

CRANMER COURT LONDON SW3

GUIDANCE NOTES FOR THE LANDLORD'S PIPEWORK INFRASTRUCTURE RENEWAL & IN-FLAT PIPEWORK REPLACEMENT

1. INTRODUCTION

- a) Under the terms of the Cranmer Court Lease, the supply of hot & cold water and heating to each flat is the Landlord's responsibility, whereas radiators and pipework serving only the demised property are the Leaseholder's responsibility. The existing central pipework system dates back to the building's construction in the 1930's and requires replacement. It is therefore proposed to install a new supply system that will run to individual Heat Interface Units (HIUs) serving each flat.
- b) HIUs are typically installed in large apartment blocks, where they act as a bridge between the central boiler and the heating, hot and cold water systems supplying the individual flats and are controlled by a programmer or thermostats on the radiators within the flat. In most situations at Cranmer Court the HIU serving the flat will be situated in the service stairwell.
- c) The Board has appointed **QuinnRoss Consultants Ltd (QRC)** to be the Mechanical & Engineering Consultants for the entire **Pipework Replacement** and it is their responsibility, supported by our property managing agents: D&GBM, and our retained surveyor: Harris Associates (HA) to administer and oversee all facets of this very challenging project.
- d) Each Leaseholder is required to install new distribution pipes within his or her flat in readiness to connect to the new hot and cold water and heating supply. These pipes can be installed at the time of any other refurbishment, either under floor, within false ceilings or boxed in along skirting boards.

2. PROCUREMENT & EXECUTION

The procurement and execution of this complex undertaking has been evolved to streamline the processes and to assist leaseholders more directly. There are **FOUR** distinct phases to the entire project:

i. Phase 1: Landlord's Works:

The start of the Central Pipework Replacement contract by Cranmer Court Chelsea (Tenants) Ltd (CCCTL), which includes the installation of a new main Boiler Plant, primary distribution potable boosted cold water, heating supply pipes and individual HIUs, is being managed and led by QRC. The work started in June 2019 and is set to be completed by 2021.

ii. Phase 2: Leaseholders In-Flat Pipework Replacement – Design

QRC have been tasked by CCCTL to take the lead on the in-flat pipework replacement design. QRC will contact and liaise with each Leaseholder to arrange an initial survey and inspection, and will subsequently produce a bespoke design package for each flat. There is no charge to Leaseholders for this work carried out by QRC – the costs will be met from the Pipework Reserve Fund.

At this initial stage it is not a requirement, nor is it necessary, for QRC to know the full particulars of the works that the Leaseholder may eventually carry out. There is time, later in the process, for the specific details to be addressed and for the initial design detail to be modified, if required, at no cost to the Leaseholder.

However, if the Leaseholder has specific concerns over temperature levels generally within a flat, and where for example additional radiators might be considered necessary by the Leaseholder, then advising QRC of any such potential specific additional requirements would enable these to be incorporated into the initial design.

Phase 2 is complete once QRC have produced their design pack (including a specification and plans). The design pack is issued to the Leaseholder and a copy kept on file in the Estate Office.

The issuance of the design pack will enable each Leaseholder to submit their AFA Level 6 application to start the process of carrying out Phase 3 In-Flat Works.

To mitigate the degree of disruptive works during the connecting up to the new delivery system (Phase 4), it is important that Leaseholders anticipate, with their plumber/contractor, the final location for connections, requirements for additional/replacement radiators and electric towel rails at the planning stage of Phase 3.

iii. Phase 3: Leaseholders In-Flat Pipework Replacement – Works Execution

Phase 3 is triggered by the Leaseholder submitting a completed AFA Level 6 form together with the applicable deposit to D&GBM.

QRC will then meet with the Leaseholder and/or the Leaseholder's plumber/contractor to ensure that the design as previously prepared by QRC (under Phase 2) has been fully understood. Where necessary QRC will be able to make layout changes should there be any amendments since the original design pack was prepared, and offer advice as how to mitigate disruptive works at the Phase 4 stage leading to the final switch from the old to the new system.

The Leaseholder and/or their representative and plumber/contractor must contact QRC with no less than 4 week's notice to any works commencing to provide sufficient time for QRC to review the scope of works. Before the start of any works QRC will need to be satisfied that the Leaseholder's plumber/contractor fully understands the design and installation requirements including standards of workmanship. QRC will also direct the Leaseholder's plumber/contractor to set out very clearly to the Leaseholder the detail of the works to be undertaken and any subsequent works that will be required at a later date prior to the final switch over to the new system taking place (refer to Phase 4 overleaf)

Once QRC are satisfied they will provide D&GBM with a formal **AFA Level 6 Response** document. Upon receipt of this D&GBM will issue the **Authority to Start Works** letter having notified neighbouring Leaseholders by letter as to the stipulated commencement date.

Leaseholder's remain responsible to instruct the contractor of their choice, QRC will not arrange for the works to be carried out, but will be available to offer assistance and direction for any Leaseholder who might require further guidance on how to get the works arranged.

It is essential that the pipework replacement be carried out by a competent and qualified plumber.

QRC will inspect the pipework replacement at agreed intervals during the works execution. This is a vitally important stage and it is of paramount importance that QRC carry out inspections during the course of the works.

QRC are required to issue an **AFA 6 Compliance Sign Off Certificate** for the works and your deposit will not be returned until the works have been completed to their satisfaction.

For QRC to issue an **AFA 6 Compliance Sign Off Certificate** the following must have been adhered to:

- The Leaseholder's plumber/contractor, following an initial air test, must carry out a hydraulic pressure test on all new pipework, whilst the floorboards are up and prior to the pipework being insulated. This test must be witnessed by QRC. Please allow at least ten day's notice to arrange this witnessing.
- Once QRC have approved the pressure test result the pipework can be insulated, and floors can be closed up. On completion of the works the Leaseholder's plumber/contractor must carry out further pressure tests to ensure no damage has been caused to the pipework whilst laying the floors. Failure to comply with these requirements may lead to the need for floorboards to be lifted to allow further inspection/pressure tests.
- The Leaseholder's plumber/contractor must provide certificates for both pressure tests and, if required by QRC, photographic records to evidence that these were successfully carried out.
- Where the Leaseholder has carried out electrical works, including a new spur for an electric towel rail, the works are to be carried out by a NICEIC accredited electrician and a test certificate provided to QRC.

The AFA 6 Compliance Sign Off Certificate will be issued in duplicate – a copy for the Leaseholder and one for the D&GBM Estate Office archive. The certificate confirms that QRC consider that the in-flat pipework installation has been completed to the required standard.

In the absence of an AFA 6 Compliance Sign Off Certificate, the switch-over to the new delivery system will not take place, including the connection to the Heat interface Unit. (HIU) It is therefore vital that the AFA 6 Compliance Sign Off Certificate be retained by the Leaseholder in anticipation of the final connection. (Phase 4 - see below)

iv. Phase 4: Switch-Over To New Service & Shut Down of the Old System

As the Landlord, CCCTL will be responsible for the management of the switch-over from the old to the new system. QRC will coordinate this final phase of the works on behalf of CCCTL and will work closely with D&GBM. This is anticipated to commence from 2021 onwards.

At the appropriate time each Leaseholder will be contacted by D&GBM advising them of the planned switch-over time and date for their flat. For the switch-over to take place each Leaseholder will be required to provide a copy of their AFA 6 Compliance Sign Off Certificate. This will act as formal confirmation that the Leaseholder consents to the final switch from the old to the new system.

The Phase 4 switch-over and connection of the in-flat pipework to the new system will incur some disruption to Leaseholders. The extent of any disruption during Phase 4 will in part be dictated by the quality and extent of works completed during Phase 3. It is of the utmost importance that the fullest and most comprehensive of approaches are adopted by the Leaseholder's plumber/contractor during Phase 2 and Phase 3.

Additional works in Phase 4 could include the following:

- Disconnection of existing heating system.
- Disconnection of existing hot and cold-water system.
- Installation (where applicable) and connection of new hot and cold-water services, where such works have not been included under the Phase 3 Works.
- Installation (where applicable) and connection of new heating radiators, if not already installed as part of the Phase 3 Works.
- Installation of new electric towel rail, if not already installed as part of the Phase 3 Works.
- The carrying out of final systems cleansing, flushing through of radiators and final pressure tests.

N.B. Full details of refurbishment works, such as a replacement kitchen or bathroom, the Installation of Hard Flooring, extensive electrical works, introduced at any stage of the In Flat Pipework Replacement works must be provided in a separate Application for Alteration. If you have doubts or questions regarding the scope of works you are undertaking please contact the Property Manager D&G Block Management – 020 7932 8502 – for assistance.

3. CHOICE OF PLUMBERS / CONTRACTORS

Leaseholders are free to introduce their own competent and qualified plumbers/contractors. It is important that the choice of contractor reflects the scale of refurbishment being anticipated in conjunction with the pipework installation. The following are familiar with Cranmer Court:

- Aspire Plumbing
Robin Westlorton
aspireph@hotmail.co.uk
07793 747679
- LDB Construction Ltd
Unit 2 Rufus Business Centre
Ravensbury
London
SW18 4RL

4. GUIDANCE NOTE: RADIATORS

- a) It is strongly recommended that Leaseholder's replace all old radiators with new and consider the installation of additional radiators within currently unheated areas.
- b) The original radiators are considered unsuitable as they will not meet future room heating requirements. If the Leaseholder is insistent that the original radiators are retained, these radiators must be removed and professionally power flushed to remove sludge and debris, pressure tested and certified watertight before being reconnected. Once the new supply system is operational, an additional flush-through must be carried out where radiators, whether original or new, are disconnected from the old supply and connected to the new.
- c) If the original radiators are retained, then additional radiators will need to be installed in order to meet the future design room temperature levels.
- d) If the Leaseholder has concerns about the heat output and/or numbers of radiators that will be required within a flat for their future heating requirements, then QRC should be advised as early as possible so that they can help direct the Leaseholder's plumber/contractor prior to the works being carried out.

5. GUIDANCE NOTE: HEATED TOWEL RAILS & AIRING CUPBOARDS

The existing heated towel rails and airing cupboards at Cranmer Court are served by the common hot water system. Once your flat is connected to the new Heat Interface Unit (HIU) the existing hot water supply will become redundant. To preserve the option of a heated towel rail or heating to the airing cupboard it will be necessary to replace these with electric.