

Windsor Drive

(High Wycombe) Management Co. Ltd

**OUTLINE SPECIFICATION
FOR
ANNUAL MAINTENANCE WORKS
AT
WINDSOR DRIVE**

Year 2024/2025

V.2. – Issued 29th March 2024

1. General Scope

To undertake the general maintenance works as prescribed by the leasehold agreement for the seven blocks of flats situated at Windsor Drive, High Wycombe, and for additional work as scheduled by the Management Company for the year commencing 1st July 2024 and ending 30th June 2025.

The works contained within this document may fall within our obligations of Section 20 of the Landlord & Tenant Act 1985. The act refers to limitation of service charges and consultation requirements and hence works will be competitively tendered.

2. Scope of Works

The following works are scheduled for inclusion in the tender.

- Redecoration to the exterior of Blocks 3 & 4
- Redecoration to the interior of Blocks 2 & 6
- Repairs to concrete sub-floor within garage areas
- General site groundwork (Grass cutting, Attending to borders, Litter picking)
- Cleaning of communal areas
- Cleaning of covered garages
- Cleaning of all external windows
- Fortnightly lighting check and replacement as required
- Administration, Accountancy and Bookkeeping Services
- Flat sales and issue of Share certificates
- Administration services (As required)

3. Health & Safety

All works to be undertaken will require a Risk Assessment; also COSHH data sheets where applicable are required for any substances used (e.g. adhesives, cleaning fluids, etc). Adequate notification required to residents if a potentially hazardous operation is being undertaken with any relevant signage displayed prominently. Any scaffolding or ladders used on site to be regularly checked for safety and to be made secure overnight or when not in use. Materials and equipment must be stored securely while on site.

4. Programme/Quotation

The work will be carried out within a 12-month period commencing 1st July 2024 in accordance with a work schedule to be approved by the Management Company. The price quoted shall be fixed for this period and to include labour, material, third party costs (e.g. scaffolding) and VAT.

Extra works required during the year must be subject to a quotation and approved by the Directors of Windsor Drive (High Wycombe) Management Company Limited.

Please indicate any contract conditions and exclusions if necessary when submitting your quotation. You can use the working sheet enclosed with this document and include it with your written quotation. V.A.T. at the current rate should be included in the quote for registered businesses. Also please include details of Public Liability Insurance and certificates held if relevant. Payment terms are monthly in arrears on submission of invoice. All works are subject to completion and quality control before payment is authorised.

Outline job specification for each aspect of the works are shown in Appendix 1 – 3.

APPENDIX 1

TASK SPECIFICATION – BUILDING MAINTENANCE

External Decorations to Blocks 3 & 4 (Items 1 & 2)

- Clean, check and repair as required existing fascia's, soffits and end barge boards to single storey garage areas incorporated within main blocks.
- Check existing guttering for leaks and damage using new jointers / brackets etc as may be required ensuring guttering is washed and clear of any obstructions.
- Check and advise on any further repairs that may be required to the exterior of the building including brickwork, roof tiles, gutters and fixtures.

Internal Decorations to Blocks 2 & 6 (Items 3 & 4)

- Prepare all skirting and door frames filling and repairing as required to ensure a smooth finish on completion.
- Areas to be included in the quote are all walls and ceilings plus communal doors and frames. The individual front doors and frames to each flat are to be included in this quotation. In agreement with residents individual front doors are to be painted in a standard gloss colour.
- Ceilings to be painted in a Brilliant White vinyl matt finish.
- Prepare internal doors and other woodwork ready for painting. Finish to be in a Brilliant White gloss using water-based paints with low VOC's.
- All doors must be checked and adjusted for correct operation and closure after painting.
- External doors and frames to be varnished both sides as per current finish.
- Wall paint to be of washable Dulux Diamond Matt or equivalent quality. Colour to be agreed prior to the commencement of works.

Service internal & External Fire Door closures in Blocks 2 & 6 (Items 5 & 6)

- To check, service and renew where required internal & external Fire door closures. All door closures should be adjusted to ensure a smooth close of the door and that the catch latches. The centre stairwell doors are fire rated and therefore it is essential that these must be closed at all times.

Painting of Front doors of flats in Blocks 2 & 6 (Item 7 & 8)

- Painting of front doors to flats. This should be done by arrangement with residents in a colour to be agreed prior to the commencement of works. The finish to be hard wearing gloss. Price to be quoted per door as some may be inaccessible or have been replaced by uPVC units. There are 18 front doors in Block 2 and 12 in Block 6 (Total 30 flats).

Repairs to concrete sub-floor within garage areas (Item 9)

To repair damaged areas of concrete within garage areas as specified by the management company. Areas are varied in level of damage and located in different blocks on the estate. Fill with new materials now available as long as durable and guaranteed not to "sink/crack" in the near future. Where this is not possible to break out old concrete and fill by traditional methods of road quality concrete.

Adequate bollards, notices or similar need to be in place during the works to prevent vehicle access and damage to repaired area whilst drying. Cost to be based on labour and materials including VAT per Metre squared of concrete repair.

Completion of replacement Boundary Fencing to Arnison Avenue houses (Item 10)

To complete the replacement boundary fencing to the Arnison Avenue Houses. The first part of this work has been carried out in the 2023-24 works year and this will complete replacement of all the remaining panels.

There will with this task be some liaison with property owners on Arnison Avenue with regards to removing any foliage or other debris from their side of the fence. The management company will write to the property owners once a schedule of works has been agreed.

General

- All materials and equipment must be stored securely while on site and in accordance with any safety regulations. On completion of works all materials, equipment, scaffold and towers etc must be removed from the site. All waste to be disposed of in accordance with current regulations.
- COSHH Regulations – Data sheets must be made available for any substances used on site that fall under the Control of Substances Hazardous to Health Regulations
- As in many buildings constructed during the 60's and early 70's asbestos insulating boarding and similar materials have been used in the construction of the estate. The material currently presents minimal risk but contractors should be aware of its presence in certain areas of the buildings.
- All contractors must sign in the estate visitors' book while on site. Access to this and the on-site facilities will be made available to all contractors during the period of their works on the estate.
- A method statement is required for all works.
- A Health & Safety statement is required for all works
- A copy of the businesses insurance policy is required for all works and must cover the duration of the contract. If this is renewed during the year a new copy of the policy must be provided.

APPENDIX 2

TASK SPECIFICATION – ESTATE SERVICES

Grounds Maintenance (Item 11)

- Cut all grassed areas (minimum of 18 cuts per year) around the estate and clear up leaves during autumn. Grass should be no higher than 4cm at any time and cutting should not be carried out on very wet days to avoid damage to the lawns. Grassed areas to be aerated, fertilized and scarified at least annually (Normally in October). Edges should be neatly trimmed, and works ideally completed in one visit or on adjoining days only.
- Litter pick estate paths, lawn and border areas.
- Clean bin store areas x 2 at least once a month and tidy up any litter (Bins are cleaned separately but any large unauthorised items should be placed at back of store for removal)
- Ensure all landscape areas are free of weeds, grass cuttings and fallen leaves. These areas should be free of overhanging shrubs, trees or hedges by a minimum 2 metres. Areas should be free of algal growth and moss.
- Shrub Beds should be well maintained, free of dead or diseased shrubs. Any dead shrubs should be replaced by a suitable alternative. No weeds of more than 6cm to be visible.
- All hedges to be maintained in accordance with standard horticultural practice and trimmed three times per year at an appropriate time.
- Other than minor low level trimming works tree surgery will be carried out separately from the grounds maintenance contract.
- All garden waste to be removed from site.
- Prune shrubs and lower tree branches as required.
- Cut grass on 'Amersham Road Bank', clear litter and ensure road is clear of cuttings / rubble after works.
- Plant additional shrubs / other works as required throughout the year (Extra works not to be included in tender price)
- Ensure paths and access drives are kept clear of moss and other debris.
- Where a tree or other areas of the grounds is found to be in a dangerous state this should be reported to the management company for action.

Cleaning of Communal Areas (Item 12)

- Cleaning to be carried out fortnightly with doors and woodwork wiped down and ceiling cleaned with a brush to remove any cobwebs.
- Walls and doors to be spot cleaned as required to remove 'scuff' marks.
- Wipe down stair rails, sanitise all banisters and door handles.
- Carpets in entrance lobbies and stairs to be vacuumed including outside mats.
- Sweep external steps to covered parking areas monthly. (Alternate with woodwork clean)
- All internal and exterior door woodwork plus skirting to be cleaned monthly. (Alternate with step clean)
- Entrance door windows to be cleaned inside and out.
- Works should be carried out Monday to Friday daytimes to avoid inconvenience to residents.
- Clean contractors W.C. fortnightly including supply of consumables.

Window Cleaning (Item 13)

- Cleaning of all external windows with three visits per annum in October, February and June.
- This task to be carried out using modern 'from the ground' cleaning methods. It should be noted total height from the ground at gable ends is equivalent of four floors.

Gutter Cleaning to all blocks (Item 14)

- To clear all gutters around the estate both to blocks and garage areas. These will vary in height from the ground from 1-storey to 3-storeys.
- Ensure all gutters are clear and free flowing.
- Report back any issues where further maintenance is required such as damaged guttering or downpipes including blocked downpipes.

Annual Garage Clean (Item 15)

- Brush down walls and sweep floors to all covered garage areas once during the year.
- Sweep out service cupboards including water and electric cupboards.
- Clean and brush walls in corridors to residents sheds.
- Brush down roof areas to remove dust and cobwebs.

Fortnightly lighting check & Replacement (Item 16)

- Carry out a check once a fortnight to all lighting on the estate including, stairwells, external and garage areas.
- Replace lamps and / or fittings as required.
- Replace any faulty switches and associated electrical items as required.
- Test stairwell lighting in each block to ensure battery back-up system is working correctly in case of mains power failure (A mains isolation switch is provided in each stairwell for the purpose of carrying out this task).
- All works carried out to be checked by a qualified member on completion to comply with current legislation.

Fixed wiring inspection of all blocks (Item 17)

To carry out the fixed wiring inspection to the communal electrical systems in accordance with the IET Wiring Regulations to Blocks 1 to 7.

APPENDIX 3

TASK SPECIFICATION – FINANCIAL & ADMINISTRATION

Bookkeeping & Accountancy Services (Item 18)

- Maintaining accountancy records to draft accounts level.
- Raising annual maintenance charge invoices and ensuring payments are collected.
- Preparing management accounts and budgets.
- Reporting to Directors and flat owners at monthly meetings and AGM.

Flat Sales & Issue of Share Certificates (item 19)

- Dealing with all administration regarding the sale of flats.
- Providing Solicitors and/or flat owners with information as requested.
- Dealing with administration and issue of Share Certificates
- Preparing Shareholder Register as required for Companies House
- Maintaining records of all flat owners

Administration Services (item 20)

- Providing general administrative support as requested by the Directors

Note: The Financial & Administration services may be quoted for on an hourly basis with an estimate of the total number of hours expected. The hours required will be variable depending on the number of flat sales, detail of enquiries and the work involved in collecting services charges.

QUOTATION WORKING SHEET

From (Name / Company) _____

Please cost your quotation itemised as follows **including VAT**: -

Building Maintenance (See Appendix 1)		
1.	Redecoration to the exterior of Block 3	£
2.	Redecoration to the exterior of Block 4	£
3.	Redecoration to the interior of Block 2	£
4.	Redecoration to the interior of Block 6	£
5.	Service internal Fire Door closures in Block 2	£
6.	Service internal Fire Door closures in Block 6	£
7.	Painting of front doors in Blocks 2 (Price per door)	£
8.	Painting of front doors in Blocks 6 (Price per door)	£
9.	Repairs to concrete sub-floor within garage areas	£
10.	Repair / replacement of boundary fence to Arnison Avenue	£
Estate Services (see Appendix 2)		
11.	Grounds Maintenance	£
12.	Cleaning of communal areas	£
13.	External window cleaning on all blocks three times per year	£
14.	Gutter cleaning to all blocks	£
15.	Annual Garage clean	£
16.	Fortnightly lighting check & lamp replacement	£
17.	Fixed Wiring inspection of all blocks	£
Financial & Administration Services (See Appendix 3)		
18.	Bookkeeping & Accountancy services	£
19.	Flat sales & Issue of Share Certificates	£
20.	Administration services (As required)	£

Please attach full details of your quotation along with this summary sheet for the jobs you wish to tender for. The cost quoted should include labour, materials and any third party costs such as scaffolding or towers. All prices should include VAT at the current rate.

Tenders to be returned to Mr David Winterburn, Company Secretary, 68 Windsor Drive, High Wycombe, Bucks, HP13 6BL no later than 6 pm on Wednesday 1st May 2024.

Contact Points

David Winterburn (Director & Co. Secretary)
68 Windsor Drive, High Wycombe, HP13 6BL
Tel: 01494 463107 Mob: 07762 003055
E-mail: david@windsordrive.co.uk Web Site: www.windsordrive.co.uk