessment will be carried out on common parts of the building only. It is considered that flat entrance doors form part of the protection to the common escape route, as such this assessment will consider the suitability of the door from visual perspective only. Where actions are indicated in the assessment that concern matters relating to individual dwellings, London Borough of Lambeth has no legal obligation to fulfil the recommendations given as individual dwellings which consist of a single household fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005.

The category of risk assigned to the workplace/premises is derived using the risk level estimator. However, once the recommended actions highlighted have been implemented, the category of risk can be considered to have been reduced to a tolerable level.

Assessment Review

After taking into consideration the nature and significance of the issues highlighted within this report is a requirement to establish a suitable period within which this assessment should be reviewed. Accordingly, the suggested review date is detailed below.

ASSESSMENT INFORMATION SHEET																										
Date of Assessment:	20/06/2019																									
Date New Assessment is Required:	20/06/2021																									
Risk Grade:	3 (2 years)																									
Fire Action Policy:	Stay Put.																									
Description of Building:-	4 storey purpose built general needs residential block. Ground floor flats have external private access. Remaining flats accessed along open walkways/ balconies.																									
Strategic housing area:-	South Area																									
Premises Details																										
1. Use of Premises:	General Housing needs																									
2. Brief Details of Construction:-	External brick walls and partitioned internal walls.																									
3. Floor Plan Layout (add / subtract as appropriate):																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Floor levels</th> <th style="width: 35%;">Flat Nos</th> <th style="width: 10%;">No Stairs</th> <th style="width: 10%;">No Lifts</th> <th style="width: 30%;">Notes</th> </tr> </thead> <tbody> <tr> <td>Ground</td> <td>1, 2, 3, 4, 5, 6, 7, 8, 9, 19, 20, 21, 22, 31, 32, 33, 34</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td>All the flats mentioned have private external access.</td> </tr> <tr> <td>1st</td> <td>23, 24, 25, 26</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>2nd</td> <td>10, 11, 12, 13, 14, 15, 16, 17, 18, 27, 28, 29, 30</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> <td>External two means of escape</td> </tr> <tr> <td>3rd</td> <td>35, 36, 37, 38</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> </tr> </tbody> </table>	Floor levels	Flat Nos	No Stairs	No Lifts	Notes	Ground	1, 2, 3, 4, 5, 6, 7, 8, 9, 19, 20, 21, 22, 31, 32, 33, 34	1	0	All the flats mentioned have private external access.	1 st	23, 24, 25, 26	1	0		2 nd	10, 11, 12, 13, 14, 15, 16, 17, 18, 27, 28, 29, 30	2	0	External two means of escape	3 rd	35, 36, 37, 38	1	0	
Floor levels	Flat Nos	No Stairs	No Lifts	Notes																						
Ground	1, 2, 3, 4, 5, 6, 7, 8, 9, 19, 20, 21, 22, 31, 32, 33, 34	1	0	All the flats mentioned have private external access.																						
1 st	23, 24, 25, 26	1	0																							
2 nd	10, 11, 12, 13, 14, 15, 16, 17, 18, 27, 28, 29, 30	2	0	External two means of escape																						
3 rd	35, 36, 37, 38	1	0																							
4. Total number of floors:-	4																									
5. Basements:-	0																									
6. Flats at ground floor level:-	17																									
7. Flats at upper floor levels:-	21																									
8. Approximate size (M ²) per floor:-	400																									
9. Number of staircases:-	1																									
10. Number of lifts:-	0																									
11. Number of flats:-	38																									
Fire Fighting Facilities																										
1. Dry Rising Main:	No																									
2. Fire Fighting Lift:	No																									
3. Lift (Fire override switch):	No																									
4. Fire Fighting Shaft:	No																									
5. Fire Loses:	Unknown Details: -																									
Car Parks																										
1. Car Park:	No																									
2. Type:	N/A																									
Disabled Access - Public Facilities – Vulnerable Persons – Concierge – Caretakers Accommodation																										
1. Disabled access/egress:	No																									
2. Public Facilities (community centres, meeting rooms etc.):	No Details: -																									
3. Concierge accommodation.	No																									
4. Caretaker's accommodation.	No																									
5. Vulnerable Persons:	Unknown Details: -																									
Limitations of Inspection																										
Communal escape route and flat doors where possible.																										

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1.0	Electrical Sources of Ignition	
1.1	Reasonable measures taken to prevent fires of electrical origin?	Yes
1.2	More specifically:	
	a) Fixed installation periodically inspected and tested?	Yes
	b) Portable appliance testing carried out?	N/A
	c) Suitable policy regarding the use of personal electrical appliances?	N/A
	d) Suitable limitation of trailing leads and adapters?	N/A
	e) Are electrical intake rooms adequately secured?	Yes
	f) Are electrical intake rooms free from combustible materials?	Yes
1.3	Comments and hazards observed:	
2.0	Smoking	
2.1	The Smoke-Free (Premises and Enforcement) Regulations 2006 applies to this premises.	
2.2	Reasonable measures taken to prevent fires as a result of smoking?	Yes
2.3	More specifically:	
	a) Smoking prohibited in the common areas of the building?	Yes
	b) Suitable arrangements for those who wish to smoke?	N/A
	c) Did this policy appear to be observed at the time of the inspection?	N/A
2.4	Comments and hazards observed:	
3.0	Arson	
3.1	Does basic security against arson by outsiders appear reasonable?	Yes
3.2	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?	Yes
3.3	Comments and hazards observed:	
4.0	Portable heaters and heating installations	
4.1	Is the use of portable heaters avoided as far as practicable?	N/A
4.2	If portable heaters are used:	
	a) Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	N/A
	b) Are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A
4.3	Are fixed heating installations subject to regular maintenance?	N/A
4.4	Comments and hazards observed: Residential dwellings are not considered as part of this fire risk assessment, LBL provides annual testing and maintenance for all gas/heating appliances and pipework within tenanted dwellings and or common areas.	
5.0	Cooking	
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
5.2	More specifically:	
	a) Filters changed and ductwork cleaned regularly?	N/A
	b) Suitable extinguishing appliances available?	N/A
5.3	Comments and hazards observed:	
6.0	Lightning	
6.1	Does the building have a lightning protection system?	N/A
6.2	Comments and hazards observed: None.	

7.0 Housekeeping		
7.1	Is the standard of housekeeping adequate?	No
7.2	More specifically:	
	a) Do combustible materials appear to be separated from ignition sources?	Yes
	b) Are common escape routes free the accumulation of combustible materials or waste?	No
	c) Are stores provided within common escape routes?	No
	d) Are stores appropriately secured?	N/A
	e) Are common escape routes free from obstruction likely to impede means of escape or fire service access.	No
7.3	Comments and hazards observed: Wooden unit stored on walkway near to flat 27. Buckets and bicycle stored on walkway near to flat 18. Section of wood stored on walkway near to flat 13. Personal/ combustible items stored on the walkway near to flats 10 and 11. The common areas within a property providing sleeping accommodation should be 'fire sterile' and kept clear of storage at all times.	
8.0 Hazards Introduced By Outside Contractors and Building Works		
8.1	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	Yes
8.2	Are fire safety conditions imposed on outside contractors?	Yes
8.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	Yes
8.4	Comments and hazards observed: Contractors carrying out work at London Borough of Lambeth premises are pre-selected from an approved list. They will have undergone a selection and training process prior to being allowed to carry out work at London Borough of Lambeth premises. All contractors should receive a permit to work. There should be no reliance on London Borough of Lambeth staff to perform safety checks on hot works carried out by contractors. The permit to work system employed should clearly place the onus on contractors to restore all fire stopping when invasive work is carried out. Residents who carry out works in a property using their own contractor/s should under the terms of their tenancy or lease, inform LBL who will verify that the contractor/s are suitably qualified and insured and they will adhere to the same safety terms and conditions expected from contractors directly working for the Borough.	
9.0 Dangerous Substances		
9.1	If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
9.2	Comments and hazards observed: None.	
10.0 Other Significant Fire Hazards That Warrant Consideration		
10.1	Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?	N/A
10.2	Comments and hazards observed: None.	

FIRE PROTECTION MEASURES

11.0	Means of Escape from Fire	
11.1	It is considered that the building is provided with reasonable means of escape in case of fire?	No
11.2	More specifically	
	a) Adequate design of escape routes?	Yes
	b) Adequate provision of exits?	Yes
	c) Exits easily and immediately openable where necessary?	Yes
	d) Fire exits open in direction of escape where necessary?	N/A
	e) Avoidance of sliding or revolving doors on final exits?	Yes
	f) Reasonable distances of travel appropriate to the guidance given at the time of construction – if known: Where there is a single direction of travel?	Yes
	g) Where there are alternative means of escape?	N/A
	h) Suitable protection of escape routes?	No
	i) Suitable fire precautions for all inner rooms?	N/A
	j) Escape routes unobstructed?	Yes
	k) Are escape routes free from slip & trip hazards?	Yes
	l) Provision of smoke ventilation systems to maintain the escape routes clear of smoke.	N/A
	m) Are Reciprocal Means of Escape present?	N/A
11.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants. Set against internal housing policies for people with disabilities?	No
11.4	Comments and hazards observed: Please refer to issue ID references 1.3 and 7.3.	
	No self closing mechanism observed on entrance doors to flats 18. Install an adequate self-closing mechanisms on the entrance door to flat 18. The self-closing device installed should be capable of closing the doors in their frame from any angle and overcoming the resistance of any latch. Double chain perko or overhead self closing devices are widely considered to be most appropriate for this purpose.	
	No access to flats 10, 11, 12, 13, 14, 17, 35, 38, 27 and 30. A proactive approach to gaining access to the flats identified should be undertaken to check for self-closing mechanisms.	
	Panelled wooden and non-fire glass in the entrance doors to flats 36 and 37 were observed. Replace the doors with self-closing FD30S door sets compliant with BS476-22 standards.	
	UPVC entrance door to flat 15. Replace with a self-closing door set compliant with BS476-22 standards.	
	Damage observed on the entrance door to flat 28 and 29. It is recommended that the doors are replaced with a self-closing FD30S door set compliant with BS476-22 standards.	
	Damage observed to the frame around the entrance door to flat 29. It is recommended that the frames are replaced with approved materials.	
	Panelled composite entrance door to flat 16. Certification verifying the fire resistance standard of the door sets should be obtained from the supplier/installer and made available for inspection. If the fire rating of the door cannot be verified or does not comply with current standards, replace with a self-closing FD30S door set compliant to BS476-22.	
	Missing letterplate on the external side of the entrance door to flat 35. Install an approved fire resistant letterplate onto the entrance door to flat 35.	
	Non fire-resistant glazing observed adjacent to the entrance doors to flats 23-26, 10-18 and 27-30. It is recommended that the existing windows identified should be replaced with glazing tested to BS476 standards.	
	Security gate on entrance doors to flats 16, 10, 7 and 30. It is recommended that the security gate should be removed. If the residents feel there is a high risk of security measures needed (i.e. anti-social behaviour, break and entry, burglary etc..) and the existing security measures are not adequate then care is needed to ensure that any measures taken by the residents do not conflict with the need to escape in the event of fire. Security doors that achieve 30 minutes fire resistance are available. Security doors that can be easily removed by the fire and rescue service in an emergency are also available.	

The glazing in the doors to the walkways throughout did not appear to be adequately fire resistant. In view of this, unless evidence to the contrary can be provided (i.e. a documented specification of the fire resistance standards for the glazing identified) the doors should be replaced with self-closing FD30S (incorporating cold smoke seals and intumescent strips) door sets - compliant to BS 476-22.

It appears that no means of allowing persons to manually override the electronic door locking systems at the main entrance doors and the doors from each communal walkway is in place. It could not be verified that the system is set to return to the unlocked position upon a loss of power or system error. It should be verified that the system is set to return to the unlocked position upon a loss of power or system error, in accordance with BS 9999. Alternatively, a manual door release unit (Type A) conforming to BS EN 54-11:2001+A1 should be installed adjacent to the exit.

12.0 Measures to Limit Fire Spread and Development

12.1 It is considered that there is:

Compartmentation of a reasonable standard?

- | | |
|--|---------|
| a) Reasonable limitation of linings that may promote fire spread? | Yes |
| b) As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? | Unknown |

12.2 **Comments and hazards observed:**

Whilst not observed within the common areas, given the height of the building, it is considered likely that a common extract system serving the bathrooms throughout is in place. If verified to be in place, the existing configuration of the system should be confirmed, via consultation with a common extraction system specialist, i.e. the presence (or lack of) shunt ducts etc. should be established. It is unlikely that it will be practicable to retrospectively upgrade the extraction system to meet current benchmark standards, i.e. by introducing mechanical fire and smoke dampers into the ducts, it is recommended that intumescent vents are fitted to the extract systems within all flats. Arrangements should be implemented for the routine maintenance and cleaning of the common extract systems serving the bathrooms.

13.0 Emergency Escape Lighting

13.1 Reasonable standard of emergency escape lighting system provided? No

- | | |
|---|-----|
| a) If no, was sufficient borrowed lighting provided to meet the minimum light levels (1 lux) for permanently unobstructed escape routes as recommended by BS5266: Pt 1? | No |
| b) Was the emergency escape lighting system maintained in good working order? | N/A |

13.2 **Comments and hazards observed:**

No emergency lighting observed along the communal escape routes. Provisions should be in place in order to ensure that the common area escape routes can be adequately lit at all times. It is therefore recommended that an emergency escape lighting system, conforming to BS 5266 Part 1, should be installed and maintained within the common areas. Emergency lighting units should be positioned so as to illuminate changes of direction throughout the escape routes and above the final exit doors.

14.0 Fire Safety Signs and Notices

14.1 Reasonable standard of fire safety signs and notices? No

14.2 **Comments and deficiencies observed:**

Incorrect Fire Action Notices displayed around the property. Replace the current signs with Fire Action Notices supporting a 'Stay Put' policy.

No 'Keep Locked Shut' sign observed on the door to the electrical intake cupboard. Display a 'Keep Locked Shut' sign on the door to the electrical intake cupboard.

15.0 Means of Giving Warning In Case Of Fire		
15.1	Reasonable manually operated electrical fire alarm system provided?	N/A
15.2	Automatic fire detection provided?	N/A
	a) Throughout building communal areas?	N/A
	b) All areas being assessed?	N/A
15.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A
15.4	Remote transmission of alarm signals?	N/A
15.5	Comments and deficiencies observed: Note: Although not within the scope of the communal area fire risk assessment, it is recommended that mains operated smoke detectors achieving Grade D: LD3 coverage (a system incorporating detectors in circulation spaces that form part of the escape routes from the dwelling only), are installed within the dwellings in order to protect the sleeping occupants. It is not necessary to interlink the smoke detectors within the dwellings to the communal detection and warning devices.	
16.0 Manual Fire Extinguishing Appliances		
16.1	Reasonable provision of portable fire extinguishers?	N/A
16.2	Are hose reels provided?	N/A
16.3	Are all the fire extinguishing appliances readily accessible?	No
16.4	Comments and deficiencies observed:	
17.0 Relevant Automatic Fire Extinguishing Systems		
17.1	Type of system:	N/A
17.2	Comments and deficiencies observed: Sprinklers Within residential properties there is increasing evidence that the provision of fire suppression systems on an individual or premises wide basis significantly reduces fire risk. Whilst not currently a legal requirement the installation of such a system should be considered particularly where future refurbishment of the property is being considered, or significant increased risks relating to individuals are identified.	
18.0 Other Relevant Fixed Systems and Equipment		
18.1	Type of fixed system:	N/A
18.2	Suitable provision of fire-fighters switch(s) for high voltage luminous tube signs, etc.	N/A
18.3	Comments and deficiencies observed: None.	

MANAGEMENT OF FIRE SAFETY

19.0	Procedures and Arrangements	
19.1	Fire safety is primarily managed by London Borough of Lambeth Housing Management. In common with many large housing organisations, the functions involved with the everyday management of fire is divided between different departments. Housing Officers and Building Managers with the support of the Health & Safety Managers/Advisors undertake regular inspections of their properties and have reporting mechanisms in place to ensure effective action is taken.	
19.2	Is there a suitable record of the fire safety arrangements? Comment: London Borough of Lambeth has set up a fire safety database to monitor the effective planning, organisation, control, monitoring and review of the preventative and protective measures required to conform to the requirements of the Regulatory Reform (Fire Safety) Order 2005 The 'Technical Services Department' of LBL initiate and keep records for the maintenance and testing of any fire safety equipment.	N/A
19.3	Appropriate fire procedures in place? More specifically:	N/A
	a) Are procedures in the event of fire appropriate and properly documented?	N/A
	b) Are there suitable arrangements for summoning the fire and rescue service?	N/A
	c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	N/A
	d) Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A
	e) Is there a suitable fire assembly point(s)?	N/A
	f) Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A
	Comments: 'Fire Action' signs within blocks should indicate to occupiers or visitors what they must do in the event of fire. Responsibility for summoning the fire and rescue service falls with the residents. All London Borough of Lambeth tenants have been provided with instructions in what to do in the event of a fire. The instruction leaflets were issued in October 2009 in conjunction with the London Fire Brigade home fire safety campaign. Fire safety information is also supplied online at https://housingmanagement.lambeth.gov.uk/fire-safety .	
19.4	Persons nominated and trained to use fire extinguishing appliances? Comments: None.	N/A
19.5	Persons nominated and trained to assist with evacuation, including evacuation of disabled people? Comments: Residential dwelling blocks are considered to be unsupervised for a vast majority of the time. It is therefore unreasonable to expect the responsible person to facilitate the summoning of the fire service or manage the evacuation if one is needed.	N/A
19.6	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? Comments: LBL liase with LBF to inform them of any changes affecting the ability to fight fire in the building.	N/A
19.7	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? Comments: Scheduled housing audit inspections which are inclusive of H&S matters are undertaken by LBL Housing Management.	N/A

20.0 Training and Drills		
20.1	Are all staff and contractors working for the landlord/managing agent given adequate fire safety instruction and training on induction? Comments: None.	n/a
20.2	Are all staff given adequate periodic "refresher training" at suitable intervals? Comments: None.	N/A
20.3	Does all staff training provide information, instruction or training on the following: a) Fire risks in the premises? b) The fire safety measures in the building? c) Action on hearing the fire alarm signal? d) Method of operation of manual call points? e) Location and use of fire extinguishers? f) Means for summoning the fire and rescue service? g) Identity of persons nominated to assist with evacuation? h) Identity of persons nominated to use fire extinguishing appliances?	N/A N/A N/A N/A N/A N/A N/A N/A
20.4	Comments: Some items listed above are not relevant when considering risk assessments on residential buildings, however, all points are covered as part of the general fire safety training for LBL staff.	
20.5	Are staff with special responsibilities (e.g. fire wardens) given additional training? Comments: None.	N/A
20.6	Are fire drills carried out at appropriate intervals? Comments: None.	N/A
20.7	When the employees of another employer work in the premises: a) Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? b) Is it ensured that the employees are provided with adequate instructions and information?	N/A N/A
	Comments: Contractors carrying out work at London Borough of Lambeth premises are pre-selected from an approved list. They will have undergone a selection and training process prior to being allowed to carry out work at London Borough of Lambeth premises. All contractors should comply with the requirements of the Construction (Design & Management) Regulations 2007, and London Borough of Lambeth has a responsibility to ensure that they are fully complied with. The findings of this risk assessment will be shared with any person carrying out works on the building.	

21.0 Testing and Maintenance		
21.1	Adequate maintenance of premises? Comments and deficiencies observed: Appropriate records are maintained for all facilities requiring periodic maintenance located in the building. Although individual residencies are not considered as part of this risk assessment, maintenance and servicing records are held for all gas appliances supplied in dwellings and or common areas.	Yes
21.2	Weekly testing and periodic servicing of fire detection and alarm system? Comments and deficiencies observed:	N/A
21.3	Monthly, six-monthly and annual testing routines for emergency lighting? Comments and deficiencies observed:	N/A
21.4	Annual maintenance of fire extinguishing appliances? Comments and deficiencies observed: None.	N/A
21.5	Periodic inspection of external escape staircases and gangways? Comments and deficiencies observed: None.	N/A
21.6	Six-monthly inspection and annual testing of rising mains? Comments and deficiencies observed: None.	N/A
21.7	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? Comments and deficiencies observed: None.	N/A
21.8	Weekly testing and periodic inspection of sprinkler installations? Comments and deficiencies observed: None.	N/A
21.9	Routine checks of final exit doors and/or security fastenings? Comments and deficiencies observed: None.	N/A
21.10	Annual inspection and test of lightning protection system? Comments and deficiencies observed: None.	N/A
21.11	Routine checks on Ventilation and Extraction System? Comments and deficiencies observed: None.	N/A
22.0 Records		
22.1	Appropriate records of:	
	a) Fire drills?	N/A
	b) Fire training?	N/A
	c) Fire alarm tests?	N/A
	d) Emergency escape lighting tests?	N/A
	e) Maintenance and testing of other fire protection systems?	N/A
	f) Maintenance and testing of Mechanical systems?	N/A
	g) Maintenance and testing of Electrical systems?	N/A
	Comments:	

DETERMINING FIRE RISK

The risk is determined by estimating the potential severity of harm and the likelihood will occur. The matrix enables a general risk category to be estimated.

Examples of severity of harm categories:

Slight harm	Moderate harm	Extreme harm
Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant/s sleeping in the compartment in which fire occurs).	Outbreak of fire could foreseeably result (including serious injury) of one or more occupants outside the compartment of origin but is unlikely to result in multiple fatalities.	Significant potential for serious injury or death of one or more occupants.

Examples of categories of likelihood of harm:

Categories for likelihood of harm	Low	Moderate	High
Typical occurrence.	Unusually low likelihood of fire as a result of negligible potential sources of ignition.	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Risk Eliminator

Likelihood of harm	Severity of Harm		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial risk	Tolerable	Moderate
Moderate	Tolerable risk	Moderate	Substantial
High	Moderate risk	Substantial	Intolerable

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

MODERATE

Assessment Priority Ratings	
Risk level	Tolerability: guidance on necessary action and timescale
Trivial	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Tolerable	No additional costs are required unless they can be implemented at very cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Moderate	Consideration should be given as to whether the risk can be lowered, where applicable, to a tolerable level, and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Substantial	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the use, or to apply interim control measures, until this has been completed. Consideration should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
Intolerable	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable level or acceptable level. The activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the activity should remain prohibited.
Advisory (A)	Where actions are indicated in the assessment that concern matters relating to individual dwellings, Lambeth Living has no legal obligation to fulfil the recommendations given as individual dwellings which consist of a single household fall outside the scope of the Regulatory Reform (Fire Safety) Order, 2005.

Risk Categorisation	
Category of risk	Evaluation of tolerability
Trivial	Acceptable
Tolerable	Risk should be reduced so they are at a tolerable level
Moderate	
Substantial	
Intolerable	Unacceptable

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

ACTION PLAN

The following prioritised action plan details a concise list of all prioritised comments which have been highlighted in the risk assessment. The works highlighted are considered as requiring implementation in order to reduce fire risk or maintain it at a tolerable level for the safety of the occupants in or around the workplace/premises, for all persons frequenting the premises.

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

TOLERABLE

Priority Action Periods

Priority 1	Action recommended to be completed ASAP call H&S team direct from site 0207-926-0063
Priority 2	Action recommended to be completed within 1 month
Priority 3	Action recommended to be completed within 1-2 months.
Priority 4	Action recommended to be completed within 2-6 months.
Priority 5	Long-term action to be taken – e.g. over a 1 to 3-year period.

Site Specific Significant Findings (INSERT REQUIREMENTS ONLY)						
Where multiple requirements fall within a section number (derived from the above) it is necessary to create a new row for each item and create sub reference e.g.: Section 12.4(item1),12.4(item2) etc.						
No	Sect No	Requirement	Priority	Action by whom	Date action sent to department	Notes
1	7.3	Wooden unit stored on walkway near to flat 27. Buckets and bicycle stored on walkway near to flat 18. Section of wood stored on walkway near to flat 13. Personal/ combustible items stored on the walkway near to flats 10 and 11. The common areas within a property providing sleeping accommodation should be 'fire sterile' and kept clear of storage at all times.	P3	Housing management		
2	11.4 Item 1	No self-closing mechanism observed on entrance doors to flat 18. Install adequate self-closing mechanisms on the entrance doors to flat 18. The self-closing device installed should be capable of closing the doors in their frame from any angle and overcoming the resistance of any latch. Double chain perko or overhead self-closing devices are widely considered to be most appropriate for this purpose.	P3	Reactive maintenance		
3	11.4 Item 2	Panelled wooden and non-fire glass in the entrance doors to flats 36 was observed. Replace the door with a self-closing FD30S door set compliant with BS476-22 standards.	P3	Reactive maintenance		
4	11.4 item 3	Panelled wooden and non-fire glass in the entrance doors to flats 37 was observed. Replace the door with a self-closing FD30S door set compliant with BS476-22 standards.	P3	Reactive maintenance		
5	11.4 Item 4	UPVC entrance door to flat 15. Replace with a self-closing door set compliant with BS476-22 standards.	P3	Reactive maintenance		

6	11.4 Item 5	<p>Damage observed on the entrance door to flat 28.</p> <p>It is recommended that the door is replaced with a self-closing FD30S door set compliant with BS476-22 standards.</p>	P3	Reactive maintenance		
7	11.4 Item 6	<p>Damage observed to the entrance door to flat 29.</p> <p>It is recommended that the door is replaced with a self-closing FD30S door set compliant with BS476-22 standards.</p>		Reactive maintenance		
8	11.4 Item 7	<p>Damage observed to the frame around the entrance door to flat 29.</p> <p>It is recommended that the frames are replaced with approved materials.</p>	P3	Reactive maintenance		
9	11.4 Item 8	<p>Panelled composite entrance door to flat 16.</p> <p>Certification verifying the fire resistance standard of the door sets should be obtained from the supplier/installer and made available for inspection. If the fire rating of the door cannot be verified or does not comply with current standards, replace with a self-closing FD30S door set compliant to BS476-22.</p>	P3	Reactive maintenance		
10	11.4 Item 9	<p>Missing letterplate on the external side of the entrance door to flat 35.</p> <p>Install an approved fire resistant letterplate onto the entrance door to flat 35.</p>	P3	Reactive maintenance		
11	11.4 Item 10	<p>Non fire-resistant glazing observed adjacent to the entrance doors to flats 23-26, 10-18 and 27-30.</p> <p>It is recommended that the existing windows identified should be replaced with glazing tested to BS476 standards.</p>	P3	Reactive maintenance		

12	11.4 Item 11	<p>Security gate on entrance doors to flats 16, 10, 7 and 30.</p> <p>It is recommended that the security gate should be removed. If the residents feel there is a high risk of security measures needed (i.e. anti-social behaviour, break and entry, burglary etc.) and the existing security measures are not adequate then care is needed to ensure that any measures taken by the residents do not conflict with the need to escape in the event of fire. Security doors that achieve 30 minutes fire resistance are available. Security doors that can be easily removed by the fire and rescue service in an emergency are also available.</p>	P3	Reactive maintenan ce		
13	11.4 Item 12	<p>It appears that no means of allowing persons to manually override the electronic door locking systems at the main entrance doors and the doors from each communal walkway is in place.</p> <p>It could not be verified that the system is set to return to the unlocked position upon a loss of power or system error. It should be verified that the system is set to return to the unlocked position upon a loss of power or system error, in accordance with BS 9999. Alternatively, a manual door release unit (Type A) conforming to BS EN 54-11:2001+A1 should be installed adjacent to the exit.</p>	P3	Reactive maintenan ce		
14	13.2	<p>No emergency lighting observed along the communal escape routes.</p> <p>Provisions should be in place in order to ensure that the common area escape routes can be adequately lit at all times. It is therefore recommended that an emergency escape lighting system, conforming to BS 5266 Part 1, should be installed and maintained within the common areas.</p> <p>Emergency lighting units should be positioned so as to illuminate changes of direction throughout the escape routes and above the final exit doors.</p>	P3	Capital works		
15	14.2 Item 1	<p>Incorrect Fire Action Notices displayed around the property.</p> <p>Replace the current signs with Fire Action Notices supporting a 'Stay Put' policy.</p>	P3	Housing managemen t		

16	14.2 Item 2	No 'Keep Locked Shut' sign observed on the door to the electrical intake cupboard. Display a 'Keep Locked Shut' sign on the doors to the electrical intake cupboard.	P3	Housing managem ent		
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Other Significant Findings: Management, Maintenance, Policies, Procedures and Training (INSERT RECOMMENDATIONS ONLY)						
Where multiple recommendations fall within a section number (derived from the above) it is necessary to create and new row for each item and create sub reference e.g.: Section 12.4(item1),12.4(item2) etc.						
No	Sect No	Recommendation	Priority	Action by whom	Date action sent to department	Notes
1	11.4	No access to flats 10, 11, 12, 13, 14, 17, 35, 38, 27 and 30. A proactive approach to gaining access to the flats identified should be undertaken to check for self-closing mechanisms.	P3	Reactive maintenance		
2	12.2	Whilst not observed within the common areas, given the height of the building, it is considered likely that a common extract system serving the bathrooms throughout is in place. If verified to be in place, the existing configuration of the system should be confirmed, via consultation with a common extraction system specialist, i.e. the presence (or lack of) shunt ducts etc. should be established. It is unlikely that it will be practicable to retrospectively upgrade the extraction system to meet current benchmark standards, i.e. by introducing mechanical fire and smoke dampers into the ducts, it is recommended that intumescent vents are fitted to the extract systems within all flats. Arrangements should be implemented for the routine maintenance and cleaning of the common extract systems serving the bathrooms.	P5	Capital works		
3	15.5	Note: Although not within the scope of the communal area fire risk assessment, it is recommended that mains operated smoke detectors achieving Grade D: LD3 coverage (a system incorporating detectors in circulation spaces that form part of the escape routes from the dwelling only), are installed within the dwellings in order to protect the sleeping occupants.	P4	Capital works		

Flats highlighted in green are the ones which have been replaced

4	17.2	<p>Sprinklers Within residential properties there is increasing evidence that the provision of fire suppression systems on an individual or premises wide basis significantly reduces fire risk. Whilst not currently a legal requirement the installation of such a system should be considered particularly where future refurbishment of the property is being considered, or significant increased risks relating to individuals are identified.</p>	P3	Capital works		
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Photographic Evidence:



**1-16 Chalner
Palace Estate
London
SW2 3NR.**



Fire Compartmentation Report - The following report has been carried out to determine the extent of the fire protection to the stairwells, riser cupboards and communal areas.

The requirements for the report are to determine the level of protection to the compartment walls in communal corridors and riser cupboards. This will entail assessing if there are any potential unprotected sections of the compartment walls where the spread of flame can travel from one property to another property or communal areas adjacent.

With the report restricted to selected areas only, the report is deemed to be a compartment report only and not a Fire Risk Assessment Survey to the dwelling.



Action Planning



Details of Findings

Details of Findings

Photo's

Gaps around services above doors in common area (20x20)

Remedial work required. Ensure the gaps are sealed with intumescent mastic installed to manufacturer's tested detail.



4

Gaps around doors in common area (150x60)

Remedial work required. Ensure the gaps are sealed with intumescent Batt & mastic installed to manufacturer's tested detail.



1

Damage to doors

Replace with FD60 doors



6

Non fire rated Wooden soffit board over flat doors (900 x 1120)

Replace with a suitable fire resistant material in line with manufacturer's tested detail.



9

Flat entry doors

Front entr. doors are ear compliant. An additional FD survey is recommended as it was not possible to thoroughly examine the FED.

Tenanted flat entrance doors only replaced on the scheme. No communal or Leaseholder



16

Details of Findings

Details of Findings

Photo's

Ground floor Non fire rated
Wooden boxing board over
flat doors (20m x 550x270)

Replace with a suitable fire
resistant material in line
with manufacturer's tested
detail.

1



**130-139 Coburg
Palace Estate
London
SW2 3NR.**



Fire Compartmentation Report - The following report has been carried out to determine the extent of the fire protection to the stairwells, riser cupboards and communal areas.

The requirements for the report are to determine the level of protection to the compartment walls in communal corridors and riser cupboards. This will entail assessing if there are any potential unprotected sections of the compartment walls where the spread of flame can travel from one property to another property or communal areas adjacent.

With the report restricted to selected areas only, the report is deemed to be a compartment report only and not a Fire Risk Assessment Survey to the dwelling.



Action Planning



Details of Findings

Details of Findings

Photo's

Gaps around services over doors in common area (40x40)

Remedial work required. Ensure the gaps are sealed with intumescent Batt & mastic installed to manufacturer's tested detail.



20

Ground floor Non fire rating boxing in common area (10m x 550x270)

Boxing with a suitable fire resistant material in line with manufacturer's tested detail.



1

Non fire rated Access door on bin shoot (600x400)

Replace with a suitable fire resistant door in line with manufacturer's tested detail.



2

Gaps around services in common area (120x20)

Remedial work required. Ensure the gaps are sealed with intumescent mastic installed to manufacturer's tested detail.



4

Flat entry doors

Front entr. doors are ear compliant. An additional FD survey is recommended as it was not possible to thoroughly examine the FED.

Tenanted flat entrance doors only replaced on the scheme. No communal or Leaseholder



9

Details of Findings

Details of Findings

Photo's

Top floor Soffit non fire rated (40m2)

Replace with a suitable fire resistant material in line with manufacturer's tested detail.

1



level1 Gaps around services in common area floor (40x40)

Remedial work required. Ensure the gaps are sealed with intumescent Batt & mastic installed to manufacturer's tested detail.

1



**1-30 Despard
Palace Estate
London
SW2 3NR.**



Fire Compartmentation Report - The following report has been carried out to determine the extent of the fire protection to the stairwells, riser cupboards and communal areas.

The requirements for the report are to determine the level of protection to the compartment walls in communal corridors and riser cupboards. This will entail assessing if there are any potential unprotected sections of the compartment walls where the spread of flame can travel from one property to another property or communal areas adjacent.

With the report restricted to selected areas only, the report is deemed to be a compartment report only and not a Fire Risk Assessment Survey to the dwelling.



Action Planning



Details of Findings

Details of Findings

Photo's

Non fire rated Wooden
Access panel (630x610)

Replace with a suitable fire
resistant material in line
with manufacturer's tested
detail.



5

Gaps around doors in
common area (100x40)

Remedial work required.
Ensure the gaps are
sealed with intumescent
Batt & mastic installed to
manufacturer's tested
detail.



1

Gaps around services
above doors in common
area (20x20)

Remedial work required.
Ensure the gaps are
sealed with intumescent
mastic installed to
manufacturer's tested
detail.



2

Non fire rated Wooden
soffit board over flat doors
(900 x 1120)

Replace with a suitable fire
resistant material in line
with manufacturer's tested
detail.



4

Flat entry doors

Front entr. doors are ear
compliant. An additional
FD survey is
recommended as it was
not possible to thoroughly
examine the FED.

Tenanted flat entrance doors
only replaced on the scheme. No
communal or Leaseholder



30



Details of Findings

Details of Findings

Photo's

Non fire rated Wooden soffit board over flat doors (3.50 m2)per flat

Replace with a suitable fire resistant material in line with manufacturer's tested detail.

9



Exposed pipe work above common area (6m x 1500x300) per flat

Boxing with a suitable fire resistant material in line with manufacturer's tested detail.

9



Gaps around services above doors in common area (120x20)

Remedial work required. Ensure the gaps are sealed with intumescent mastic installed to manufacturer's tested detail.

2



Non fire rated Wooden board under window with gas pipe penetration (4m x 230)per flat

Replace with a suitable fire resistant material in line with manufacturer's tested detail.

9



**1-38 Ponton
Palace Estate
London
SW2 3NR.**



Fire Compartmentation Report - The following report has been carried out to determine the extent of the fire protection to the stairwells, riser cupboards and communal areas.

The requirements for the report are to determine the level of protection to the compartment walls in communal corridors and riser cupboards. This will entail assessing if there are any potential unprotected sections of the compartment walls where the spread of flame can travel from one property to another property or communal areas adjacent.

With the report restricted to selected areas only, the report is deemed to be a compartment report only and not a Fire Risk Assessment Survey to the dwelling.



Action Planning



Details of Findings

Details of Findings

Photo's

Non fire rated Wooden
Access panel (630x610)

Replace with a suitable fire
resistant material in line
with manufacturer's tested
detail.



4

Gaps around doors in
common area (50x50)

Remedial work required.
Ensure the gaps are
sealed with intumescent
Batt & mastic installed to
manufacturer's tested
detail.



2

Gaps around services
above doors in common
area (20x20)

Remedial work required.
Ensure the gaps are
sealed with intumescent
mastic installed to
manufacturer's tested
detail.



2

Non fire rated Wooden
soffit board over flat doors
(900 x 1120)

Replace with a suitable fire
resistant material in line
with manufacturer's tested
detail.



4

Flat entry doors

Front entr. doors are ear
compliant. An additional
FD survey is
recommended as it was
not possible to thoroughly
examine the FED.



38

Details of Findings

Details of Findings

Photo's

Non fire rated Wooden soffit board over flat doors (3.50 m2)per flat

Replace with a suitable fire resistant material in line with manufacturer's tested detail.

9



Exposed pipe work above common area (6m x 1500x300) per flat

Boxing with a suitable fire resistant material in line with manufacturer's tested detail.

9



Gaps around services above doors in common area (20x20)

Remedial work required. Ensure the gaps are sealed with intumescent mastic installed to manufacturer's tested detail.

14



Non fire rated Wooden board under window with gas pipe penetration (4m x 230)per flat

Replace with a suitable fire resistant material in line with manufacturer's tested detail.

11



Level 2 Non fire rated Wooden boxing over flat doors (12m x 550 x 300)

Replace with a suitable fire resistant material in line with manufacturer's tested detail.

1





Details of Findings

Details of Findings

Photo's

Level 1 Non fire rated
Wooden boxing over flat
doors (20m x 550 x 300)

Replace with a suitable fire
resistant material in line
with manufacturer's tested
detail.

1



Non fire rated Wooden
Access panel
(1320x1730)

Replace with a suitable fire
resistant material in line
with manufacturer's tested
detail.

1



Non fire rated Wooden
Access panel
(2380x1500)

Replace with a suitable fire
resistant material in line
with manufacturer's tested
detail.

2



Gaps around doors in
common area (50x50)

Remedial work required.
Ensure the gaps are
sealed with intumescent
Batt & mastic installed to
manufacturer's tested
detail.

1



Gaps around doors in
common area (50x50)

Remedial work required.
Ensure the gaps are
sealed with intumescent
Batt & mastic installed to
manufacturer's tested
detail.

1



**Scope of Works for Landlords Lighting Upgrade Works at:
Palace Road
London
SW2 3EG**

**For and on behalf of:
Engie
3 Bishops Square
Hatfield
Hertfordshire
AL10 9NE**

2022
Issue 1.0: Tender Issue

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Scope of Works for Landlords Lighting upgrade works

1 INTRODUCTION

This particular specification details the requirements the replacement of landlords lighting for the following properties:

Properties	
Despard / Ponton/ Coburg (130-139)/ Chalner House	

This specification shall be read in conjunction with the accompanying schedules (Property Schedules and Drawing Schedules), all of which detail the extent of the Contractors duties and responsibilities.

Scope of Pricing:

1. Price to replace all of the existing lighting in accordance with the attached lux bright specifications.
2. Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.
3. Extra over to replace whole system.
4. Include for Contractor Design and all associated Commissioning and Handover certificates.

Prices to be supplied individually and per block.

Notwithstanding that British Standards have been quoted in this document, full compliance with the latest BS and EN standards, where such exist, including those issued in respect of metric or harmonised standards is required for all specified materials.

All equipment and controls that become redundant as a result of the refurbishment shall be removed from site. No claims for removals will be accepted for failure to comply with this clause.

All equipment that uses electricity shall be CE marked.

The electrical systems installer shall be NICEIC registered as an Approved Contractor, and shall provide evidence to confirm. All electrical work shall be carried out by qualified and suitably demonstrably competent electricians as agreed and recommended by Lambeth Council.

The Contractor shall be responsible for the development of the particular requirements associated with the works in accordance with the particular and standard requirements of this specification.

All works shall be carried out in accordance with BS7671:2018 and associated Guidance Notes, latest amendments.

Scope of Works for Landlords Lighting upgrade works

1.1 SCOPE OF WORKS

The electrical works shall include the supervision; co-ordination; supply and delivery; off-loading; storing; erection; installation; testing and commissioning, of the services associated with the project, all as contained within this specification.

The Works shall include the following:-

- a. Detailed programming of the works to minimise disruption to residents (no residents will be decanted during these works).
- b. Installation of new complete landlords communal lighting with emergency function as per design by Thorlux ref:
- c. Complete removal of relevant redundant cabling and redundant containment once new installation is in place.
- d. Builders work, making good and fire stopping of any holes through walls, floors and fire compartments.
- e. Testing, commissioning and certification of the electrical systems relating to the landlords lighting installation.
- f. Provision of O&M Manuals.
- g. Provision of Spares.
- h. Instruction/training of Client's staff.

1.2 GENERAL DETAILS OF EXISTING INSTALLATION

The existing landlords lighting installation has failed the electrical test (document number 000008048)

General lack of sufficient lighting and emergency provision. Existing containment is failing and requires replacement.

Landlords distribution equipment has also failed the electrical test and requires replacing.

Refer to documents attached as listed in Appendix 2

Scope of Works for Landlords Lighting upgrade works

1.3 CONTRACTOR'S RESPONSIBILITY

The contractor shall undertake design development and shall take instruction from Pellings. If drawings are provided they are for information purposes only and show required containment routes and method of installation.

The contractor shall undertake all calculations to determine containment and conductor sizes taking into account areas where minimum sizes are specified.

Where the Contractor believes the design development will impact on the system performance this shall be notified to the consultant for consideration

The Contractor's responsibility shall include the following:-

1. Develop design to verify cable, containment and the required lux levels are achieved.
2. The provision of technical submissions and such details as are necessary to demonstrate their understanding of the design as detailed on the Schedules to the satisfaction of the Client.
3. Preparation of a programme of works covering all aspects of the contract. This shall include those aspects of the works that require co-ordination with other contract programmes. Method Statements shall be prepared covering complex operations and those having a direct influence on the continuing operation of the Building.
4. Off-loading and storage of all equipment.
5. Liaise, co-ordinate and co-operate with all other Contractors that may be employed by the Client to carry out other works related to the project.
6. Co-ordinate and manage all sub-Contractors and specialists involved in the works, to ensure adherence to the programme and compliance with site procedures.
7. Advise the Client in writing, and within 3 working days, of the cost implications to the Electrical Services scheme arising from changes to the scheme or as a result of (written or verbal) instructions issued by the Contract Administrator on site

Scope of Works for Landlords Lighting upgrade works

1.4 SITE INSPECTION

To fully understand the works, the Contractor is advised to undertake site surveys to familiarise themselves with the amount and type of work contained within this document.

It is also strongly recommended to undertake site surveys of the communal areas and to familiarise themselves with the geographical location of the properties and to understand the limitations and the working nature of the site.

Any costs from failing to undertake surveys and site visits will be deemed to be included. No additional costs will be accepted.

The Contractor should note that detailed record drawings are not available but it is anticipated that these will not be required for the Contractors to undertake this work.

1.5 THE SITE

For the purpose of this specification 'The Site' refers to each individual site listed in item 1.0 of this document.

The following general site conditions will be adhered to but not limited to. The Contractor shall also refer to the main Contractor for other site conditions.

- The Contractor will refrain from using or playing loud radios.
- The Contractor will refrain from noisy and boisterous behaviour.
- The Contractor will limit the use of mobile phones within the site area. If mobile phones are to be used they will be used in a designated area outside the site for health and safety reasons.
- The Contractor will refrain from using foul or bad language.
- The Contractor and his operatives will wear identifying branded clothing and/or insignia such that he is identifiable throughout the project.
- The Contractor will wear full PPE as required by the main Contractor.

WC's and welfare facilities for the site operatives will be supplied by the main Contractor. Temporary services to allow the Contractor to undertake the installation will be provided free of charge. However if these services need to be extended and modified to suit the site requirements, these will be extended at the Contractors own cost.

1.6 SITE STORAGE AND DELIVERIES

All materials must be delivered on a planned scheduled basis and this will be strictly controlled via predetermined requested deliveries and times. Adhoc deliveries will not be accepted. The

Scope of Works for Landlords Lighting upgrade works

Contractor shall note that access to the sites is restricted and the contractor shall ensure delivery vehicles are suitable for the site access conditions.

All vehicles shall switch off their engines whilst loading and unloading.

1.7 SETTING OUT WORKS AND DIMENSIONS

The Contractor shall be responsible for the accurate setting out of the works.

The Contractor is responsible for ensuring that all specified items are correct and can be fitted in the spaces provided for them. Due allowance shall be made for subsequent access to equipment where the use of a tool is required.

1.8 CO-ORDINATION OF SERVICES

The Contractor shall be responsible for the co-ordination of all mechanical and electrical systems throughout the contract area and incoming services serving the contract area.

1.9 BUILDERS WORK

The Contractor shall carry out all builders work required as part of the works, and shall be responsible for providing all builders work details to the satisfaction of the Client

The Contractor shall be responsible for producing builders work drawings and marking out

Builder's work shall specifically include: -

- Builder's work drawings indicating requirements.
- Marking and location of conduit, cable and duct holes through building elements.
- Drilling and cutting of all holes, openings and chases in the building fabric.
- Making good wall, soffit and floor finishes internally and externally, including local making good. Any redecoration post works will be the responsibility of Lambeth Council.
- Fire stopping between floors and fire compartments.
- Anti-corrosion treatment e.g. painting of exposed ferrous metals or other services associated items.
- Protection and hoardings as necessary.

1.10 FIRE STOPPING

Where apertures are required in order for cables and their containment to pass through fire barriers (i.e. walls and floors), the holes shall be fire stopped and such works shall be certified accordingly

Scope of Works for Landlords Lighting upgrade works

utilised and product installed by an accredited specialist fire stopping Contractor (see BS476 Part 20 and EN1366-3).

Where containment penetrates walls fire pillows are to be installed where required, a notice shall be installed to the outside of the containment to indicate the installation of fire pillows.

1.11 CDM REGULATIONS

The Contractor should be aware that this project may be notifiable under the CDM Regulations (depending upon bidders' response) and in this consideration the Contractor shall allow for all costs in this report.

The Contractor will not act as the Principal Contractor; this role shall be undertaken by the Main Contractor. However the electrical contractor shall ensure that duties bestowed upon them by the CDM regulations are adhered to and provided throughout the contract.

Scope of Works for Landlords Lighting upgrade works

2 ELECTRICAL SYSTEMS PARTICULAR SPECIFICATION

2.1 WIRING, CONTAINMENT & EMERGENCY LANDLORDS LIGHTING SYSTEM

The Contractor shall provide all necessary containment systems. All containment shall be of proprietary manufacture.

The Contractor shall provide all necessary internal/external bends, tees, couplers, running couplers, sets, end caps etc. to form a complete electrically and mechanically continuous containment installations.

Containment shall be installed to run with the contours of the building.

Containment shall have, throughout the length of its run, as a minimum a degree of protection to IP4X; the contractor shall also assess the requirement for the prevention of water ingress.

All containment shall be installed in full accordance with the manufacturer's recommendations to ensure that they are able to correctly install all cabling and satisfactorily commission the installation on completion in accordance with the defined standards for the cabling system.

The contractor shall provide an emergency lighting installation as indicated on the lighting design issued by Thorlux.

The complete emergency lighting installation shall comply with BS 5266 and other relevant documents. It is the contractors responsibility to ensure the required lux levels are achieved by liaising with Thorlux to ensure full understanding of their design and site requirements.

New luminaires are of LED type and where indicated will incorporate an emergency 3 hour battery pack providing illumination for a period of at least 3 hours upon mains failure. The emergency luminaires shall include batteries, charges, changeover contacts and green coloured LED (S). LED's should be clearly visible from below while the fitting is ON.

Testing of emergency circuits shall be via a "Emergency Test " key switch with indicator located within the mains intake cupboard.

Lighting control via Thomas & Betts (Royce Thompson) adjustable two part photocells.

Consideration should be given to relocating the landlords distribution from the existing position to an alternative area. This is due to water ingress and the ability to install the new system in parallel to the existing until change over.

Existing lift supplies would need to be extended to new landlords board position.

It is proposed that a galvanised trunking to be installed as a riser to enable galvanised conduits to be installed for the new emergency lighting positions.

Scope of Works for Landlords Lighting upgrade works

Distribution Boards

- 2.2 The Contractor shall provide all necessary Distribution Boards. Landlord Services shall be manufactured by Eaton, Memshield 3

All Distribution Boards shall be provided in full accordance with the manufacturers recommendations to ensure that they are able to correctly install all cabling and satisfactorily commission the installation on completion in accordance with the defined standards for the cabling system.

2.3 **Earthing and bonding**

The installation shall be earthed and bonded to meet the requirements of the 18th Edition BS 7671 wiring regulations.

Care shall be taken to ensure effective earthing and bonding throughout the containment system, all accessories and equipment shall be bonded to their respective enclosures.

2.4 **TESTING, COMMISSIONING AND RECORD DOCUMENTATION**

General

The Contractor shall fully inspect, test and commission all electrical systems in accordance with all relevant British Standards and approved codes of practice.

Electrical Installations

The Contractor shall fully inspect and test the completed installations in accordance with the requirements and recommendations of BS 7671:2018), and associated Guidance Notes, and shall supply an Installation Certificate as prescribed in the IET Regulations for Electrical installations, (BS 7671:2018) together with fully tabulated NICIEC test result sheets.

Typed copies of the NICEIC test sheets shall be included within the operation and maintenance manuals.

Scope of Works for Landlords Lighting upgrade works

Appendix 1 – List of Manufacturers

The manufacturers and references specified set the standard for the quality and type of materials to be used, which shall be to those manufacturers' and specialists' normal specification and as such must be included in the Contractors tender submission.

The Contractor shall be responsible for the correct selection of equipment from the chosen manufacturers. Should the Contractor foresee any difficulty with the delivery periods for the selected equipment, this shall be clearly stated and evidence provided during the tender submission, as no unsubstantiated claims for programme delays will be accepted at a later date.

Element	Company	Additional Information
Lighting	Lux Bright	Quote Ref: 0002053491
Wiring cables	British Standard	LSOH 6491B
Conduit	Class 4	Galvanised
Distribution Fuse Boards	Eaton	
Accessories	MK	

Scope of Works for Landlords Lighting upgrade works

Appendix 2 – Document Schedule

Document Title	Document Number



Castle House, Park Road, Banstead, Surrey SM7 3BT
☎ 01737 355 776
www.nrtgroup.co.uk

Our Ref: E4404

EQUANS
3 Bishops Square
Titan Court
Hatfield
AL10 9NA

13th June 2022

For the attention of George Dance

Dear George,

Re: Palace Road, Phase 3 Electrical

We thank you for your kind invitation to tender for the works to the above, and have much pleasure in returning herewith, our summary below totalling a sum of **£143,900.36 (One Hundred Forty-Three Thousand, Nine Hundred Pounds, Thirty-Six pence)**

Our bid is based upon the tender documents received from your emails and various correspondence received recently. We draw your attention to the Exclusions and Qualifications of this offer as detailed on the E&O sheet attached.

We hope our offer meets with your approval and should you require any further information please do not hesitate to contact me.

Always assuring you of our best service and attention.

Yours Sincerely,

James Huckle
Head of Commercial
For and on behalf of NRT Building Services Group Ltd

Palace Road Phase 3

		Quant	Unit	£	143,900.16
				Rate	

Please read Palace Road Estate - Landlords Electrical Spec and this specification shall be read in conjunction with the accompanying schedules (Property Schedules and Drawing Schedules), all of which detail the extent of the Contractors duties and responsibilities.

1-16 Chalner

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 Item INC

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 Item INC

Extra over to replace whole system.

1 Item £ 30,998.16

Include for Contractor Design and all associated Commissioning and Handover certificates

1 Item INC

130-139 Coburg

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 Item INC

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 Item INC

Extra over to replace whole system

1 Item £ 21,685.83

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 Item INC

1-30 Despard

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 Item INC

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 Item INC

Extra over to replace whole system.

1 Item £ 44,241.82

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 Item INC

1-38 Ponton

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 Item INC

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 Item INC

Extra over to replace whole system.

1 Item £ 46,974.55

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 Item INC

Please take note the following:

Prices to be supplied individually and per block.

Notwithstanding that British Standards have been quoted in this document, full compliance with the latest BS and EN standards, where such exist, including those issued in respect of metric or harmonised standards is required for all specified materials.

All equipment and controls that become redundant as a result of the refurbishment shall be removed from site. No claims for removals will be accepted for failure to comply with this clause.

All equipment that uses electricity shall be CE marked.

The electrical systems installer shall be NICEIC registered as an Approved Contractor, and shall provide evidence to confirm. All electrical work shall be carried out by qualified and suitably demonstrably competent electricians as agreed and recommended by Lambeth Council

The Contractor shall be responsible for the development of the particular requirements associated with the works in accordance with the particular and standard requirements of this specification.

All work shall be carried out in accordance with BS7671:2018 and associated Guidance Notes, latest amendments

Everything in the specification Palace Road Estate - Landlords Electrical Spec is deemed to be included

Please make sure you review the following is included;

8269 - LAMBETH COUNCIL - CHALNER HOUSE - 13.05.22

8270 - LAMBETH COUNCIL - COBURG CRESCENT - 13.05.22

8271 - LAMBETH COUNCIL - DESPARD HOUSE - 13.05.22

v8272 - LAMBETH COUNCIL - PONTON HOUSE - 13.05.22



Castle House, Park Road, Banstead, Surrey SM7 3BT
☎ 01737 355 776
www.nrtgroup.co.uk

**Palace Road, Phase 3
Exclusions, Qualifications, and options**

We would like to clarify the following points: -

1. Due to impending material price increases and the uncertainty of the current market we will be unable to hold our price for longer than 3 Months, starting from the date specified at the top of this tender letter.
2. VAT has not been included and where applicable, would be added to and shown separately on our invoices.
3. For the purpose of our offer, it has been assumed that adequate Welfare, skips and access equipment (for working over 3m) will be provided free of charge, throughout the contract period.
4. If there are discrepancies between specification and the drawings NRT reserve the right to choose the most economical option to offer the most competitive price.
5. Our offer is based on the information available at tender stage.

Exclusions

1. Builders works in connection
2. Work in the basement or car park areas
3. Temporary Lighting
4. Any extra work above around asbestos
5. No allowances for Surge protection or AFDD
6. No allowance for Resident Liaison Officer. This is assumed to be carried out by others.



Date : 21/06/22

Hello George

Please find details below of our tender for Palace Road Phase 3 works. We hope you find this of good use and look forward to working with you soon.

1-16 Chalner	£	19,864.28
130-139 Coburg	£	18,432.55
1-30 Despard	£	39,678.88
1-38 Ponton	£	42,336.72
	£	120,312.43

Clarifications for the above works is detailed below.

1-16 Chalner
Lighting fittings & quantities are as per LuxBright Solutions drawings provided. Allowance has been made for 20mm Galvanised conduit to be used with accessories to match. A new landlords board has been allowed for along with regulation protection devices to match. We have included for a photo-cell type switch and a contactor as a means of switching. Emergency test key switches have been allowed for and will mounted adjacent the new landlords fuseboard.

130-139 Coburg
Lighting fittings & quantities are as per LuxBright Solutions drawings provided. Allowance has been made for 20mm Galvanised conduit to be used with accessories to match. A new landlords board has been allowed for along with regulation protection devices to match. We have included for a photo-cell type switch and a contactor as a means of switching. Emergency test key switches have been allowed for and will mounted adjacent the new landlords fuseboard.

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1-38 Ponton
Lighting fittings & quantities are as per LuxBright Solutions drawings provided. Allowance has been made for 20mm Galvanised conduit to be used with accessories to match. A new landlords board has been allowed for along with regulation protection devices to match. We have included for a photo-cell type switch and a contactor as a means of switching. Emergency test key switches have been allowed for and will mounted adjacent the new landlords fuseboard.

General
No fire stopping has been allowed for. Holes to a maximum of 25mm diameter have been allowed for. No access equipment has been included as we have allowed for works to be carried out using step ladders. No decorating or making good has been allowed for. Normal working hours have been calculated for this project. Lighting layout & design is as per LuxBright Solutions. We cannot use existing cabling due to the fact there are not enough cores present with the existing arrangement to accomodate a switch live and permanant live required for the proposed light fittings. Thus rectifying C2 deviations would not be beneficial as re-wiring is required anyway. No surge protection has been allowed for. No AFDD devices allowed for. Any asbestos would need to be removed prior to us commencing works.

Kind Regards

Roy Bowles – Commercial Director

		£	120,312.43
Quant	Unit	Rates	

Please read Palace Road Estate - Landlords Electrical Spec and this specification shall be read in conjunction with the accompanying schedules (Property Schedules and Drawing Schedules) , all of which detail the extent of the Contractors duties and responsibilities.

1-16 Chalseer

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 Item

£ 19,864.28

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 item

£

-

Extra over to replace whole system.

1 item

Inc

-

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 item

Inc

-

130-139 Coburg

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 Item

£ 18,432.55

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 Item

£

-

Extra over to replace whole system.

1 item

Inc

-

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 item

Inc

-

1-30 Despard

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 Item

£ 39,678.88

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 Item

£

-

Extra over to replace whole system.

1 item

Inc

-

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 item

Inc

-

1-38 Ponton

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 item

£ 42,336.72

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 item

£

-

Extra over to replace whole system.

1 item

Inc

-

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 item

Inc

-

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Everything in the specification Palace Road Estate - Landlords Electrical Spec is deemed to be included

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8271 - LAMBETH COUNCIL - DESPARD HOUSE - 13.05.22
VE272- LAMBETH COUNCIL - PONTON HOUSE - 13.05.22



Quote

Quote number - 0001015

Client Name - Equans Regeneration Ltd

Date 18/09/2022

Palace Road Phase 3

Further to your request, we are pleased to submit our quotation for the attached works at palace road phase 3 for the Cost of £130,922.33

Please note we have not allowed for any fire stopping, any specialist builders work and have based price on the provided design.

- All prices exclude VAT at the prevailing rate.
- Our quotation is open for acceptance for 30 days.

Payment Terms:

- Payment terms are net 30 days from the invoice date.

Following your considerations, we look forward to hearing from you.

Yours sincerely

Steve sapiano



Registered in England No: 07335426

VAT Registration No: 103789117

		£ 110,922.33	
	Quant	Unit	Rates

Please read Palace Road Estate - Landlords Electrical Spec and this specification shall be read in conjunction with the accompanying schedules (Property Schedules and Drawing Schedules), all of which detail the extent of the Contractors duties and responsibilities.

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1 Item INC

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1 Item INC

Extra over to replace whole system.

1 Item £ 21,869.50 £ 21,869.50

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 Item INC

130-139 Coburg

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 Item INC

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 Item INC

Extra over to replace whole system.

1 Item £ 20,685.83 £ 20,685.83

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 Item INC

1-30 Despard

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 Item INC

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 Item INC

Extra over to replace whole system.

1 Item £ 43,568.40 £ 43,568.40

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 Item INC

1-38 Ponton

Price to replace all of the existing lighting in accordance with the attached lux bright specifications.

1 Item INC

Price to undertake all Code 1s, 2s and 3s, independently so we can confirm the difference in cost.

1 Item INC

Extra over to replace whole system.

1 Item £ 44,798.60 £ 44,798.60

Include for Contractor Design and all associated Commissioning and Handover certificates.

1 Item INC

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8271 - LAMBETH COUNCIL - DESPARD HOUSE - 13.05.22

46272 - LAMBETH COUNCIL - PONTON HOUSE - 13.05.22

[REDACTED] s)
Chalner House
140 Coburg Crescent
London
SW2 3HX

Property Reference: [REDACTED]
Property Address: [REDACTED] Chalner House, 140 Coburg Crescent, London, SW2 3HX
Scheme Reference: 915907/1
Date: 18 October 2022

Dear [REDACTED] The Current Leaseholder(s),

You may recall that we sent you a Section 20 Notice of Estimate dated the 22 April 2021 (“the **Original Notice**”) regarding the proposed work to your building/estate. This letter is notification that additional works/costs have now come to light, which are likely to increase the estimated costs of the said proposed works.

After commencing works on site it has become apparent that more extensive work is required than initially anticipated. It is for this reason, as well as, the increase in estimated costs, that we are issuing this **additional** notice – enclosed hereunder. This additional notice is without prejudice to the Original Notice, issued on the 22 April 2021, and should be considered together with it.

The purpose of this additional notice is to consult you on the variation in works required.

Items	Total Original Notice Block Cost	Total Revised Block Cost	REASONING/DESCRIPTION
Balcony Works	£17,680.10	£69,920.55	<p>Following a survey of the communal and private balconies it was found that a large majority of the glazing is externally rebated and at risk of falling out. The timber handrails and guardrails which support the glazing is heavily decayed in many locations causing the fixings to the rebates to become dislodged and rebates loosen. Several of the glass insets are missing/damaged. The original scope of works allowed for isolated provisional repairs to the timber handrails/ guardrails and glazing, however the repairs to these elements are required to more than 50% of the balconies. If repairs are carried out the glazing remains externally rebated and over time the timbers could decay further, and the glass insets have the potential to fall out. Complete replacement of all glazing and timber railings are now recommended where the glazing can be internally rebated preventing the likelihood of glass falling out onto members of the public below and to provide a long term remedy where existing decayed timbers will be replaced.</p>
External Redecoration	£4,125.80	£13,549.74	<p>Following scaffold erection, preparations for the decorations to the metal balcony balustrading commenced. It was found that the metal railings are galvanised and the existing paint finish was not adhering to the railing. This has resulted in the paint peeling consistently and the decorators unable to find a firm edge when stripping the paint. A sample area was redecorated as per the SoW however the paint blistered. Following discussions with AkzoNoble it was established that all the existing paint would be required to be stripped off in its entirety, which is beyond the allowance in the SoW. In addition to the above, the non-decorated concrete areas had no allowance in the SoW to be decorated. Following concrete repairs in various isolated locations the concrete finish appeared inconsistent with multiple patch repairs, it is therefore recommended that the existing none decorated concrete is</p>

			decorated to prevent having unsightly patch repairs to the concrete.
External Walls	£27,282.06	£28,956.06	Following a review by a fire engineer (Bureau Veritas) it was found that the specified Hardi Plank, which was to be installed to the underside of the balcony soffits, was not considered to be tested system when installed to the timber sub-structure. An alternative certified system (Supalux) is to be installed as a suitable substitute fire rated installation.

Please note preliminaries, overheads and profit and consultancy fee are contracted as fixed percentages and as such will increase or decrease with the cost of the overall project.

Surveys and reports for you to review relating to the justification for the additional work may be available and if so can be requested.

[REDACTED] s)
Chalner House
140 Coburg Crescent
London
SW2 3HX

Property Reference: [REDACTED]
Property Address: [REDACTED] Chalner House, 140 Coburg Crescent, London, SW2 3HX
Scheme Reference: 915907/1
Date: 18 October 2022

Dear [REDACTED] The Current Leaseholder(s),

Making your home warm, dry and secure – more information, please read carefully

2020/2021: Capital Works - Palace Road Estate Phase 3

I last wrote to you on the 22 April 2021 to inform you of your estimated cost. The below provides your new estimated contribution factoring in the increase in various elements as highlighted on page 2.

Your new estimated contribution will be £26,590.30 and a breakdown is provided at Appendix A. **You do not need to pay for these works now.** You will either be asked to pay once the works are complete and we have the final account or, within your 2022/23 service charge estimate, whichever is sooner.

This notice is served under Section 20 of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold & Leasehold Reform Act 2002) and Schedule 4 (2) (Regulation 7(4) of the Service Charges (Consultation Requirements) (England) Regulations 2003.

All available documentation has been enclosed with this document.

Observations

You may have already been in contact, but now that you have more information, you may wish to get in contact again. If you do, I invite you to send in your written observation in relation to the proposed works. Your observation (should you choose to send one in) must be delivered to the address below by the **1 November 2022**. This is **14 days** from the date of this letter and when the relevant period ends.

Below are some ways you can send in an observation if you choose to.

- Online via our E-Form: <https://bit.ly/3uLpR1p> or Email: S20consultation@lambeth.gov.uk.
- Write to: S20 CONSULTATION, London Borough of Lambeth, PO Box 734, Winchester, SO23 5DG.

If you choose to contact us in writing please include reference 915907/1 and make it clear that you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.

What happens next?

Introduce the Homeownership Major Works Team and the Collections Team.	Complete
Hand over to Pellings LLP to carry out initial surveys to your block/estate.	Complete
Send you a Notice of Intention	Complete
Hand over to the Capital Works or Technical Services Team for the tender stage.	Complete
Send you a Notice of Estimates.	Complete
Send you a Notice of Award (if applicable)	A Notice of Award is not applicable for this scheme. View this short film explaining what a Notice of Award is: https://youtu.be/Q_Md5aWBu84
Hand over to the Capital Works or Technical Services Team for the commencement and monitoring of work	The Project Manager for this scheme will be: Verrol Harrington vharrington@lambeth.gov.uk 0207 926 1885
Send you your invoice for the works. (Estimate and Actual)	You do not need to pay for these works now. You will either be asked to pay once the works are complete and we have the final account or; within your 2022/23 service charge estimate, whichever is sooner. For more details on payment option for major works service charge invoices visit: https://www.lambeth.gov.uk/council-tenants-and-homeowners/homeowners/major-works-to-your-home

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Housing Capital and Asset Management
Resident Services

Appendix A: Statement of Total Estimated Block and Property Expenditure

Works Element	Description	Estimated block cost	Estimated property cost
Asbestos Removal	This item allows for undertaking a full Refurbishment and Demolition asbestos survey prior to works being undertaken to comply with current health and safety requirements and the Asbestos Regulations 2012. Note, surveys will be undertaken to all external areas and internal areas as required. We are unable to fully survey or test areas until the scaffold is erected. Any asbestos identified which affects our working areas or is in a poor condition will be safely removed and replaced with a non asbestos equivalent. The figure for removal is a provisional sum as the level of asbestos is currently unknown. Figure to be revised prior to final account subject to works undertaken, backup to costs and asbestos surveys provided on completion.	£9,405.00	£587.81
Balcony works	Complete replacement of all glazing and timber railings are now recommended where the glazing can be internally rebated preventing the likelihood of glass falling out onto members of the public below and to provide a long term remedy where existing decayed timbers will be replaced.	£69,920.55	£4,370.03
Bin Chambers			
Boundary Walls and Fences			
Building Floor works			
Communal Heating works			

Communal Doors			
Communal Area Repairs and Decorations	The communal and external decorations are in a poor condition and require redecoration. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.	£6,633.38	£414.59
Concrete Repairs	These works relate to all repairs required to the existing concrete surfaces to the building, including but not limited to the concrete lintels above windows, concrete soffits to private or communal balcony areas or stairwells and any other existing concrete where defective. Upon erection of the scaffold, all concrete will be tested to check its condition by both Lambeth and Pellings. Defective areas will be scheduled in terms of size and location, sections will be removed and repaired with new concrete to match, along with any repairs to the existing steel reinforcement. Corrosion inhibitors will be applied to any existing concrete to extend the life of the concrete and minimise future maintenance.	£1,832.50	£114.53
Damp works			
Door Entry Systems and Access			
Drainage works			
Electrical Installations			
Emergency Lighting			
Estate works			
External Redecoration	All existing paint to be stripped off in its entirety and the non-decorated concrete areas to be decorated.	£13,549.74	£846.86

External Walls	An alternative certified system (Supalux) is to be installed as a suitable substitute fire rated installation.	£28,956.06	£1,809.75
Fire Safety works			
Hard Landscaping			
Environmental works			
Lift works			
Lightning Protection	Lightning Protection is required to all buildings over 2-3 storeys height. A survey will be undertaken by a competent lightning protection company to confirm the exact extent of protection required. This item allows for the supply and installation of lightning protection to the block. Surveys to be made available at final billing stage upon completion.	£12,785.00	£799.06
Rain Water goods	Rainwater outlets are provided on the existing flat roofs, The existing rainwater goods run internally within the building and connect directly in to the underground drainage. A CCTV survey will be undertaken of the existing internal downpipes to ensure that there are no blockages and are free flowing. Surveys to be made available at final billing stage upon completion.	£11,520.00	£720.00
Refuse, Skips and Recycling Systems	This item allows for the removal and disposal of any on site waste created by the works. It will include for lockable skips or skips protected via heras fencing. This item will only include waste created by the works being undertaken such as windows/ roofing etc. being removed. Cost included in preliminaries, fixed price within management costs for delivery of works.		

Roof works	The existing roofs are in a poor condition and at the end of their life expectancy. The roofs are to be replaced with a new 3 layer felt system with associated flashings and detailing as required. Signs of leaks from Lambeths maintenance register have been recorded and it is clear that the roofs require replacement. Building Control sign off is required for the works relating to the windows and roofs and the works will therefore include statutory fees for applications and sign off by Building Control. Prior to replacing the roof, it is also requirement for the contractor to confirm what gas appliances are in each flat, the location of any gas flues/ proximity to window openings and whether any of the appliances vent through the roof or walls adjacent to working areas to ensure that these are turned off whilst works being undertaken adjacent to any flues. All new roofs will have a minimum 25 year guarantee.	£49,692.57	£3,105.79
Scaffolding	Access is required to complete all of the necessary roof/ window replacement and associated fabric repairs to the building. A full scaffold is required to comply with current health and safety requirements. Where the contractor can utilise other methods for access to create savings, this will be included within the proposed tender, to ensure that methods are used to maximise savings.	£27,241.60	£1,702.60
Service			
Structural works			
Surveys			

TV Aerial works	This item relates to the removal of TV aerials and their relocation on to the proposed scaffold, to ensure that signal is not affected during the programme of works. It will allow for any associated call outs for any issues and for reinstatement in the same location. Any TV aerials that are redundant will be removed and disposed of. Costs included in scaffold as part of rates to remove and reinstate access.		
Ventilation works			
Water Pumps			
Water Supply works			
Windows	This work involves the replacement of the existing windows with new double glazed PVCu equivalents. The windows are a mixture of UPVC, timber framed single glazed and aluminium framed thin double glazed casement windows. The timber windows are nearing the end of their life expectancy and a survey to similar blocks adjacent has identified that significant repairs are required to the windows. Where windows have been replaced in PVCu, these will be allowed for renewal. This will then be subject to review by Lambeth and their consultants once on site. If windows are compliant in regards to Building Control and Planning Requirements, these will be left in situ and a saving will be provided to Lambeth at final billing stage.	£58,138.72	£3,633.67
Contingency	This is to cover any unforeseen works identified during the project and will be monitored and reported to residents via monthly progress meetings.	£10,000.00	£625.00

Overheads and Profits	Overheads include costs relating to accountancy and indirect costs such as rent rates, utility costs, scheme signage, insurances, salaries, central administration, legal fees, office equipment and travel. Construction contracts also include a profit within the contract, which the contractor makes for undertaking the works. Included within preliminaries as fixed management costs.		
Preliminaries	Preliminary fees account for site management i.e. contract manager and supervisory staff, a resident liaison officer, quantity surveyor and foreman. This fee also includes for site welfare such as toilets, storage and canteen facilities for the construction team required by the Health and Safety Executive. Other preliminary items include insurances, telephone/fax and IT equipment, site security, plant hire, heras fencing, health and safety welfare, container storage hire and licences.	£68,956.31	£4,309.77
Consultant Fees	Pellings LLP were awarded the consultancy contract in 2019 for the design and contract administration of this scheme.	£18,136.67	£1,133.54
Subtotal		£386,768.10	£24,173.00
Management Fee	This is all the administrative work carried out on site and off site including but not limited to; project management team costs, capital expenditure monitoring, invoice payments, data creation and management of accounts and invoices.		£2,417.30
Total			£26,590.30

[REDACTED] s)
Coburg Crescent
London
SW2 3HU

Property Reference: [REDACTED]
Property Address: [REDACTED] Coburg Crescent, London, SW2 3HU
Scheme Reference: 915907/1
Date: 18 October 2022

Dear [REDACTED] The Current Leaseholder(s),

You may recall that we sent you a Section 20 Notice of Estimate dated the 22 April 2021 (“**the Original Notice**”) regarding the proposed work to your building/estate. This letter is notification that additional works/costs have now come to light, which are likely to increase the estimated costs of the said proposed works.

After commencing works on site it has become apparent that more extensive work is required than initially anticipated. It is for this reason, as well as, the increase in estimated costs, that we are issuing this **additional** notice – enclosed hereunder. This additional notice is without prejudice to the Original Notice, issued on the 22 April 2021, and should be considered together with it.

The purpose of this additional notice is to consult you on the variation in works required.

Items	Total Original Notice Block Cost	Total Revised Block Cost	REASONING/DESCRIPTION
Balcony Works	£14,127.60	£30,998.11	<p>Following a survey of the communal and private balconies it was found that a large majority of the glazing is externally rebated and at risk of falling out. The timber handrails and guardrails which support the glazing is heavily decayed in many locations causing the fixings to the rebates to become dislodged and rebates loosen. Several of the glass insets are missing/ damaged. The original scope of works allowed for isolated provisional repairs to the timber handrails/ guardrails and glazing, however the repairs to these elements are required to more than 50% of the balconies. If repairs are carried out the glazing remains externally rebated and over time the timbers could decay further, and the glass insets have the potential to fall out. Complete replacement of all glazing and timber railings are now recommended where the glazing can be internally rebated preventing the likelihood of glass falling out onto members of the public below and to provide a long term remedy where existing decayed timbers will be replaced.</p>
External Redecoration	£7,055.97	£12,015.52	<p>Following scaffold erection, preparations for the decorations to the metal balcony balustrading commenced. It was found that the metal railings are galvanised and the existing paint finish was not adhering to the railing. This has resulted in the paint peeling consistently and the decorators unable to find a firm edge when stripping the paint. A sample area was redecorated as per the SoW however the paint blistered. Following discussions with AkzoNoble it was established that all the existing paint would be required to be stripped off in its entirety, which is beyond the allowance in the SoW. In addition to the above, the non-decorated concrete areas had no allowance in the SoW to be decorated. Following concrete repairs in various isolated locations the concrete finish appeared inconsistent with multiple patch repairs, it is therefore recommended that the existing none decorated concrete is decorated to prevent having unsightly</p>

			patch repairs to the concrete.
External Walls	£12,682.67	£12,961.67	Following a review by a fire engineer (Bureau Veritas) it was found that the specified Hardi Plank, which was to be installed to the underside of the balcony soffits, was not considered to be tested system when installed to the timber sub-structure. An alternative certified system (Supalux) is to be installed as a suitable substitute fire rated installation.

Please note preliminaries, overheads and profit and consultancy fee are contracted as fixed percentages and as such will increase or decrease with the cost of the overall project.

Surveys and reports for you to review relating to the justification for the additional work may be available and if so can be requested.

[REDACTED]
The Current Leaseholder(s)
[REDACTED] Coburg Crescent
London
SW2 3HU

Property Reference: [REDACTED]
Property Address: [REDACTED] Coburg Crescent, London, SW2 3HU
Scheme Reference: 915907/1
Date: 18 October 2022

Dear [REDACTED] The Current Leaseholder(s),

Making your home warm, dry and secure – more information, please read carefully

2020/2021: Capital Works - Palace Road Estate Phase 3

I last wrote to you on the 22 April 2021 to inform you of your estimated cost. The below provides your new estimated contribution factoring in the increase in various elements as highlighted on page 2.

Your new estimated contribution will be £36,162.97 and a breakdown is provided at Appendix A. **You do not need to pay for these works now.** You will either be asked to pay once the works are complete and we have the final account or, within your 2022/23 service charge estimate, whichever is sooner.

This notice is served under Section 20 of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold & Leasehold Reform Act 2002) and Schedule 4 (2) (Regulation 7(4) of the Service Charges (Consultation Requirements) (England) Regulations 2003.

All available documentation has been enclosed with this document.

Observations

You may have already been in contact, but now that you have more information, you may wish to get in contact again. If you do, I invite you to send in your written observation in relation to the proposed works. Your observation (should you choose to send one in) must be delivered to the address below by the **1 November 2022**. This is **14 days** from the date of this letter and when the relevant period ends.

Below are some ways you can send in an observation if you choose to.

- Online via our E-Form: <https://bit.ly/3uLpR1p> or Email: S20consultation@lambeth.gov.uk. or Email: S20consultation@lambeth.gov.uk.
- Write to: S20 CONSULTATION, London Borough of Lambeth, PO Box 734, Winchester, SO23 5DG.

If you choose to contact us in writing please include reference 915907/1 and make it clear that you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.

What happens next?

Introduce the Homeownership Major Works Team and the Collections Team.	Complete
Hand over to Pellings LLP to carry out initial surveys to your block/estate.	Complete
Send you a Notice of Intention	Complete
Hand over to the Capital Works or Technical Services Team for the tender stage.	Complete
Send you a Notice of Estimates.	Complete
Send you a Notice of Award (if applicable)	A Notice of Award is not applicable for this scheme. View this short film explaining what a Notice of Award is: https://youtu.be/Q_Md5aWBu84
Hand over to the Capital Works or Technical Services Team for the commencement and monitoring of work	The Project Manager for this scheme will be: Verrol Harrington vharrington@lambeth.gov.uk 0207 926 1885
Send you your invoice for the works. (Estimate and Actual)	You do not need to pay for these works now. You will either be asked to pay once the works are complete and we have the final account or; within your 2022/23 service charge estimate, whichever is sooner. For more details on payment option for major works service charge invoices visit: https://www.lambeth.gov.uk/council-tenants-and-homeowners/homeowners/major-works-to-your-home

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Housing Capital and Asset Management
Resident Services

Appendix A: Statement of Total Estimated Block and Property Expenditure

Works Element	Description	Estimated block cost	Estimated property cost
Asbestos Removal	This item allows for undertaking a full Refurbishment and Demolition asbestos survey prior to works being undertaken to comply with current health and safety requirements and the Asbestos Regulations 2012. Note, surveys will be undertaken to all external areas and internal areas as required. We are unable to fully survey or test areas until the scaffold is erected. Any asbestos identified which affects our working areas or is in a poor condition will be safely removed and replaced with a non asbestos equivalent. The figure for removal is a provisional sum as the level of asbestos is currently unknown. Figure to be revised prior to final account subject to works undertaken, backup to costs and asbestos surveys provided on completion.	£5,675.00	£567.50
Balcony works	Complete replacement of all glazing and timber railings are now recommended where the glazing can be internally rebated preventing the likelihood of glass falling out onto members of the public below and to provide a long term remedy where existing decayed timbers will be replaced.	£30,998.11	£3,099.81
Bin Chambers			
Boundary Walls and Fences			
Building Floor works			
Communal Heating works			

Communal Doors			
Communal Area Repairs and Decorations	The communal and external decorations are in a poor condition and require redecoration. Areas include but are not limited to, staircases, private and communal balconies, communal doors, handrails and all previously painted surfaces.	£5,268.61	£526.86
Concrete Repairs	These works relate to all repairs required to the existing concrete surfaces to the building, including but not limited to the concrete lintels above windows, concrete soffits to private or communal balcony areas or stairwells and any other existing concrete where defective. Upon erection of the scaffold, all concrete will be tested to check its condition by both Lambeth and Pellings. Defective areas will be scheduled in terms of size and location, sections will be removed and repaired with new concrete to match, along with any repairs to the existing steel reinforcement. Corrosion inhibitors will be applied to any existing concrete to extend the life of the concrete and minimise future maintenance.	£1,079.50	£107.95
Damp works			
Door Entry Systems and Access			
Drainage works			
Electrical Installations			
Emergency Lighting			
Estate works			
External Redecoration	All existing paint to be stripped off in its entirety and the non-decorated concrete areas to be decorated.	£12,015.52	£1,201.55

External Walls	An alternative certified system (Supalux) is to be installed as a suitable substitute fire rated installation.	£12,961.67	£1,296.17
Fire Safety works			
Hard Landscaping			
Environmental works			
Lift works			
Lightning Protection	Lightning Protection is required to all buildings over 2-3 storeys height. A survey will be undertaken by a competent lightning protection company to confirm the exact extent of protection required. This item allows for the supply and installation of lightning protection to the block. Surveys to be made available at final billing stage upon completion.	£9,785.00	£978.50
Rain Water goods	Rainwater outlets are provided on the existing flat roofs, The existing rainwater goods run internally within the building and connect directly in to the underground drainage. A CCTV survey will be undertaken of the existing internal downpipes to ensure that there are no blockages and are free flowing. Surveys to be made available at final billing stage upon completion.	£8,320.00	£832.00
Refuse, Skips and Recycling Systems	This item allows for the removal and disposal of any on site waste created by the works. It will include for lockable skips or skips protected via heras fencing. This item will only include waste created by the works being undertaken such as windows/ roofing etc. being removed. Cost included in preliminaries, fixed price within management costs for delivery of works.		

Roof works	The existing roofs are in a poor condition and at the end of their life expectancy. The roofs are to be replaced with a new 3 layer felt system with associated flashings and detailing as required. Signs of leaks from Lambeths maintenance register have been recorded and it is clear that the roofs require replacement. Building Control sign off is required for the works relating to the windows and roofs and the works will therefore include statutory fees for applications and sign off by Building Control. Prior to replacing the roof, it is also requirement for the contractor to confirm what gas appliances are in each flat, the location of any gas flues/ proximity to window openings and whether any of the appliances vent through the roof or walls adjacent to working areas to ensure that these are turned off whilst works being undertaken adjacent to any flues. All new roofs will have a minimum 25 year guarantee.	£95,290.45	£9,529.05
Scaffolding	Access is required to complete all of the necessary roof/ window replacement and associated fabric repairs to the building. A full scaffold is required to comply with current health and safety requirements. Where the contractor can utilise other methods for access to create savings, this will be included within the proposed tender, to ensure that methods are used to maximise savings.	£21,156.80	£2,115.68
Service			
Structural works			
Surveys			

TV Aerial works	This item relates to the removal of TV aerials and their relocation on to the proposed scaffold, to ensure that signal is not affected during the programme of works. It will allow for any associated call outs for any issues and for reinstatement in the same location. Any TV aerials that are redundant will be removed and disposed of. Costs included in scaffold as part of rates to remove and reinstate access.		
Ventilation works			
Water Pumps			
Water Supply works			
Windows	This work involves the replacement of the existing windows with new double glazed PVCu equivalents. The windows are a mixture of UPVC, timber framed single glazed and aluminium framed thin double glazed casement windows. The timber windows are nearing the end of their life expectancy and a survey to similar blocks adjacent has identified that significant repairs are required to the windows. Where windows have been replaced in PVCu, these will be allowed for renewal. This will then be subject to review by Lambeth and their consultants once on site. If windows are compliant in regards to Building Control and Planning Requirements, these will be left in situ and a saving will provided to Lambeth at final billing stage.	£35,115.25	£3,511.53
Contingency	This is to cover any unforeseen works identified during the project and will be monitored and reported to residents via monthly progress meetings.	£10,000.00	£1,000.00

Overheads and Profits	Overheads include costs relating to accountancy and indirect costs such as rent rates, utility costs, scheme signage, insurances, salaries, central administration, legal fees, office equipment and travel. Construction contracts also include a profit within the contract, which the contractor makes for undertaking the works. Included within preliminaries as fixed management costs.		
Preliminaries	Preliminary fees account for site management i.e. contract manager and supervisory staff, a resident liaison officer, quantity surveyor and foreman. This fee also includes for site welfare such as toilets, storage and canteen facilities for the construction team required by the Health and Safety Executive. Other preliminary items include insurances, telephone/fax and IT equipment, site security, plant hire, heras fencing, health and safety welfare, container storage hire and licences.	£65,672.08	£6,567.21
Consultant Fees	Pellings LLP were awarded the consultancy contract in 2019 for the design and contract administration of this scheme.	£15,416.23	£1,541.62
Subtotal		£328,754.22	£32,875.43
Management Fee	This is all the administrative work carried out on site and off site including but not limited to; project management team costs, capital expenditure monitoring, invoice payments, data creation and management of accounts and invoices.		£3,287.54
Total			£36,162.97

[REDACTED] s)
Despard House
43 Palace Road
London
SW2 3EW

Property Reference: [REDACTED]
Property Address: [REDACTED] Despard House, 43 Palace Road, London, SW2 3EW
Scheme Reference: 915907/1
Date: 18 October 2022

Dear [REDACTED] The Current Leaseholder(s),

You may recall that we sent you a Section 20 Notice of Estimate dated the 22 April 2021 (“the **Original Notice**”) regarding the proposed work to your building/estate. This letter is notification that additional works/costs have now come to light, which are likely to increase the estimated costs of the said proposed works.

After commencing works on site it has become apparent that more extensive work is required than initially anticipated. It is for this reason, as well as, the increase in estimated costs, that we are issuing this **additional** notice – enclosed hereunder. This additional notice is without prejudice to the Original Notice, issued on the 22 April 2021, and should be considered together with it.

The purpose of this additional notice is to consult you on the variation in works required.

Items	Total Original Notice Block Cost	Total Revised Block Cost	REASONING/DESCRIPTION
Balcony Works	£23,935.60	£80,991.30	<p>Following a survey of the communal and private balconies it was found that a large majority of the glazing is externally rebated and at risk of falling out. The timber handrails and guardrails which support the glazing is heavily decayed in many locations causing the fixings to the rebates to become dislodged and rebates loosen. Several of the glass insets are missing/damaged. The original scope of works allowed for isolated provisional repairs to the timber handrails/ guardrails and glazing, however the repairs to these elements are required to more than 50% of the balconies. If repairs are carried out the glazing remains externally rebated and over time the timbers could decay further, and the glass insets have the potential to fall out. Complete replacement of all glazing and timber railings are now recommended where the glazing can be internally rebated preventing the likelihood of glass falling out onto members of the public below and to provide a long term remedy where existing decayed timbers will be replaced.</p>
External Redecoration	£4,845.27	£21,451.09	<p>Following scaffold erection, preparations for the decorations to the metal balcony balustrading commenced. It was found that the metal railings are galvanised and the existing paint finish was not adhering to the railing. This has resulted in the paint peeling consistently and the decorators unable to find a firm edge when stripping the paint. A sample area was redecorated as per the SoW however the paint blistered. Following discussions with AkzoNoble it was established that all the existing paint would be required to be stripped off in its entirety, which is beyond the allowance in the SoW. In addition to the above, the non-decorated concrete areas had no allowance in the SoW to be decorated. Following concrete repairs in various isolated locations the concrete finish appeared inconsistent with multiple patch repairs, it is therefore recommended that the existing none decorated concrete is</p>

			decorated to prevent having unsightly patch repairs to the concrete.
External Walls	£85,444.11	£93,404.91	Following a review by a fire engineer (Bureau Veritas) it was found that the specified Hardi Plank, which was to be installed to the underside of the balcony soffits, was not considered to be tested system when installed to the timber sub-structure. An alternative certified system (Supalux) is to be installed as a suitable substitute fire rated installation.

Please note preliminaries, overheads and profit and consultancy fee are contracted as fixed percentages and as such will increase or decrease with the cost of the overall project.

Surveys and reports for you to review relating to the justification for the additional work may be available and if so can be requested.

[REDACTED] s)
Despard House
43 Palace Road
London
SW2 3EW

Property Reference: [REDACTED]
Property Address: [REDACTED] Despard House, 43 Palace Road, London, SW2 3EW
Scheme Reference: 915907/1
Date: 18 October 2022

Dear [REDACTED] The Current Leaseholder(s),

Making your home warm, dry and secure – more information, please read carefully

2020/2021: Capital Works - Palace Road Estate Phase 3

I last wrote to you on the 22 April 2021 to inform you of your estimated cost. The below provides your new estimated contribution factoring in the increase in various elements as highlighted on page 2.

Your new estimated contribution will be £31,159.50 and a breakdown is provided at Appendix A. **You do not need to pay for these works now.** You will either be asked to pay once the works are complete and we have the final account or; within your 2022/23 service charge estimate, whichever is sooner.

This notice is served under Section 20 of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold & Leasehold Reform Act 2002) and Schedule 4 (2) (Regulation 7(4) of the Service Charges (Consultation Requirements) (England) Regulations 2003.

All available documentation has been enclosed with this document.

Observations

You may have already been in contact, but now that you have more information, you may wish to get in contact again. If you do, I invite you to send in your written observation in relation to the proposed works. Your observation (should you choose to send one in) must be delivered to the address below by the **1 November 2022**. This is **14 days** from the date of this letter and when the relevant period ends.

Below are some ways you can send in an observation if you choose to.

- Online via our E-Form: <https://bit.ly/3uLpR1p> or Email: S20consultation@lambeth.gov.uk.
- Write to: S20 CONSULTATION, London Borough of Lambeth, PO Box 734, Winchester, SO23 5DG.

If you choose to contact us in writing please include reference 915907/1 and make it clear that you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.

What happens next?

Introduce the Homeownership Major Works Team and the Collections Team.	Complete
Hand over to Pellings LLP to carry out initial surveys to your block/estate.	Complete
Send you a Notice of Intention	Complete
Hand over to the Capital Works or Technical Services Team for the tender stage.	Complete
Send you a Notice of Estimates.	Complete
Send you a Notice of Award (if applicable)	A Notice of Award is not applicable for this scheme. View this short film explaining what a Notice of Award is: https://youtu.be/Q_Md5aWBu84
Hand over to the Capital Works or Technical Services Team for the commencement and monitoring of work	The Project Manager for this scheme will be: Verrol Harrington vharrington@lambeth.gov.uk 0207 926 1885
Send you your invoice for the works. (Estimate and Actual)	You do not need to pay for these works now. You will either be asked to pay once the works are complete and we have the final account or; within your 2022/23 service charge estimate, whichever is sooner. For more details on payment option for major works service charge invoices visit: https://www.lambeth.gov.uk/council-tenants-and-homeowners/homeowners/major-works-to-your-home

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Housing Capital and Asset Management
Resident Services

Appendix A: Statement of Total Estimated Block and Property Expenditure

Works Element	Description	Estimated block cost	Estimated property cost
Asbestos Removal	This item allows for undertaking a full Refurbishment and Demolition asbestos survey prior to works being undertaken to comply with current health and safety requirements and the Asbestos Regulations 2012. Note, surveys will be undertaken to all external areas and internal areas as required. We are unable to fully survey or test areas until the scaffold is erected. Any asbestos identified which affects our working areas or is in a poor condition will be safely removed and replaced with a non asbestos equivalent. The figure for removal is a provisional sum as the level of asbestos is currently unknown. Figure to be revised prior to final account subject to works undertaken, backup to costs and asbestos surveys provided on completion.	£18,025.00	£668.10
Balcony works	Complete replacement of all glazing and timber railings are now recommended where the glazing can be internally rebated preventing the likelihood of glass falling out onto members of the public below and to provide a long term remedy where existing decayed timbers will be replaced.	£80,991.30	£3,001.98
Bin Chambers			
Boundary Walls and Fences			
Building Floor works			
Communal Heating works			

Communal Doors			
Communal Area Repairs and Decorations	The communal and external decorations are in a poor condition and require redecoration. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.	£6,137.93	£227.51
Concrete Repairs	These works relate to all repairs required to the existing concrete surfaces to the building, including but not limited to the concrete lintels above windows, concrete soffits to private or communal balcony areas or stairwells and any other existing concrete where defective. Upon erection of the scaffold, all concrete will be tested to check its condition by both Lambeth and Pellings. Defective areas will be scheduled in terms of size and location, sections will be removed and repaired with new concrete to match, along with any repairs to the existing steel reinforcement. Corrosion inhibitors will be applied to any existing concrete to extend the life of the concrete and minimise future maintenance.	£3,727.50	£138.16
Damp works			
Door Entry Systems and Access			
Drainage works			
Electrical Installations			
Emergency Lighting			
Estate works			
External Redecoration	All existing paint to be stripped off in its entirety and the non-decorated concrete areas to be decorated.	£21,451.09	£795.09

External Walls	An alternative certified system (Supalux) is to be installed as a suitable substitute fire rated installation.	£93,404.91	£3,462.09
Fire Safety works			
Hard Landscaping			
Environmental works			
Lift works			
Lightning Protection	Lightning Protection is required to all buildings over 2-3 storeys height. A survey will be undertaken by a competent lightning protection company to confirm the exact extent of protection required. This item allows for the supply and installation of lightning protection to the block. Surveys to be made available at final billing stage upon completion.	£12,785.00	£473.88
Rain Water goods	Rainwater outlets are provided on the existing flat roofs, The existing rainwater goods run internally within the building and connect directly in to the underground drainage. A CCTV survey will be undertaken of the existing internal downpipes to ensure that there are no blockages and are free flowing. Surveys to be made available at final billing stage upon completion.	£15,660.00	£580.44
Refuse, Skips and Recycling Systems	This item allows for the removal and disposal of any on site waste created by the works. It will include for lockable skips or skips protected via heras fencing. This item will only include waste created by the works being undertaken such as windows/ roofing etc. being removed. Cost included in preliminaries, fixed price within management costs for delivery of works.		

Roof works	<p>The existing roofs are in a poor condition and at the end of their life expectancy. The roofs are to be replaced with a new 3 layer felt system with associated flashings and detailing as required. Any rooflights will also be replaced as part of the works with a new type to match the existing. Signs of leaks from Lambeths maintenance register have been recorded and it is clear that the roofs require replacement. Building Control sign off is required for the works relating to the windows and roofs and the works will therefore include statutory fees for applications and sign off by Building Control. Prior to replacing the roof, it is also requirement for the contractor to confirm what gas appliances are in each flat, the location of any gas flues/ proximity to window openings and whether any of the appliances vent through the roof or walls adjacent to working areas to ensure that these are turned off whilst works being undertaken adjacent to any flues. All new roofs will have a minimum 25 year guarantee.</p>	£119,464.99	£4,428.02
Scaffolding	<p>Access is required to complete all of the necessary roof/ window replacement and associated fabric repairs to the building. A full scaffold is required to comply with current health and safety requirements. Where the contractor can utilise other methods for access to create savings, this will be included within the proposed tender, to ensure that methods are used to maximise savings.</p>	£45,336.00	£1,680.40
Service			

Structural works			
Surveys			
TV Aerial works	This item relates to the removal of TV aerials and their relocation on to the proposed scaffold, to ensure that signal is not affected during the programme of works. It will allow for any associated call outs for any issues and for reinstatement in the same location. Any TV aerials that are redundant will be removed and disposed of. Costs included in scaffold as part of rates to remove and reinstate access.		
Ventilation works			
Water Pumps			
Water Supply works			
Windows	This work involves the replacement of the existing windows with new double glazed PVCu equivalents. The windows are a mixture of UPVC, timber framed single glazed and aluminium framed thin double glazed casement windows. The timber windows are nearing the end of their life expectancy and a survey to similar blocks adjacent has identified that significant repairs are required to the windows. A recent Fire Risk Assessment has also highlighted that some of the windows where full height along balconies, do not comply to current standards and replacement is recommended to ensure safe means of escape. Where windows have been replaced in PVCu, these will be allowed for renewal. This will then be subject to review by Lambeth and their consultants once on site. If windows are compliant	£152,717.94	£5,660.56

	in regards to Building Control and Planning Requirements, these will be left in situ and a saving will provided to Lambeth at final billing stage.		
Contingency	This is to cover any unforeseen works identified during the project and will be monitored and reported to residents via monthly progress meetings.	£10,000.00	£370.65
Overheads and Profits	Overheads include costs relating to accountancy and indirect costs such as rent rates, utility costs, scheme signage, insurances, salaries, central administration, legal fees, office equipment and travel. Construction contracts also include a profit within the contract, which the contractor makes for undertaking the works. Included within preliminaries as fixed management costs.		
Preliminaries	Preliminary fees account for site management i.e. contract manager and supervisory staff, a resident liaison officer, quantity surveyor and foreman. This fee also includes for site welfare such as toilets, storage and canteen facilities for the construction team required by the Health and Safety Executive. Other preliminary items include insurances, telephone/ fax and IT equipment, site security, plant hire, heras fencing, health and safety welfare, container storage hire and licences.	£148,699.46	£5,511.61
Consultant Fees	Pellings LLP were awarded the consultancy contract in 2019 for the design and contract administration of this scheme.	£35,837.34	£1,328.33
Subtotal		£764,238.46	£28,326.82
Management Fee	This is all the administrative work carried out on site and off site including but not limited to; project management team costs, capital expenditure monitoring, invoice payments, data creation and management of accounts and invoices.		£2,832.68

Total		£31,159.50



[REDACTED]
/The Current Leaseholder(s)
[REDACTED] Ponton House
41 Palace Road
London
SW2 3EQ

Property Reference: [REDACTED]
Property Address: [REDACTED] Ponton House, 41 Palace Road, London, SW2 3EQ
Scheme Reference: 915907/1
Date: 18 October 2022

Dear [REDACTED] The Current Leaseholder(s),

You may recall that we sent you a Section 20 Notice of Estimate dated the 22 April 2021 (“**the Original Notice**”) regarding the proposed work to your building/estate. This letter is notification that additional works/costs have now come to light, which are likely to increase the estimated costs of the said proposed works.

After commencing works on site it has become apparent that more extensive work is required than initially anticipated. It is for this reason, as well as, the increase in estimated costs, that we are issuing this **additional** notice – enclosed hereunder. This additional notice is without prejudice to the Original Notice, issued on the 22 April 2021, and should be considered together with it.

The purpose of this additional notice is to consult you on the variation in works required.

Items	Total Original Notice Block Cost	Total Revised Block Cost	REASONING/DESCRIPTION
Balcony Works	£28,553.67	£87,400.69	<p>Following a survey of the communal and private balconies it was found that a large majority of the glazing is externally rebated and at risk of falling out. The timber handrails and guardrails which support the glazing is heavily decayed in many locations causing the fixings to the rebates to become dislodged and rebates loosen. Several of the glass insets are missing/damaged. The original scope of works allowed for isolated provisional repairs to the timber handrails/ guardrails and glazing, however the repairs to these elements are required to more than 50% of the balconies. If repairs are carried out the glazing remains externally rebated and over time the timbers could decay further, and the glass insets have the potential to fall out. Complete replacement of all glazing and timber railings are now recommended where the glazing can be internally rebated preventing the likelihood of glass falling out onto members of the public below and to provide a long term remedy where existing decayed timbers will be replaced.</p>
External Redecoration	£10,165.99	£29,293.21	<p>Following scaffold erection, preparations for the decorations to the metal balcony balustrading commenced. It was found that the metal railings are galvanised and the existing paint finish was not adhering to the railing. This has resulted in the paint peeling consistently and the decorators unable to find a firm edge when stripping the paint. A sample area was redecorated as per the SoW however the paint blistered. Following discussions with AkzoNoble it was established that all the existing paint would be required to be stripped off in its entirety, which is beyond the allowance in the SoW. In addition to the above, the non-decorated concrete areas had no allowance in the SoW to be decorated. Following concrete repairs in various isolated locations the concrete finish appeared inconsistent with multiple patch repairs, it is therefore recommended that the existing none decorated concrete is</p>

			decorated to prevent having unsightly patch repairs to the concrete.
External Walls	£83,908.51	£93,520.06	Following a review by a fire engineer (Bureau Veritas) it was found that the specified Hardi Plank, which was to be installed to the underside of the balcony soffits, was not considered to be tested system when installed to the timber sub-structure. An alternative certified system (Supalux) is to be installed as a suitable substitute fire rated installation.

Surveys and reports for you to review relating to the justification for the additional work may be available and if so can be requested. Please note preliminaries, overheads and profit and consultancy fee are contracted as fixed percentages and as such will increase or decrease with the cost of the overall project.

[REDACTED] s)
Ponton House
41 Palace Road
London
SW2 3EQ

Property Reference: [REDACTED]
Property Address: [REDACTED] Ponton House, 41 Palace Road, London, SW2 3EQ
Scheme Reference: 915907/1
Date: 18 October 2022

Dear [REDACTED] The Current Leaseholder(s),

Making your home warm, dry and secure – more information, please read carefully

2020/2021: Capital Works - Palace Road Estate Phase 3

I last wrote to you on the 22 April 2021 to inform you of your estimated cost. The below provides your new estimated contribution factoring in the increase in various elements as highlighted on page 2.

Your new estimated contribution will be £25,803.95 and a breakdown is provided at Appendix A. **You do not need to pay for these works now.** You will either be asked to pay once the works are complete and we have the final account or; within your 2022/23 service charge estimate, whichever is sooner.

This notice is served under Section 20 of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold & Leasehold Reform Act 2002) and Schedule 4 (2) (Regulation 7(4) of the Service Charges (Consultation Requirements) (England) Regulations 2003.

All available documentation has been enclosed with this document.

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You may have already been in contact, but now that you have more information, you may wish to get in contact again. If you do, I invite you to send in your written observation in relation to the proposed works. Your observation (should you choose to send one in) must be delivered to the address below by the **1 November 2022**. This is **14 days** from the date of this letter and when the relevant period ends.

Below are some ways you can send in an observation if you choose to.

- Online via our E-Form: <https://bit.ly/3uLpR1p> or Email: S20consultation@lambeth.gov.uk.
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If you choose to contact us in writing please include reference 915907/1 and make it clear that you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.

What happens next?

Introduce the Homeownership Major Works Team and the Collections Team.	Complete
Hand over to Pellings LLP to carry out initial surveys to your block/estate.	Complete
Send you a Notice of Intention	Complete
Hand over to the Capital Works or Technical Services Team for the tender stage.	Complete
Send you a Notice of Estimates.	Complete
Send you a Notice of Award (if applicable)	A Notice of Award is not applicable for this scheme. View this short film explaining what a Notice of Award is: https://youtu.be/Q_Md5aWBu84
Hand over to the Capital Works or Technical Services Team for the commencement and monitoring of work	The Project Manager for this scheme will be: Verrol Harrington vharrington@lambeth.gov.uk 0207 926 1885
Send you your invoice for the works. (Estimate and Actual)	You do not need to pay for these works now. You will either be asked to pay once the works are complete and we have the final account or; within your 2022/23 service charge estimate, whichever is sooner. For more details on payment option for major works service charge invoices visit: https://www.lambeth.gov.uk/council-tenants-and-homeowners/homeowners/major-works-to-your-home

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Housing Capital and Asset Management
Resident Services

Appendix A: Statement of Total Estimated Block and Property Expenditure

Works Element	Description	Estimated block cost	Estimated property cost
Asbestos Removal	This item allows for undertaking a full Refurbishment and Demolition asbestos survey prior to works being undertaken to comply with current health and safety requirements and the Asbestos Regulations 2012. Note, surveys will be undertaken to all external areas and internal areas as required. We are unable to fully survey or test areas until the scaffold is erected. Any asbestos identified which affects our working areas or is in a poor condition will be safely removed and replaced with a non asbestos equivalent. The figure for removal is a provisional sum as the level of asbestos is currently unknown. Figure to be revised prior to final account subject to works undertaken, backup to costs and asbestos surveys provided on completion.	£20,025.00	£573.84
Balcony works	Complete replacement of all glazing and timber railings are now recommended where the glazing can be internally rebated preventing the likelihood of glass falling out onto members of the public below and to provide a long term remedy where existing decayed timbers will be replaced.	£87,400.69	£2,504.57
Bin Chambers			
Boundary Walls and Fences			
Building Floor works			
Communal Heating works			

Communal Doors			
Communal Area Repairs and Decorations	The communal and external decorations are in a poor condition and require redecoration. Areas include but are not limited to, staircases, private and communal balconies, timber cladding, communal doors, handrails and all previously painted surfaces.	£2,047.61	£58.68
Concrete Repairs	These works relate to all repairs required to the existing concrete surfaces to the building, including but not limited to the concrete lintels above windows, concrete soffits to private or communal balcony areas or stairwells and any other existing concrete where defective. Upon erection of the scaffold, all concrete will be tested to check its condition by both Lambeth and Pellings. Defective areas will be scheduled in terms of size and location, sections will be removed and repaired with new concrete to match, along with any repairs to the existing steel reinforcement. Corrosion inhibitors will be applied to any existing concrete to extend the life of the concrete and minimise future maintenance.	£3,627.50	£103.95
Damp works			
Door Entry Systems and Access			
Drainage works			
Electrical Installations			
Emergency Lighting			
Estate works			
External Redecoration	All existing paint to be stripped off in its entirety and the non-decorated concrete areas to be decorated.	£29,293.21	£839.43

External Walls	An alternative certified system (Supalux) is to be installed as a suitable substitute fire rated installation.	£93,520.06	£2,679.92
Fire Safety works			
Hard Landscaping			
Environmental works			
Lift works			
Lightning Protection	Lightning Protection is required to all buildings over 2-3 storeys height. A survey will be undertaken by a competent lightning protection company to confirm the exact extent of protection required. This item allows for the supply and installation of lightning protection to the block. Surveys to be made available at final billing stage upon completion.	£12,795.00	£366.66
Rain Water goods	Rainwater outlets are provided on the existing flat roofs, The existing rainwater goods run internally within the building and connect directly in to the underground drainage. A CCTV survey will be undertaken of the existing internal downpipes to ensure that there are no blockages and are free flowing. Surveys to be made available at final billing stage upon completion.	£12,510.00	£358.49
Refuse, Skips and Recycling Systems	This item allows for the removal and disposal of any on site waste created by the works. It will include for lockable skips or skips protected via heras fencing. This item will only include waste created by the works being undertaken such as windows/ roofing etc. being removed. Cost included in preliminaries, fixed price within management costs for delivery of works.		

Roof works	<p>The existing roofs are in a poor condition and at the end of their life expectancy. The roofs are to be replaced with a new 3 layer felt system with associated flashings and detailing as required. Any rooflights will also be replaced as part of the works with a new type to match the existing. Signs of leaks from Lambeths maintenance register have been recorded and it is clear that the roofs require replacement. Building Control sign off is required for the works relating to the windows and roofs and the works will therefore include statutory fees for applications and sign off by Building Control. Prior to replacing the roof, it is also requirement for the contractor to confirm what gas appliances are in each flat, the location of any gas flues/ proximity to window openings and whether any of the appliances vent through the roof or walls adjacent to working areas to ensure that these are turned off whilst works being undertaken adjacent to any flues. All new roofs will have a minimum 25 year guarantee.</p>	£115,594.15	£3,312.48
Scaffolding	<p>Access is required to complete all of the necessary roof/ window replacement and associated fabric repairs to the building. A full scaffold is required to comply with current health and safety requirements. Where the contractor can utilise other methods for access to create savings, this will be included within the proposed tender, to ensure that methods are used to maximise savings.</p>	£45,876.00	£1,314.63
Service			

Structural works			
Surveys			
TV Aerial works	This item relates to the removal of TV aerials and their relocation on to the proposed scaffold, to ensure that signal is not affected during the programme of works. It will allow for any associated call outs for any issues and for reinstatement in the same location. Any TV aerials that are redundant will be removed and disposed of. Costs included in scaffold as part of rates to remove and reinstate access.		
Ventilation works			
Water Pumps			
Water Supply works			
Windows	This work involves the replacement of the existing windows with new double glazed PVCu equivalents. The windows are a mixture of UPVC, timber framed single glazed and aluminium framed thin double glazed casement windows. The timber windows are nearing the end of their life expectancy and a survey to similar blocks adjacent has identified that significant repairs are required to the windows. A recent Fire Risk Assessment has also highlighted that some of the windows where full height along balconies, do not comply to current standards and replacement is recommended to ensure safe means of escape. Where windows have been replaced in PVCu, these will be allowed for renewal. This will then be subject to review by Lambeth and their consultants once on site. If windows are compliant	£188,123.92	£5,390.90

	in regards to Building Control and Planning Requirements, these will be left in situ and a saving will provided to Lambeth at final billing stage.		
Contingency	This is to cover any unforeseen works identified during the project and will be monitored and reported to residents via monthly progress meetings.	£10,000.00	£286.56
Overheads and Profits	Overheads include costs relating to accountancy and indirect costs such as rent rates, utility costs, scheme signage, insurances, salaries, central administration, legal fees, office equipment and travel. Construction contracts also include a profit within the contract, which the contractor makes for undertaking the works. Included within preliminaries as fixed management costs.		
Preliminaries	Preliminary fees account for site management i.e. contract manager and supervisory staff, a resident liaison officer, quantity surveyor and foreman. This fee also includes for site welfare such as toilets, storage and canteen facilities for the construction team required by the Health and Safety Executive. Other preliminary items include insurances, telephone/ fax and IT equipment, site security, plant hire, heras fencing, health and safety welfare, container storage hire and licences.	£159,407.73	£4,568.01
Consultant Fees	Pellings LLP were awarded the consultancy contract in 2019 for the design and contract administration of this scheme.	£38,386.87	£1,100.02
Subtotal		£818,607.74	£23,458.14
Management Fee	This is all the administrative work carried out on site and off site including but not limited to; project management team costs, capital expenditure monitoring, invoice payments, data creation and management of accounts and invoices.		£2,345.81

Total		£25,803.95

**JUSTIFICATION REPORT FOR
EMERGENCY/URGENT WORKS**

NOTES - PLEASE READ BEFORE COMPLETING

1. The law requires the Council to consult leaseholders before doing any works that will cost them more than £250 for any one leaseholder. This means serving a Section 20 Notice.
2. If the Council breaches this requirement, it will not be able to recover any more than £250 from any leaseholder.
3. In certain circumstances, where the works are an **emergency** and required **urgently** the Court will allow the Council to recover more than £250 – even if they failed to obey the consultation requirements. To request a dispensation from the Court the Council must make a formal written application.
4. Therefore, it is very important that you fill this form out correctly, in order for the Council to consider whether this case falls into those circumstances where the Council will be able to apply for dispensation.
5. If the works are an emergency and required urgently – then you may have to provide a Witness Statement to explain why, in support of the Council’s application. This document will form the basis of that statement.
6. If you have any questions and/or need assistance filling out this form – please contact the [Litigation Team](#) on [020 7926 3031](tel:02079263031).

DATE FORM COMPLETED:

SECTION 1

PROJECT MANAGER / SURVEYOR DETAILS

1.	Name:	Verrol Harrington
2.	Position/Job Title:	Project Manager
3.	Email:	[REDACTED]
4.	Telephone:	0207 926 [REDACTED]
5.	Directorate:	Capital Team

SECTION 2

PROPERTY DETAILS

6.	Property/Block/Estate Affected: <i>(including full address and postcode)</i>	PONTON HOUSE 1-38, CHALNER HOUSE, DESPARD HOUSE 1-30 CONS, COBURG CRESCENT 130-139
7.	Type of Building: <i>(i.e. High Rise / Low Rise / Converted On-Street etc.)</i>	Low rise blocks of flats

8.	Number of Properties/Flats /Dwellings:	PONTON HOUSE 1-38 DESPARD HOUSE 1-30 CONS COBURG CRESCENT 130-139 CHALNER HOUSE 1- 16
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SECTION 3

NATURE OF THE PROBLEM/ISSUE		
9.	What is the problem/issue and why is it considered to be an emergency?	<p style="text-align: center;"><i>Please provide as much detail as possible including all the reasons why it is an emergency.</i></p> <p>Balcony Repairs - Following survey of the communal and private balconies it was found that a large majority of the glazing is externally rebated and at the risk of falling out. The timber handrails and guardrails which support the glazing is heavily decayed in many locations causing the fixings to the rebates to become dislodged and rebates loosen. Several of the glass insets are missing/ damaged. The original scope of works allowed for isolated provisional repairs to the timber handrails/ guardrails and glazing, however the repairs to these elements are required to more than 50% of the balconies. If repairs are carried out the glazing remains externally rebated and over time the timbers could decay further, and the glass insets have the potential to fall out. Complete replacement of all glazing and timber railings are now recommended where the glazing can be internally rebated preventing the likelihood of glass falling out onto members of the public below and to provide a long term remedy where existing decayed timbers will be replaced.</p> <p>Electrical Installation - Following survey of the communal electrics it was found that there is low insulation resistance to the wiring making it unsafe to remain to all blocks. The original spec allowed for isolated repairs to the circuit and lights only, however a full replacement is now required.</p> <p>External Redecoration - Following scaffold erections preparations for the decorations to the metal balcony balustrading commenced. It was found that the metal railings are galvanised and the existing paint finish was not adhering to the railing. This has resulted in the paint peeling consistently and the decorators unable to find a firm edge when stripping the paint. A sample area was redecorated as per the SoW however the paint blistered. Following discussions with AkzoNoble it was established that all the existing paint would be required to be stripped off in its entirety, which is beyond the allowance in the SoW. Three quotes for these works were provided with the cheapest being from CML for £33,692.63 + Equans OHP. In addition, to the above, the non-decorated concrete areas had no allowance in the SoW to be decorated. Following concrete repairs in various isolated locations the concrete finish appeared inconsistent with multiple patch repairs. All the concrete in the previous phase was decorated therefore it is recommended that the existing non-decorated concrete in this phase is decorated to provide a consistent finish with the previous phase of works and to prevent having unsightly patch repairs to the concrete.</p>

		Balcony Soffits - Following a review by a fire engineer (Bureau Veritas) it was found that the specified Hardi Plank, which was to be installed to the underside of the balcony soffits, was not considered to be tested system when installed to the timber sub-structure. An alternative certified system (Supalux) is to be installed as a suitable substitute fire rated installation.
10.	Can a temporary fix be carried out to allow full consultation? If not, why not.	We notified the client of the additional works and costs. HOS were advised and the relevant notices were served.
11.	When was it first reported /identified?	First discussed on the 15 th July 2022 from previous phase experience.
12.	Has a survey /investigation been carried out? If yes, when and by whom	<i>Please provide as much detail as possible and attach all relevant emails, reports and surveys.</i> Inspection carried out by Pellings CoW - Michael McNamara, on 16 th August 2022. Further inspection carried out by AkzoNobel on 14 th September 2022 – report attached.
13.	Have any other steps been taken to date? If yes, what steps, when and by whom.	No further steps have been undertaken that has not already been included above.
14.	Any other relevant information/ history?	All information previously provided in variation forms. Including discussions with HOS and Capital Works team.

SECTION 4

NATURE OF THE PROPOSED WORK/REMEDY/REPAIR		
15.	What is the proposed <u>scope of works</u> to remedy /repair the	

	problem/issue?	
16.	Who are the contractors?	
17.	Are works to be carried out under a qualifying long-term agreement? If yes, which contract do these works fall under.	NO
18.	Has a Work Order been raised? If yes, provide the Work Order Number.	Work form part of the current capital scheme, no further work orders required.
19.	What is the estimated cost of the proposed works? Please attach any quotes received.	

SECTION 5

<u>URGENCY</u>							
20.	Can you wait 35 days before starting the proposed works:	YES <input type="checkbox"/> (now go to Section 6)	NO <input checked="" type="checkbox"/> (Answer the questions below)				
21.	Why can you not wait 35 days?	This would have entailed additional costs (Prelims etc.) from the contractor for delays in instructing works. In addition, if we waited for the 35 days the lead in periods for ordering materials would have further delayed the project and ultimately additional prelims costs would be payable to the contractor, as mentioned above.					
22.	What is the longest period you can wait before starting the works?	0 – 5 days <input type="checkbox"/>	5 – 10 days <input type="checkbox"/>	10 – 14 days <input checked="" type="checkbox"/>	14 – 21 days <input type="checkbox"/>	21 – 28 days <input type="checkbox"/>	28 – 35 days <input type="checkbox"/>
23.	Have you identified any health & safety or other potential risks/ consequences of delaying the work: If yes, provide details	Potential of injury due to unsafe glazing panels and communal electrics.					

SECTION 6

<u>COMMUNICATION WITH LEASEHOLDERS</u>		
24.	Have you or any member of your team had any communication/ interaction with any leaseholders? If yes, provide	Additional type notice with reduced observation period of 14 days was served notifying of additional works and cost no objections were raised during this period.

	full details including dates & names	
25.	Have any leaseholders provided their consent? If yes, provide details including dates & names	Relative notices were served in accordance with the observation period however no objections were raised during this period.

SECTION 7

ANY OTHER RELEVANT INFORMATION		
26.	Is there any other relevant information HOS need to know or that you would like to add?	All information previously provided in variation forms. Including discussions with HOS and Capital Works team.

I confirm that I have: *(please tick)*

- Read and considered all the questions above
- Provided all the relevant information requested above
- Attached any relevant surveys; Reports; Work Orders and Quotes
- Sent a completed copy of this form to [REDACTED]

NAME:	Verrol Harrington
POSITION:	Project Manager
DATE:	05/12/2022

THANK YOU FOR FILING OUT THIS FORM.

PLEASE EMAIL THE COMPLETED FORM TO: