

APPENDIX B

Refurbishment and Voids Standard

Introduction

This guide contains a summary of the specification for works to identified internal refurbishment properties and void properties together with supplementary guidance for property managers and technical officers.

STANDARD AND EXTENT OF WORKS - BASIC REQUIREMENTS

Normally at a change of tenancy the work would be of a minimal nature and adequate to enable the property to be re-let however where properties are in need of serious updating this guide is intended to bring improvements in line with the Internal Refurbishment Contract where possible. All properties are to be inspected and brought up to the minimum standard detailed below.

Repairs which, if neglected, could lead to deterioration of the fabric, should also be remedied, e.g. leaking/blocked gutters, missing tiles. Repairs requiring attention for health and safety reasons are also to be carried out.

VOID SPECIFICATION

1. GENERAL ITEMS

- 1.1 **Asbestos checks** to be carried out in all properties before any work commences.
- 1.2 **Full electrical check** to be carried out on all properties where a recent rewire has been carried out and a NICEIC Periodic Inspection Report is to be issued.
If a recent rewire has not been carried then the property will be rewired.
- 1.3 **Gas safety check** to be carried out on all properties and certificate issued.
- 1.4 **Water systems** in all properties that are vacant between November 1st and March 31st are to be drained down as soon as possible.
- 1.5 **Locks** are normally to be changed **at start** of the work and keys placed in keylock safe at the end of the Void/Refurb. Keys to be passed to Housing Management.

When the property initially becomes vacant, Housing Management are to forward **all** keys to Technical Officers and Project Managers with notification of the change of tenancy on Refurb.

Suited locks on sheltered schemes are only to have barrels changed and are to remain suited.

2. STRUCTURE

2.1 FLOORS

All floors are to be checked for structural integrity.

Ground Floor Timber Floors are to be replaced only when found defective with solid concrete floor with damp proof membrane, insulation and screed finish.

All Timber floors are to be free from rot and insect infestation. Defective or uneven floorboards which present a safety hazard are to be replaced.

Solid floors are to be sound, even and free from damp. If it is necessary to renew floors, whether timber or solid, these are to be replaced with concrete floors incorporating insulation under the slab.

If extensive **damp** or **infestation** are suspected, a specialist report is to be obtained and appropriate remedial works carried out in consultation with the Council Authority.

Decanted Refurb Properties to receive vinyl to the Kitchen, pantry, bathroom and w.c.'s areas.

Void properties to have a self level compound laid to allow adequate vinyl to be laid by ingoing tenants.

2.2 WALLS

Where **damp** is evident or suspected, investigate to determine whether rising or penetrating damp or condensation is present, and remedy if necessary.

Check bridging of dpc by path/render/earth, blocked air bricks, defective render, spalling of brickwork below dpc, and repair as necessary.

Plastering – All habitable rooms including kitchen/pantry/bathroom/w.c. (excluding second external w.c.) to have plastered finish. Where unfinished brickwork exists, render and set plaster finish will be applied with metal lathing where necessary.

Refurbs only – All lime based plaster and any associated timber lathing is to be removed and replaced with cement and sand render coat and set coat of plaster or plasterboard and skim coat of board plaster as appropriate. Areas to be agreed by C.A.

Existing Stud Work to remain unless unsuitable or defective.

2.3 CEILINGS

All polystyrene tiles are to be removed.

All existing skimmed ceilings are to remain if structurally sound. If there is substantial cracking, tape cracks and apply artex finish; otherwise leave for tenant to decorate.

Gyproc coving is to be fixed to Lounge & Bedrooms, Refurbs only.

3. SERVICES

Gas, electric and water supplies are to be retained unless the property is programmed for demolition or major works. Meter readings are to be recorded by the Property Manager or Technical Officer on the void inspection sheet and verified by the contractor at commencement and completion of the works. The contractor will be responsible for all charges during this period of void works.

(Note: - Services should be moved externally wherever possible, Refurbs only).

On Refurb Properties Meter Readings to be read by Neighbourhood Managers.

3.1 ELECTRICS

All additional sockets/switches are to be chased into wall surfacing and plaster made good. The minimum provision where practical is to be as detailed below:

<i>Kitchen</i>	- 4 . double switched socket outlets above work surface. Sockets for appliances are to be unswitched below worktop with fused spur above work surface. Fluorescent light fitting with diffuser, (only on full rewire, or if existing circuit earthed) Cooker control panel (positioned at side of cooker space). Extract fan (Airtech Humidistat or equal approved).
Understairs Pantry	Single switched socket outlet, batten light fitting.
Lounge	- 4 . double switched socket outlets Pendant light fitting - if through lounge, 2no. with 2 way switching if required. T.V.point with co-axial cable to isolating socket in roof space).
Dinning Room	- 3 . double switched socket outlet. Pendant light fitting (if through room 2No. with 2-way switching).
Utility	Pendant light fitting - 2 . double switched socket outlets (depending on size of room).
Hall	Double switched socket outlet Pendant light fitting with 2 way switching - Mains powered smoke detector with battery back-up.
Landing	Double switched socket outlet Pendant light fitting with 2 way switching - Mains powered smoke detector with battery back-up.

Bathroom	Batten light fitting with pull cord switch. Extract fan (Airtech Humidistat or equal approved). 40 amp blanked supply for shower.
W.C.	Batten light fitting. Extract fan (Airtech or equal approved).
Bedrooms	- 2. double switched socket outlet (3no.in double rooms) Pendant light fitting (2No. pendants in large rooms).
Airing Cupboard	Immersion heater point - Where Economy 7 installed, 2no. points to be provided, one connected to off-peak. Switched spur for future Central Heating installation).
Meter/ Consumer Unit	If at low level to be enclosed in cupboard fitted with child-proof lock. If a new unit is being installed it is to be positioned at 1450mm above floor level. Allow for 40 Amp fuse in Consumer unit for future shower terminal.
Outside lights	PIR light fitting adjacent to external doors.

3.2 PLUMBING

Water supply and waste pipework should be checked where practicable. It should be free of leaks, blockages or broken seals. All taps and stop taps to be checked for ease of operation.

Refurbs only –

- Where the property has a **lead main supply pipe** this must be removed and a new main will be installed.
- Where there are **lead or galvanised pipework and fittings (including cylinders)** these are to be replaced with copper.
- **Asbestos cold water storage tanks** are to be replaced with insulated plastic and removed from site.
- **Lids** are to be fitted to all cold water storage tanks (in accordance with current Water Bye-laws).
- **Tank stands in roof space** are to be checked for structural stability and replaced where necessary.
- **Where Economy 7 is the primary source of hot water supply**, ensure hot water cylinder has two immersion heater units or dual element fitted.
- Where **kitchen layout** allows, provide plumbing, with half trap for automatic washing machine and provide double check valves.
- Where reasonably accessible all primary pipework between the boiler and hot water cylinder and the cylinder and **hot water taps, to be lagged** with minimum 20 mm insulation.
- If cylinder is new but not insulated - **fit insulation jacket**. If there is any doubt as to age or condition of cylinder fit new pre-insulated type.
- All **stopcocks and gate valves** are to be labelled.

- In-line descalers are to be fitted (complete with electrical power point).

Refurb. Properties only.

3.3 CENTRAL HEATING

If central heating is not already installed a wet radiator system is to be installed in accordance with the attached appendices.

All heating to be checked and certificated as appropriate – gas, electric oil, and solid fuel.

4. FITTINGS

4.1 KITCHEN

Where new kitchen units are to be fitted these are to be Howden Contract Range.

The following should be provided within the kitchen where practical (Note: - spaces are to accommodate 600mm wide white goods with adequate movement space)

Single drainer stainless steel sink with base unit below, with hot and cold taps. Sink to be 1000mm long inset.
Fridge space with worktop above 600mm wide.
Cooker space 600mm wide, where gas is available to property, gas cooker point should be provided. (Note: - Gas bayonet connection and main electric cooker switch are to be set to the side of the cooker space)
Washing machine space 600 mm wide with plumbing and worktop above.

In addition, up to 2000mm of base units to be provided where possible, plus up to 2000mm of wall units, where possible.

All base units and worktops to be 600mm deep where practical. Where space dictates, 500mm deep units can be used.

Ensure at least 4 rows of tiles above all worktops and tile down to floor level behind cooker. Joints between tiles and worktops to be sealed with silicone anti-fungicidal sealant.

Kitchen layout to be determined by Project Manager to accommodate all appliances and incorporate the maximum no. of base and wall units. Where possible, cookers are not to be sited adjacent to door openings, and a minimum 300mm wide worktop is to be provided both sides of cooker. Ideally the cooker, fridge and sink are to be located within 1.6m of each other in a triangular layout.

4.2 **BATHROOM/W.C.**

The following fittings are to be provided:

Bath with hot and cold taps or shower. Baths are not to be removed to be replaced with showers, nor showers to be removed to be replaced with baths. (Note: - Where a new bath is to be installed a pressed steel type with non-slip base is to be specified with 2 inset handgrips and the bath is to be chased into the thickness of plaster)

W.C.

Wash hand basins are to be pedestal type with hot and cold taps.
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All fittings and replacement fittings are to be white.

Ensure at least 2 rows of 150mm tiles are provided above wash hand basin and to ceiling height around the bath, where tiling is to be redone.

Lever taps are to be fitted to Sheltered Accommodation.

Isolating valves are to be fitted to all hot and cold supplies.

Bathroom/W.C. layouts to be changed, from ground to 1st floor at the discretion of the C.A only.

5. GENERAL ITEMS

5.1 CARPENTRY

All doors and windows are to be checked for ease of operation. Ironmongery to work satisfactorily.

5.2 INSULATION

Ensure minimum 250mm insulation in loft space. Where there are eaves vents ensure the insulation does not obstruct them. Electric cables in loft space must be relocated above insulation where possible.

All water pipes running in unheated spaces to be insulated.

Flat Roof Insulation Upgrade – to be agreed as appropriate for the given situation with Warmdeck insulation on refurbishments.

5.3 CONDENSATION

See Mechanical Extract Ventilation within Electrical section

Where there is excessive mould growth use fungicidal wash to clean down affected areas. Advise housing management that tenants should be given advice on combating condensation and mould (should it recur).

5.4 **OTHER WORKS**

Where open fireplaces are still present in bedrooms, dining rooms etc., remove surround, sweep flue, brick up opening, plaster and install permanent louvered vent. Fit mushroom cowl to stack.

External insulation cladding to be applied where required, Refurbs only.

6. **EXTERNAL WORKS**

6.1 **GARDENS**

Where the garden is overgrown, rough cut to be carried out and rubbish removed at the completion of the works.

The contractor is to be responsible for removing all rubble and general rubbish generated by the change of tenancy work. Rubbish left by the previous tenants if removed must be recharged to the outgoing tenant.

Ponds are to be removed and reinstatement of the grounds must be made by the outgoing tenants.

6.2 **FENCES, HARDSTANDINGS AND PATHS**

Where **footpaths** are badly cracked or uneven and present a safety hazard, they are to be renewed.

Car hardstandings to be provided on refurbishment. Concrete Strips 2no with Shingle Oil Tray only.

Fencing repairs will be carried out as required.

6.3 **GARAGES AND SHED, ETC**

In making decisions about whether sheds, garages, greenhouses, etc. should be retained or disposed of, Technical Officer are to take into account:

- i) the suitability of the structure in terms of its size, condition and position in relation to the property;
- ii) the safety of occupiers of and visitors to the property;
- iii) a written request made by the prospective tenant(s);
- iv) in respect of garages, the economic viability of undertaking repairs.

Notwithstanding iii) above, safety factors shall be paramount at all times.

With the exception of garages, the Council shall not make repairs to any structure, which has not been provided by the Council.

7. EXTERNAL FABRIC

All properties are to be included in a long term enveloping programme and any repairs required to the structure should, where possible, be left to be included in the programme. Repairs which, if neglected, would lead to deterioration of the fabric should, however, be carried out. Any such repairs must be specified having regard to the property's position within the programme.

8. DECORATION

New surfaces should generally be decorated as follows:

All **internal woodwork** is to be primed.

Where extensive replastering has been necessary, incoming tenants are to be advised not to paper walls for at least 6 months to allow plaster to dry.

For properties let to the elderly (60+), disabled, warden controlled and management transfers, the property is to be decorated as follows, at the discretion of the Project Manager/Technical Officer:

walls - all wallpaper stripped, walls then to be finished with two coats of emulsion paint (a choice of 4 pastel shades is to be given on Refurb Properties only).

ceilings - redecorate as appropriate;

woodwork - one undercoat and one coat white gloss paint.

The Neighbourhood Manager must notify Project Manager/Technical Officer as soon as possible, if a property is to be let to someone in the above category. A decoration allowance up to a maximum of £500 will be offered to all other tenants on the advice of the Technical Officer/Project Manager.

9. SHELTERED ACCOMMODATION

The standard of work to be carried out on these properties is to be the same as the basic specification with **no** amendments. Suited locks are not to be changed.

10. DISABLED ADAPTATIONS

Where work is required for the incoming tenant, grab rails, lever taps, electrical alterations or dropped kerbs can be carried out as part of the change of tenancy and coded to M14.

Any other adaptations must be referred to Social Services for their recommendation prior to carrying out the work.

Any work required which will cost over £900 either as one item or a number of small items is to be referred to the Disabled Adaptations Programme Officer.

No previous adaptations are to be removed on the change of tenancy. In exceptional circumstances, if considered necessary, they may be removed with Client Section approval.