

4 Specification

All prices for complying with these requirements are to be included in the Priced Basket Rate and Schedule of Rates

4.1 Project Brief

- 4.1.1 The works comprise the redecoration to the outside of all properties and internal communal areas. This is to include redecoration of all previously painted metal, woodwork, brickwork, render, stucco, windows and doors, rainwater pipes, railings, grilles, door surrounds, porches, communal outbuildings which are connected to the residential building and any other previously decorated areas as instructed by Aster Group.
- 4.1.2 Internal decorations are to be carried out to all previously painted surfaces in communal areas where required. Communal areas are all areas of a given building, outside the curtilage of dwellings, which may include, but not limited to, staircases, entrance lobbies and any rooms that may be utilised by all residents of the building/scheme. Testing will be required to determine the paint finish appropriate to meet Fire safety regulations in communal areas, particularly where is a build-up of existing layers of paint. It is anticipated that this service will be provided by the Contractor's nominated paint supplier at no cost to Aster Group. All reports and certification will need to be provided to Aster Group as part of the handover pack.
- 4.1.3 For the avoidance of doubt external repairs DOES NOT form part of this Contract other than pre-paint repairs as specified.
- 4.1.4 The Contractor will need to allow for the measuring of works to be completed under this contract. This should be completed as early as possible such that a defined programme can be agreed with Aster Group and to ensure all works are completed with timescales.

4.2 Scope of works

- 4.2.1 The works comprise:
- The complete redecoration of all previously painted external surfaces and internal common parts to blocks and houses as detailed in the Property List.
 - Renewal of fascias and soffits where required (to match existing)
 - Renewal of timber canopies where required.
 - Minor prior to paint repairs
 - Timber window repairs
 - Renewal of communal floor finishes where required
- 4.2.2 The amounts to be entered in the 'Property Basket Rate' and 'Schedule of Rates' are to include for all labour, materials, plant, overheads and profit not included elsewhere, while taking all the site conditions into account.
- 4.2.3 Standard pre-paint repairs up to a value of £250.00 as detailed later within this document are to be undertaken and included within the 'Property Basket Rate'

4.3 Work not expressly described

- 4.3.1 The whole of the works shall be executed accordingly to the true intent and meaning of the Specification. If any portion of the work reasonably and obviously to be inferred as necessary and

not expressly described, the Contractor shall execute the same in a satisfactory manner without extra charge.

4.4 Programming / sequencing

- 4.4.1 The Contractor shall provide at the earliest opportunity, and no later than 28 days prior to works commencing, a Programme for the works, for approval by Aster Group. The programme shall be updated on a monthly basis by the Contractor in line with Aster Group's month end procedures which require an update programme to be submitted via an MS project sheet at the end of each calendar month as part of the valuation submission. Month end procedures will be discussed at the pre-commencement agreement and training provided if required.

4.5 Condition survey

- 4.5.1 Prior to commencement of the works, the Contractor shall prepare a full photographic record of all areas throughout, whether these be private or common areas, including all access roads and paths. Particularly detailed photographic records should be taken of areas where site compounds or other such equipment and plant are erected, together with all areas below, adjacent or within 3m of any scaffolding or temporary access erected. All photographs to be cross-referenced to the schedule of properties and a naming convention for photographs will be discussed and agreed with Aster Group at the contract pre-commencement meeting.
- 4.5.2 The Contractor is to take care with the erection of scaffolding in garden areas and give all residents a minimum of 14 days notice and the opportunity to relocate shrubs, furniture and personal possessions that would otherwise be damaged by the erection of the scaffolding. In the case of elderly or vulnerable residents, the Contractor will be required to relocate shrubs, furniture or potential possessions which would otherwise be damaged by the erection of scaffolding.
- 4.5.3 Any damage caused to the existing structure, fittings or fixtures on the part of the Contractor, or Sub-Contractors, shall be made good at no additional cost to Aster Group.
- 4.5.4 The Contractor shall be responsible for gathering information on the age and condition of all components affected by the proposed works in a format specified by Aster Group.

4.6 Technical specification

- 4.6.1 Please refer to Appendix 3 for a copy of the Technical Specification from Aster Group's preferred paint supplier.

4.7 Materials and workmanship

- 4.7.1 Please refer to Appendix 4 for a copy of the Materials and Workmanship

4.8 Generally

- 4.8.1 Works are to be carried out in accordance with BS 6150:2019 Painting of Buildings Code of Practice and all other British Standards referred to in said document.
- i. If there is any conflict between the requirements of the Specification and BS 6150:2019, the Contractor is to bring this to the Contract Administrator's attention at Tender Stage.
 - ii. Coatings are to be compliant with The Volatile Organic Compounds in Paints, Varnishes, and Vehicle Refinishing Products Regulations 2012.

- iii. Generally, finishes will be replaced on a “like-for-like” basis. The Contractor will however still be responsible for confirming the specification for a particular property with the Contract Administrator prior to the commencement of the works in accordance with Section 1.
- iv. On appointment the successful Contractor is to provide the Contract Administrator with contact details of a representative(s) from the coatings manufacturer.
- v. The Contractor is responsible for ensuring that the redecoration works are carried out in accordance with the paint manufacturer’s recommendations. Whether expressly stated in this specification or not, the Contractor will be responsible for utilising the recommended sealing treatments, primers, undercoats and final coatings, and these will be deemed to be included in the tender price.
- vi. The Contractor is to take note of recommended drying times between coats as recommended by the manufacturer and ensure these are adhered to on site. In the case of particularly humid or cold/damp weather, for example, the Contractor is to exercise common sense and good practice and not apply subsequent coats until suitable, even if this exceeds the recommended drying time between coats as indicated by the manufacturer. Temperature and humidity needs to be monitored on site by the Contractor when applying paint to ensure that this is consistent with the manufacturer’s recommendations. Where recommended by the manufacturer, the Contractor is to lightly abrade surfaces between coats.
- vii. The Contractor is to take careful note that ALL coatings to be used on the Contract are to be water-based for internal communal areas. It is likely that most of the previous coatings to be redecorated will be solvent based. The Contractor is to note that application of water based products on previous solvent based surfaces requires careful preparation. Previous solvent based gloss for example must be thoroughly rubbed down with abrasive paper to provide the necessary key for the water based paint. The Contractor is to ensure that the required preparation work is included in the tender sum. No claims will be entertained for additional surface preparation works.
- viii. Solvent based paint should be sanded whilst wet to minimise dust and reduce risk to health, not only of the operatives, but building occupants as well.
- ix. Intumescent strips and smoke seals on fire rated doors should not be over painted. Aster Group will reserve the right to recharge the Contractor for reinstating intumescent strips and smoke seals where these have been damaged whilst undertaking works under this contract.

ALL COATINGS ARE TO BE WATER BASED FOR INTERNAL COMMUNAL AREAS. OIL BASED COATINGS WILL NOT BE ACCEPTABLE.

- x. The outside of all properties including boundary treatments (where applicable) are to be completely redecorated including all previously painted metal, woodwork, brickwork, stucco, windows, doors, rainwater pipes, railings, grilles, door surrounds, soffits, porches and any other previously decorated areas.
- xi. The products and materials used are to meet all standards as detailed in Section 3 – Materials and Workmanship.
- xii. Flame retardant paints will be required in internal communal areas unless testing of existing paint layers confirms compliance with fire safety regulations and must meet the requirements of BS 476: Part 6 and 7 (Fire tests). Flame retardant paints may also be required externally also, such as timber balconies.
- xiii. Testing of multi-layer paint finishes in communal areas is to be carried out in accordance with Department of Environment Research Report No. 39/3/204.

- xiv. The successful Contractor will be required, on appointment, to provide the Contract Administrator with full details of all proposed materials to be used for this contract. This is to include all materials for all surfaces detailed in this Specification. The details must include the relevant product literature to demonstrate that the material meets the appropriate quality and safety standards as required in this specification.
- xv. Before commencing each project, the successful Contractor will be required at the pre-contract meeting to confirm, in writing, the materials to be employed in that particular project and the locations these materials are to be used.
- xvi. If the Contractor is in any doubt as to which material is to be used, the Contractor must seek instructions from the Contract Administrator before proceeding.
- xvii. Once the materials have been approved by the Contract Administrator, the Contractor MUST use these materials for the project. If the Contractor wishes to change the materials used for whatever reason, full details of an alternative product must be provided to the Contract Administrator and approval must be obtained before work can commence.
- xviii. If the Contract Administrator has reasonable doubt that an inferior product has been used on site, the Contractor will be responsible for providing independent evidence to prove that the product meets the required specification, has been applied correctly and sufficiently and that the surface was prepared satisfactorily before the product was applied.
- xix. Where they exist, the internal common areas of all properties are to be completely redecorated to include all previously painted:
- Ceilings
 - Walls
 - Internal window frames
 - Internal door frames
 - Stairs
 - Hand rails, and any other previously decorated surfaces.
- NOTE: Internal redecoration of communal areas may include living and kitchen areas in multi-occupied dwellings such as sheltered accommodation, student accommodation, hostels and agency managed supported housing.
- xx. As directed by the Contract Administrator the Contractor will be required to appoint an independent fire safety consultant to carry out blow lamp and adhesion testing to communal areas to confirm condition of existing paint layers in terms of adhesion and thickness.
- xxi. The Contractor is deemed to have included within the pricing for the following:-
- a. All necessary preparation work
 - b. Rubbing down between coats.
 - c. Protecting existing floor coverings with protective dust sheets and/or cortex.
 - d. For painting pipes, conduits, lagged pipes, cables, ducting and trunking, straps, standards, bars and the like.
 - e. Submitting samples for approval as and when required by the Client's Representative.

- f. Protection of the works from damage up to the satisfactory handover of the property/block.
- g. Removing built-up paint around opening edges of windows or doors and rebates of frames where further application of paint will prevent same from opening and closing freely.
- h. Decorating edges of opening casements where appropriate.
- i. New work and previously untreated work are to be deemed to be at the same rate.

4.9 Access to properties

- 4.9.1 The Contractor is to provide all access for the works to include full scaffolding, or mobile access platforms, or towers, or any combination, as considered appropriate to carry out the works and that which complies with current legislation & regulation or good practice. The access will also be required for inspections of the works by Aster Group both before commencement of the works for instruction purposes, and throughout the progress of the Contract. It will also be required for snagging inspections by the Contract Administrator and re-inspections thereafter if appropriate. Access will be required to scaffolding by the appointed asbestos surveyors and asbestos removal/reinstatement contractor. (please refer to Part 2: Appendix 2 for full details of the asbestos management procedure).
- 4.9.2 It is anticipated that the properties included within the works will be occupied throughout the duration of the works. The Contractor is to therefore liaise with both the resident and Aster Group with regards the formulation of a local programme of works in order that there is minimum disruption. Consideration should be given to programming the works in geographical concentrations to provide a logical sequence and minimise 'pepper potting' and travel times for Aster Group representatives and the Contractor.
- 4.9.3 The Contractor is advised that there is no guarantee that permission will be granted by residents for scaffold to be transported through individual properties when erecting scaffold to rear elevation. Aster Group will provide support to secure access with residents wherever possible.

4.10 Aerials / satellite dishes / cables

- 4.10.1 The Contractor shall establish the positions of, protect, uphold and maintain all pipes, ducts, sewers, service mains, telephone, TV aerials, satellite dishes, alarms, and the like, above and below ground, during the execution of the works. The Contractor shall make good any damage in connection with carrying out the works at no additional cost to Aster Group and pay all costs and charges in connection. Where it is necessary to interrupt or temporarily remove any such services, prior written permission shall be obtained from the Client/Contract Administrator, and where applicable, from the Local Authority or Statutory Undertaking. The duration of any interruption shall be kept to a minimum. The rates submitted by the Contractor should be inclusive of any costs incurred in securing necessary permissions from Local Authorities or Statutory Authorities.
- 4.10.2 Where TV signals are affected, i.e. interference due to scaffolding, allow for carefully disconnecting and taking down existing aerials/satellite dishes, temporarily re-fixing, and maintaining in full working order for the duration of the works. This shall be undertaken within 4 hours of being advised of a signal failure, and prior to commencing replacement works, and is to include re-connecting and testing to ensure suitable signals are maintained throughout the course of the works. The Contractor is to also allow for reinstating to original positions, or elsewhere to the satisfaction of Aster Group, upon completion of the works, again re-connecting and testing to ensure a suitable signal is achieved. All aerials/dishes to be left in full working order.

- 4.10.3 Restrain and secure safely via clips, brackets and straps, all services and cables whether restrained at present or not. Include for all necessary additional supports, fixing clips, modifications, etc., and testing/commission as necessary upon completion. Where any redundant cabling is identified, this is to be removed following approval from the Contract Administrator.

4.11 Scaffolding

- 4.11.1 The Contractor is responsible for ensuring that all scaffolding is suitably designed, erected and maintained at all times to comply with legislation, statutory requirements and best practice. When the scaffolding has been erected, the Contractor must supply Aster Group with a Scaffold Handover Certificate and photographs of each elevation where scaffolding has been erected. Where the Contractor will be required to erect designed scaffold, the Contractor must provide Structural Engineer's designs/calculations. Scaffolds which need to be designed are those which fall outside the scope of 'Basic Scaffolds.' Scaffold Registers shall be kept up to date.
- 4.11.2 No claims will be entertained for the Contractor's failure to allow for sufficient access, nor for any scaffold access that may need to be re-erected for the purpose of Aster Group Representative's inspections or re-inspections.
- 4.11.3 The Contractor is to allow for any bridging that may be required. The Contractor is to allow for scaffolding around conservatories/outbuildings/ 'lean-to's' as necessary. No further allowance will be made for additional scaffolding in these circumstances following the commencement of the contract.
- 4.11.4 Where two-storey access is required, this is to INCLUDE access up to ridge height to allow any works to be safely undertaken at this level, including, but not specifically limited to, repairs to chimneys and redecoration of gable ends.
- 4.11.5 No damage to the building fabric will be allowed. Where scaffold anchors are inserted all must be removed and made good to match the existing. Some of the properties are old and as such the fabric must be treated with appropriate care and the Contractor will be held responsible for making good at the Contractor's own expense any damage resulting from working methods or whatever other reasons, act or omission.
- 4.11.6 The bases of any scaffold lifts must be placed with extreme care in order to minimise the risk of damage to flower beds etc. Any plants, bushes etc. that would be damaged by erection of dismantling of the scaffold are to be removed to a temporary location and replanted once the scaffold has been removed. Where flowerbeds have been walked on they are to be lightly forked over to reinstate them when all risk of further damage has passed.
- 4.11.7 No storage of scaffolding will be allowed on site. Temporary placing of materials during dismantling and re-erecting will be allowed on the front and back lawns, however, adequate protection must be allowed for in order to prevent damage. Scaffold clips are to be placed in a suitable box and not left in piles around the site and are to be removed at night.
- 4.11.8 It will be the Contractors responsibility to ensure that all scaffolding is neatly and correctly stacked at the end of each day during erection and that the time that the scaffolding is down before re-erection is kept to the absolute minimum.
- 4.11.9 Special measures shall be taken for elderly residents and residents with mobility issues. Where scaffolding or repairs are carried out over external doors, the Contractor is to ensure that adequate protection is provided at all times in order to prevent any damage or injury occurring to persons or the property.

- 4.11.10 Prior to preparation of windows for painting, all existing broken glazing is to be marked by the Contractor. Allowance is to be made in the programme and costs for this. Subsequent broken glass shall be renewed at nil cost to Aster Group.
- 4.11.11 The Main Contractor shall carefully consider expected time periods, necessary access arrangements etc., in order to make due allowance within the Contractor's overall programme. The successful Contractor will be required to organise the works to ensure the proper and effective execution of the contract.
- 4.11.12 All materials and workmanship are to be in accordance with the latest relevant British Standards and/or Codes of Practice. The scaffolding shall be constructed in accordance with all prevailing Regulations. As a minimum, all scaffolding erected shall comply with:
- The Work at Height Regulations 2005 (as amended)
 - The Construction (Working Places) Regulations 1996
 - Health and Safety at Work etc Act 1974
 - BS EN 12811-1:2003 Temporary works equipment. Scaffolds. Performance requirements and general design
 - The BSi Code of Practice BS 5974: 2017 – Planning, design, setting up and use of temporary suspended access equipment
 - The Construction Industry Scaffolders Record Scheme (CISRS)
- 4.11.13 Provide and erect tubular scaffolding to the full height of the building as necessary to provide safe and proper access for the purpose of carrying out all work detailed in the Schedule of Works.
- 4.11.14 Scaffolding shall be erected so as not to obstruct any door or window or garage openings or access to dry rising mains.
- 4.11.15 Debris netting is to be provided as necessary to prevent debris etc. affecting areas below. At all junctions where there is a risk of debris falling down the face of the building, provide either netting wedged against the brick face or polythene sandwiched between two layers of access boards, again dressed up tight to the structure. All scaffolding must be swept and kept clean on a daily basis.
- 4.11.16 Provide and erect all necessary vertical sheeting and temporary protection to all elevations to prevent any lateral water penetration to the works.
- 4.11.17 Provide and erect all necessary fans, debris netting and other temporary protection to ensure the complete safety of the public at large during the works. Any debris netting or sheeting must be flame retardant.
- 4.11.18 Provide all necessary work staging, including boards, toe boards, weld mesh protection etc.
- 4.11.19 Ensure all necessary protection to the buildings during the erection and striking of the scaffolding. Similarly, adequate protection to all members of the public, pedestrians and building operatives shall be provided. Provide written notice to all occupiers when scaffolding is to be erected and struck and instructing occupants not to enter the area of the scaffolding without the Contractor's permission.
- 4.11.20 Paint all poles at ground floor level white. Provide all necessary lighting and security whilst the site is not manned. Where requested by the Contract Administrator, allow for scaffold poles at ground level to be additionally wrapped in a suitable foam material.

- 4.11.21 Provide and install, at ground floor level, all necessary protection to existing paved, grassed or planted areas from which scaffolding will be supported.
- 4.11.22 Strike scaffolding on completion and clear from site within no more than 2 days of agreed handover date. Scaffolding shall not be dismantled until the Contract Administrator has carried out snagging and de-snagging.
- 4.11.23 Make good all damage to chases, holes, mortices, etc., formed to facilitate erection of scaffold to match original condition.
- 4.11.24 Re-instate all grassed, paved, planted areas affected by the erection of the scaffolding to the satisfaction of the Contract Administrator upon completion to match existing.
- 4.11.25 Include for the provision, installation, adaptation, maintenance and removal of all necessary electric hoists, ladders, staging, tarpaulins, tools and other plant, mechanical or otherwise which may be considered necessary for the proper execution of the works.
- 4.11.26 Any hoist must be sited away from points of access/egress.
- 4.11.27 Temporary lighting shall be provided to the scaffolding as necessary to particularly dark corners etc., in compliance with all regulations. Test Certificates shall be provided as appropriate. Provide temporary lightning protection as necessary and test and certify as appropriate.
- 4.11.28 Proper access to all external doors, entrances and walkways must be afforded to the residents of the properties during the course of the Contract. Special measures shall be taken for elderly residents and residents with mobility issues.
- 4.11.29 The Contractor shall take down and safely and securely store at the conclusion of each day's work all ladders used in connection with the work and shall render scaffolding, plant etc., inaccessible to unauthorised persons during non-working hours. This shall include preventing access on to scaffolding from public access balconies. All ladders above the first lift to be boarded over and secured by chain and padlock to prevent use.
- 4.11.30 The Contractor must provide fans and/or covered walkways over all paved areas within the vicinity of the scaffold and adjacent to all roads, parking areas, play areas or similar locations that may be used by the residents or public, to include entrances to the blocks. Allow for enclosing the scaffold at its base using 2m high Heras fencing set 2m from the base of the scaffold. Tie panels together using mechanical clips. Secure panels to adjacent structures using Hilti anchors and eyebolts. Tie together with steel cable.
- 4.11.31 The scaffold must be designed and constructed without the use of raking props. No scaffolding loads shall be imposed on any part of the existing structure.
- 4.11.32 The Contractor should allow for tying the scaffold to the main structure with the use of Hilti, or other proprietary anchors to the approval of the Contract Administrator. All surfaces are to be made good upon completion of the works.
- 4.11.33 The Contractor is to allow for suitable Client, resident and community involvement and liaison, particular reference is made to younger children, with regards the prevention of access to scaffold and the associated dangers, and Health & Safety generally.

4.12 Security alarm

- 4.12.1 The inclusion of a security alarm to scaffolding will depend upon the specific requirements of the individual properties. The Contract Administrator will allocate each property into one of three different categories as detailed below: -
- Level 1 – Low Risk
 - Level 2 – Medium Risk
 - Level 3 – High Risk
- 4.12.2 The requirements for the three levels of security alarms are described below. The Contractor is expected to price all of the basket rates on the basis of a Level 1 property. The uplift for Level 2 or 3 scaffold alarms will be applied based on the relevant Schedule of Rates item
- 4.12.3 Security Alarm – Level 1 (Low Risk) (Cost to be included in basket rates): The scaffolding will be erected without the requirement of a working security alarm. However, the Contractor will be expected to erect dummy alarm boxes and CCTV cameras in suitably prominent positions to deter intruders from attempting to gain access to the scaffolding. In addition, appropriate signboards should be erected to act as a further deterrent to intruders and give the impression that the scaffold is fitted with an alarm linked to a manned telephone system with 24 hours a day coverage.
- 4.12.4 Security Alarm – Level 2 (Medium Risk) (Cost to be provided in Schedule of Rates)
- i. The scaffolding at first floor level shall be alarmed with either an audible or strobe light alarm.
 - ii. The alarm is to be armed/disarmed from a control panel located within the building/site office and is easily operated by a keypad. The system is to be supplied complete with back-up batteries in event of a power failure.
 - iii. The system must be as fault free as possible. Alarm to be fitted as soon as first floor scaffold lift/scaffold fan is constructed and not when the entire scaffolding is completed. The Contractor is to allow for making the scaffold safe in order that the alarm can be fitted. The Contractor is to erect suitable warning signs in prominent locations on the scaffold. The Contractor is to maintain the alarm for the remainder of the programme.
 - iv. The Contractor is to allow for alarming all scaffolds against vandalism and unauthorised entry. The alarm is to consist of PIR detection systems spread at strategic points over the scaffold and high intensity light fittings, to exterior standards, as a suitable alarm notification device.
- 4.12.5 Security Alarm – Level 3 (High Risk) (Cost to be provided in Schedule of Rates)
- i. The scaffolding at ground and first floor levels shall be alarmed with modem linked to a manned telephone 24 hours a day. Security shall be UBX with illuminated alarm system. The system must be as fault free as possible. Alarm to be fitted as soon as first floor scaffold lift/scaffold fan is constructed and not when the entire scaffolding is completed. The Contractor is to allow for making the scaffold safe in order that the alarm can be fitted. The Contractor is to erect suitable warning signs in prominent locations on the scaffold. The Contractor is to maintain the alarm for the remainder of the programme.
 - ii. The Contractor is to allow for alarming all scaffolds against vandalism and unauthorised entry. The alarm is to consist of PIR detection systems spread at strategic points over the scaffold and high intensity light fittings, to exterior standards, as a suitable alarm notification device.

- iii. Upon alarm activation the internal control equipment to instantly alert the. Aster Group Out of Hours Service, full details of which will be provided at the contract pre-commencement meeting. The intruder violation message to be sent instantly via a dedicated phone line, provide by the Contractor, to the alarm company's control centre. Remove the telephone line upon completion.

4.13 Access platforms

- 4.13.1 The Contractor shall allow for providing and maintaining working platforms to elevations as the Contractor deems appropriate, for periods determined by the Contractors programme, suitable for the use of the Contractor's employees and Sub-Contractors carrying out all of the specified works.
- 4.13.2 The Contractor will make available the use of scaffold and access platforms for use by asbestos surveyors and asbestos removal contractors. Asbestos survey and removal programmes will be coordinated with the Contractor by Aster Group.
- 4.13.3 The Contractor shall allow for any additional costs in erecting the working platforms off of sloping and/or soft ground to an exposed site, providing all entrances to the blocks and public footways, taking all measures to ensure security of the dwellings at all times, installing the working platforms in such a way that the residents are able to open their windows when required and for complying with all safety rules and regulations. Unobstructed access for the residents, including fire escape routes must be maintained at all times.
- 4.13.4 Any fixing holes in the structure are to be made good on completion.
- 4.13.5 The working platform system selected is to comply with all statutory and recommended safety procedures for such and be to the approval of the Contract Administrator. The system is to ensure safety and security to workpeople, residents and visitors to the site and the dwellings at all times.

4.14 Asbestos

- 4.14.1 The Contractor is to ensure that all operatives are Asbestos Aware, and should immediately report to the Contract Administrator any suspected asbestos containing materials discovered during the execution of the works.
- 4.14.2 For Aster Group's Asbestos Procedure please refer to the policy provided in Appendix 2.

4.15 Pre-paint preparation – Timber

- 4.15.1 Thoroughly clean all surfaces with soap and water or detergent solution to remove all dirt, grease and surface contaminants. Remove all blistered, poorly adhering or otherwise defective coatings. Where flaking has occurred or coatings are defective, the entire member or section must be stripped back to the nearest joint. Open-up all joints which are not tight fitting and rake out thoroughly. Rub down to 'feather' raised grain and round all sharp edges (a radius of 1mm to 2mm for timber other than sills and thresholds; 3mm for sills and thresholds and dust off). Operatives are to wear face masks to prevent the inhalation of dust. Knotting solution to be applied where required.
- 4.15.2 Where timber to window frames is found to be defective, the rotten timber is to be removed, along with any defective filler. This is to be repaired with a 2-pack filler. Leave to cure in accordance with the manufacturer's instructions and then sand down with a medium grade abrasive paper to provide a key, remove all dust and leave ready for redecoration.

4.16 Pre-paint repairs

- 4.16.1 Prior to commencement of painting, all properties are to be inspected by the Contractor with Aster Group's representative (if required) to schedule out pre-paint repairs. Any external elements to be painted found to be defective are to be scheduled into a pre-paint repair schedule and should be issued to the Contract Administrator for approval. The Contractor shall allow a period of 5 working days for the Contract Administrator to approve the pre-paint repair schedule before works commence.
- 4.16.2 Inspection to include: rainwater goods, soil and vent pipes, fascia boards, barge boards, soffits, masonry walls, cladding (where provided), rendered/ texture finishes, windows inclusive of all glazing and putties, beads etc., entrance doors and frames, and all other external surfaces specified by the Contract Administrator.
- 4.16.3 Where the Contractor considers that a stain block/treatment is required, the Contractor shall record the details and pass to the Contract Administrator and await further instruction.

4.17 Property standards

- 4.17.1 The following standards apply to redecoration:

i. Internal decoration:

- a. Woodwork/Doors/Other joinery/Radiators – water based gloss finish
- b. Walls to communal areas (including communal kitchens and bathrooms) – Eggshell
- c. Ceilings – Matt white emulsion

Note: The Contractor is to allow for the removing of all wallpaper to communal areas, prior to decoration.

ii. External decoration:

- a. Woodwork/Doors – Oil based gloss finish
- b. Render/Brickwork – water based masonry paint
- c. Rainwater goods/SVP –Oil based gloss finish

Note: In Agency managed properties, residents will also be offered wallpaper to living areas.

iii. The Contractor is to allow for removing all wallpaper to communal areas prior to decoration.

4.18 Colours

- 4.18.1 Generally colours are to be on a like-for-like basis. Therefore, the Contractor will be responsible for ensuring that they are able to match existing colours. No claims will be entertained for additional costs for matching colours.
- 4.18.2 Internally, residents are to be offered a choice of six colours. These six colours have been chosen by the Aster Group Resident Panel and therefore the Contractor is to allow for matching these colours as closely as possible, in order to create a "standard range".

- 4.18.3 Colours are to be approved by the Contract Administrator before works commence on site.
- 4.18.4 Some properties are located within conservation areas and therefore colour choices may be limited to specific ranges. Where such paints, i.e. heritage paints, are required, the Contractor will be able to apply the tendered uplift for this

4.19 Wallpaper

- 4.19.1 Wallpaper is to be offered for living areas in certain properties. The Contractor is to offer a choice of 8 patterned wallpapers.

4.20 Textured wall and ceiling coatings (such as Artex)

- 4.20.1 Where these are found to be damaged, the Contractor is to record and pass details to the Contract Administrator for further instruction. If the textured coating is not damaged then this is to be sealed ready for redecoration. The Contractor should refer to Aster Group's Asbestos Register before commencing work on this programme and ensure that any materials which may contain Asbestos Containing Materials are surveyed and dealt with in line with the Aster Group Asbestos Management Policy. Refer to Asbestos procedure provided in Appendix 2.

4.21 Polystyrene ceiling tiles

- 4.21.1 Where these are found, the Contractor is to remove these, cart away, make good the surface and prepare for redecoration.

4.22 Flooring (communal areas)

- 4.22.1 The Contractor is to work with the Contract Administrator to assess the condition of flooring in communal areas, ensure that flooring is replaced on a 'like for like' basis where compliance with Health and Safety and Fire Regulations can be achieved and ensure that residents have adequate notice before floor coverings are renewed.
- 4.22.2 Where appropriate the Contractor is to allow for barriers etc to prevent access while products are curing/being laid.
- 4.22.3 The Contractor is to remove and cart away existing floor coverings which have been assessed as requiring replacement.
- 4.22.4 If the Contractor suspects damp issues, the Contract Administrator is to be informed and the Contractor is to wait for further instructions before proceeding with the installation/painting.
- 4.22.5 Anti-slip vinyl (Safety Flooring)
- i. The replacement of flooring to communal areas is to be undertaken on a 'like for like basis', subject to meeting BS5287 and BS4790 and fire safety regulations.
 - ii. Where the sub-base is concrete the Contractor is to allow for laying a 3mm self-levelling latex screed to provide a smooth surface for installation of new sheet flooring. This must be left to cure in accordance with the manufacturer's recommendations before the flooring is fitted.
 - iii. Where the sub-base is timber, the Contractor is to allow for affixing 6mm plywood to provide a smooth surface ready for installation.

- iv. All new sheet flooring is to meet BS EN 13845:2005 Resilient Floor Coverings. Polyvinyl chloride floor coverings with particle based enhanced slip resistance.
- v. Flooring to be BBA approved or to equivalent European standard.
- vi. New flooring to be minimum 3.5mm thickness.
- vii. Where the flooring covers inspection chambers or any other access point/outlet etc, the Contractor is to allow for neat detailing around these, in accordance with manufacturer's recommendations.
- viii. On arrival at site the rolls should be safely secured in an upright position and stored, together with the adhesive, at a minimum temperature of 18 degrees centigrade for at least 24 hours before laying, in accordance with manufacturers recommendations
- ix. A working temperature of between 18 degrees centigrade and 26 degrees centigrade is required for at least 24 hours prior to, and during, the laying period and for 24 hours afterwards.
- x. Joints in the flooring are to be kept to an absolute minimum, but where these are required, they are to be located in as visually unobtrusive locations as possible. All joints are to be welded joints with a colour matched material.
- xi. Where vinyl is fitted, the Contractor is to allow for fitting anti-slip PVC nosings to stairs, stringers, threshold strips and all other accessories to leave a complete installation.
- xii. The Contractor is to ensure that the price includes for fitting flooring to stairs and the additional labour this requires. No claims will be entertained for failure to allow for the additional work required in laying flooring to stairwells as opposed to large open areas.
- xiii. Flooring is to be affixed using proprietary adhesive in accordance with the manufacturer's instructions.
- xiv. The Contract Administrator is to be offered a choice of at least six standard colours.

4.22.6 Floor paint

- i. Anti-slip floor paint is detailed in Section 4: Minimum Requirements.
- ii. The Contractor is to allow for a smooth self-levelling screed where required.

4.22.7 Floor tiles

- i. Where floor tiles are to be laid these are to be on a "like-for-like" basis, in terms of colour and type (quarry tiles or ceramic tiles) with the Contractor seeking the agreement of the Contract Administrator.
- ii. The price is to include for hacking off old tiling and adhesive, new levelling compound, tiling and grout.
- iii. All new tiling to be installed in accordance with BS 5385:2018 (Wall and floor tiling. Design and installation of ceramic, natural stone and mosaic wall tiling in normal internal conditions. Code of Practice).
- iv. Tiles to be laid evenly spaced with cut tiles at edges of flooring only

- v. Ensure that tiles are wetted before installation to prevent mortar being absorbed by the tiles.
- vi. Mortar and grout mix to be in accordance with manufacturer recommendations.
- vii. Where the sub-floor is damp, the Contractor is not to proceed until further instruction has been sought from the Contract Administrator.

4.22.8 Carpet

- i. Where carpet is to be renewed, the Contractor shall allow for renewal with a heavy duty commercial grade carpet and shall provide evidence of this product. General, domestic grade carpet will not be acceptable.
- ii. Sub floors should be clean, dry and flat and prepared in accordance with BS 5325. Timber floors should be covered with plywood.
- iii. Carpet should be allowed to condition for a minimum of 24 hours at the expected temperature and humidity prevailing when the building is in use, in accordance with manufacturer's recommendations.
- iv. Adhesive for carpet is to be in accordance with manufacturer's recommendations.
- v. The Contractor is to include for the cost of grippers, rods etc.
- vi. The Contractor is to ensure that the price allows for the installation of sheet carpet to stairs (including provision of PVC anti-slip nosings, stringers and threshold strips) and for the additional labour involved. No claims will be entertained for additional labour costs of installation of carpet to stairwells as opposed to large, open areas.
- vii. When tested to BS EN ISO 11925-2:2020 the sample has to have a flame spread (Fs) of: Fs less than or equal to 150mm within 20 seconds (Class Efl). The Contractor will be responsible for providing test certification by an independent body to demonstrate that the proposed carpet meets this standard.
- viii. The Contractor must offer up to 6 colours in both sheet and tile finishes. The colour is to be approved before installation commences.
- ix. The Contractor must provide a 10 year warranty with communal area carpets.
- x. The carpet weight must be at least 1020gm square metre (sheet) and 4020gm square metre (tile).
- xi. The thickness of the carpet must be at least 6.2mm (sheet) and 7.6mm (tile)
- xii. Roll width to be available in 2m and 4m.
- xiii. Colour fastness to be as follows:
 - Light (BS EN ISO 105:B02): 6
 - Wet rubbing (BS EN ISO 105:B01): 4-5
 - Dry rubbing (BS EN ISO 105:X12): 4-5
- xiv. Flammability (BS5287) Assessment and labelling of Textile Floorcoverings tested to BS4790 (Hot Metal Nut Test):

- BS EN 13501:Low radius of char
 - Euroclass Bfl-s1 (Tile)
 - Euroclass Cfl-s1 (Sheet)
- xv. Health and Safety When Laying Flooring - When using epoxy resin, the Contractor should ensure that their operatives comply with health and safety regulations when laying flooring, avoiding contact with skin and eyes. During preparation and sanding use appropriate eye protection and fine particle dust masks. Wear gloves when handling the products. Change gloves regularly and do not reuse after contact with epoxy resin. A risk assessment should be undertaken and operatives should ensure that flooring is laid in compliance with manufacturer's health and safety guidance.

4.23 Window repair systems

4.23.1 General

- i. The Contractor must propose a suitable "two pack resin" system suitable for the repair of timber windows. A wood "filler" will not be acceptable. The Contractor will be required to demonstrate that the proposed system is suitable for window repair and has been "tried and tested" for this purpose.
- ii. The Contractor will be responsible for providing details of a representative from the manufacturer to be available to visit site to inspect repairs if requested.
- iii. The Contractor is to price for timber repairs as indicated on the Schedule of Rates.
- iv. BEFORE works commence to each property the Contractor will be required to undertake an inspection of the windows to be repaired and produce a schedule detailing the type, number and cost of repairs per window to each property. Works will not be permitted to commence until the Contract Administrator has approved the schedule. If the Contractor considers that the window requires complete renewal then the Contract Administrator should be informed and the Contractor should wait for further instructions.

4.23.2 Preparation

- i. Remove paint at least 10mm from the area to be treated.
- ii. Remove all decayed and soft timber using a router and round cutter. Rather than feather the edge of the area, create a "shoulder" of at least 5mm.
- iii. Ensure the moisture content is no higher than 18%. This can be checked with a wood condition meter.
- iv. If the timber is too wet, it should be allowed to dry naturally.
- v. Sand off any loose fibres and remove dust and dirt.

4.23.3 Application

- i. Application to be in accordance with manufacturer's instructions. Drying times must be adhered to along with minimum and maximum recommended temperatures and humidity for the paint products. Redecoration to be in accordance with paint manufacturer's recommendations.

- ii. The Contractor is to provide all manufacturers' application instructions to the Contract Administrator and ensure that these are followed on site.
- iii. The Contractor is to ensure that when operatives apply the product they do not remove excessive resin when finishing, thus creating a "bowed" repair, and instead leave the resin slightly proud if required to allow this to be sanded to a smooth, level finish.

4.24 Timber windows

- i. Where the Contractor considers that a timber framed window requires total renewal then the Contractor is to inform the Contract Administrator. Total renewal as described below is only to be undertaken once approved by the Contract Administrator.
- ii. The Contractor is to allow removing existing window and carting away and disposing.
- iii. The window must not be removed until the new window is on site and has been confirmed as being the correct size.
- iv. The renewal of the window must be complete in one working day.
- v. The new window is to match the existing in terms of thickness of frames, glazing bars, mullions, transoms, opening configuration, clear or obscured glazing etc. Details must be submitted to the Contract Administrator for approval before an order for the window is placed. Consideration will need to be given to the design of replacement windows to be fitted to properties located in conservation areas. The Contract Administrator will be required to consult with the Local Authority Planning Department to ensure compliance with any planning requirements prior to installation. All associated costs of planning applications will be borne by Aster Group.
- vi. All new windows to meet BS 644 – Timber windows – Factory assembled windows of various types – Specification and BS 7950 – Specification for enhanced security performance of windows for domestic applications – Security testing.
- vii. All new windows must be double glazed to meet the requirements of Part L of the Building Regulations.
- viii. All windows are to be installed by a FENSA approved window installer, or a similar scheme such as CERTASS where approved by the Contract Administrator, and the Contractor shall ensure that this is allowed for in the tender price.
- ix. Glazing to be in accordance with BS 6262
- x. All new windows to meet Secured by Design standards.
- xi. All new windows to have trickle vents to allow the minimum requirements for ventilation as defined in Part F of the Building Regulations.
- xii. All windows to contain toughened glazing in critical locations as defined in Part N of the Building Regulations.
- xiii. Windows must have 30 year guarantee against fungal attack, 10 year manufacturing defects guarantee and 10 year guarantee for insulating glass units. The Contractor is to provide copies of these guarantees following installation. No property will be accepted at handover without the required warranty documentation being provided to the Contract Administrator.

- xiv. Allow to decorate windows to match existing.
- xv. Allow to seal new windows with colour matched bead of sealant both internally and externally.
- xvi. Allow for small plaster repairs internally where plaster removed during removal of window. Every effort must be made by the Contractor to minimise damage to the resident's internal decorations as a result of replacement windows being installed.

4.25 Decoration and window repair

- 4.25.1 Fire upgrade works should only be undertaken when instructed, adhesion properties of existing coating will need to be ascertained and current levels of risk. Testing of existing coatings is to be priced in the Schedule of Rates.
- 4.25.2 Follow all relevant site work instructions relevant to each substrate and as detailed at the end of this specification
- 4.25.3 All items below are considered to be the minimum requirement.
- 4.25.4 The Contractor will be required to demonstrate that their coatings meet an approved, national standard.
- 4.25.5 The Contractor will be required to provide manufacturer's details of all coatings to be used for the Contract. Notwithstanding the minimum requirements below, the Contractor is to allow in the tender price for the chosen system to be applied in accordance with the manufacturer's requirements, and take into account the condition of the substrate. No claims will be entertained where the manufacturer recommends additional preparation/coats which exceed those requirements below.
- 4.25.6 All fire upgrading products, where indicated, must have been independently tested with the Warrington Fire and/ or the Building Research Establishment (BRE) and certified to meet with the standards required within the BS 476 Part 6 & 7 testing.
- 4.25.7 Metal surfaces to be prepared in accordance with BS ISO 27831-1:2008
- 4.25.8 Metallic and other inorganic coatings. Cleaning and preparation of metal surfaces. Ferrous metals and alloy
- 4.25.9 When undertaking window repairs, the Contractor is to make reference to BS 644:2009 Timber Windows, ensuring that repairs maintain the recommended profile/angle for all window elements. This includes, but is not limited to, the angle and rounding of cills.

4.26 Fascias/soffits/canopies

- i. Where fascias, soffits or timber canopies are to be found to be defective, the Contractor is to contact the Contract Administrator and await further instructions.
- ii. If required, the Contractor will replace the fascias, soffits and timber to the canopies to the extent agreed with the Contract Administrator.
- iii. It is to be assumed that these will be replaced on a "like-for-like" basis.
- iv. Where fascias/soffits are found to contain asbestos, these are to be removed in accordance with Aster Group's Asbestos Policy and renewed in timber.

- v. Timber used for this purpose is to be pre-treated from a certified, sustainable source and the Contractor will be required to provide certification confirming the timber's durability for this purpose.
- vi. Allow to decorate to match existing in accordance with paint manufacturer's recommendations.