

This matter is being dealt with by [REDACTED]  
Our Ref.  
Your Ref.

Direct Line 01702 212681  
Facsimile 01702 334807  
Minicom 0800 833 162

Date 15<sup>th</sup> August 2013

For the attention of [REDACTED]

Dear Sirs,

Re M1112/11 High Rise Compartmentation Year 3

Further to the above contract, please find attached our confirmation contract instruction 12 for your reference

Should you require any additional information, please contact [REDACTED] on 01702 212681

Yours sincerely,



[REDACTED]  
Programme Delivery Team Leader

Attn: [REDACTED]  
Mitie Property Services UK Ltd  
Unit 11, Shenley Pavillions,  
Chalkdell Road, Shenley Wood,  
MK5 6LB



South Essex Homes Limited is the Arms Length Management Organisation of Southend on Sea Borough Council  
Registered in England and Wales  
Registered Office Chevlot House, 70 Baxter Avenue, Southend on Sea, Essex SS2 6HZ  
Registration Number 0545360  
VAT Registration No 864 0939 01



✓ 19/8/13



working together

This matter is being dealt with by [REDACTED]  
Our Ref  
Your Ref

Direct Line 01702 212681  
Facsimile 01702 334807  
Minicom 0800 833 162

Date 12<sup>th</sup> November 2013

For the attention of [REDACTED]

Dear Sirs,

Re M1112/11 High Rise Compartmentation Year 3

Further to the above contract, please find attached our confirmation contract instructions 13 & 14 for your reference

Should you require any additional information, please contact [REDACTED] on 01702 212681

Yours sincerely,

Programme Delivery Team Leader

Attn [REDACTED]  
Mitie Property Services UK Ltd  
Unit 11, Shenley Pavillions,  
Chalkdell Road, Shenley Wood,  
MK5 6LB



South Essex Homes Limited is the Arms Length Management Organisation of Southend on Sea Borough Council  
Registered in England and Wales  
Registered Office Cheviot House, 70 Baxter Avenue, Southend on Sea, Essex SS2 6HZ  
Registration Number 0545360  
VAT Registration No 864 0939 01



✓ 12/11/13

## CONTRACT INSTRUCTION

Signature of Contract Administrator

**SOUTHEND ON SEA BOROUGH COUNCIL**  
**DEPARTMENT OF ADULT AND COMMUNITY SERVICES**

**CONFIRMATION CONTRACT INSTRUCTION**

Site Address(s): <div style="background-color: black; height: 15px; width: 100%;"></div> Brecon, Grampian, <div style="background-color: black; height: 15px; width: 100%;"></div> Contractor/Address Mitre Property Services UK Ltd Unit 11, Shenley Pavillions, Chalkdell Road, Shenley Wood, Milton Keynes MK5 6LB	Description of Work <p style="text-align: right;">High Rise Compartmentation</p> <hr/> Contract Number. M1112/11 Section 3 <hr/> Issue Date: <p style="text-align: right;">12/11/2013</p> <hr/> Instruction Number. <p style="text-align: right;">14 (fourteen)</p>
---	--

The contract sum will be adjusted where applicable in accordance with the terms of the relevant contract condition

**Instruction**

**ADD**

**Blackdown**

- 1 Abortive time due to works on hold due to discovery of asbestos Installers - NB provisional sum

**ADD Brecon**

- 2 Fire stopping as Gunfire specification to corner flats with LPCB 3rd party accreditation certificate for 60 minutes
- 3 AIB removal to flats   
  
 all as e-mailed quotation 24th May 2013
- 4 Carry out replacement boarding to panels above front doors and install metal trunking all as site meeting - rate to be agreed account figure only
- 5 Extra over for additional carpentry in connection with cable interface to storey height frames

For office use approximate costs

Omit  
£

Add  
£

1,500.00

1,633.29

22,966 00

15,000 00

5,775 00

<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Project Manager	<input type="checkbox"/>	Consultant	Amount of contract sum		960,000 00
<input type="checkbox"/>	Clerk of Works	<input type="checkbox"/>	File			Approximate value of previous instruction	160,358.10	166,860 21
						Sub-total		966,502 11
						Approximate value of this instruction	0 00	46,874.29
						Approximate adjusted total		919,627 82

Signature of Contract Administrator



southessexhomes

working together

This matter is being dealt with by [REDACTED]

Our Ref.

Your Ref

Direct Line

Facsimile

Minicom

01702 212681

01702 334807

0800 833 162

Date 4<sup>th</sup> December 2012

For the attention of [REDACTED]

Dear Sirs,

Re M1112/11 High Rise Compartmentation

Further to the above contract, please find attached our confirmation contract instructions 4 and 5 for your reference

Should you require any additional information, please contact [REDACTED] on 01702 212681..

Yours sincerely,

[REDACTED]  
Programme Delivery Team Leader

Attn [REDACTED]

Mitie Property Services UK Ltd  
Unit 11, Shenley Pavillions,  
Chalkdell Road, Shenley Wood,  
MK5 6LB



South Essex Homes Limited is the Arms Length Management Organisation of Southend on Sea Borough Council  
Registered in England and Wales  
Registered Office: Cheviot House, 70 Baxter Avenue, Southend on Sea, Essex SS2 6HZ  
Registration Number 0545360  
VAT Registration No 864 0939 01



**Stonewall**  
DIVERSITY CHAMPION



SOCIAL  
HOUSING  
EQUALITY  
FRAMEWORK  
EXCELLENT

✓ 12/12/12.

**SOUTHEND ON SEA BOROUGH COUNCIL**  
**DEPARTMENT OF ADULT AND COMMUNITY SERVICES**

**CONTRACT INSTRUCTION**

Site Address(s) [REDACTED] Brecon, Grampian [REDACTED] Contractor/Address Mitie Property Services UK Ltd Unit 11, Shenley Pavillions, Chalkdell Road, Shenley Wood, Milton Keynes MK5 6LB	Description of Work High Rise Compartmentation Contract Number M1112/11 Sections 1 & 2 Issue Date. 04/12/2012 Instruction Number: 4 (four)
---	--

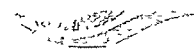
The contract sum will be adjusted where applicable in accordance with the terms of the relevant contract condition.

For office use approximate costs

Instruction	Omit £	Add £
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
<b>BLACKDOWN</b>		
<b>ADD</b>		
6 Asbestos removal as CI 3 item 4 - total should read £634.80 and not £150 as booked		484 80
<b>OMIT items as tender</b>		
7 Flooring repairs as 3 9.1 - specific repairs to be added back	4,725 00	
8 Flooring repairs as 3 9.2 - specific repairs to be added back	3,412 50	
<input type="checkbox"/> Contractor <input type="checkbox"/> Project Manager <input type="checkbox"/> Consultant	Amount of contract sum	960,000.00
<input type="checkbox"/> Clerk of Works <input type="checkbox"/> File	Approximate value of previous instruction	10,000.00    6,690.00
	Sub-total	956,690 00
	Approximate value of this instruction	10,057.50    4,645 36
	Approximate adjusted total	951,277 86

Signature of Contract Administrator

File 3



southessexhomes

working together

This matter is being dealt with by [REDACTED]  
Our Ref  
Your Ref

Direct Line 01702 212681  
Facsimile 01702 334807  
Minicom 0800 833 162

Date 14<sup>th</sup> June 2013

For the attention of [REDACTED]

Dear Sirs,

Re M1112/11 High Rise Compartmentation Year 3

Further to the above contract, please find attached our confirmation contract instruction 8 for your reference

Should you require any additional information, please contact [REDACTED] on 01702 212681

Yours sincerely,

[REDACTED]  
Programme Delivery Team Leader

Attn: [REDACTED]

Mitie Property Services UK Ltd  
Unit 11, Shenley Pavillions,  
Chalkdell Road, Shenley Wood,  
MK5 6LB



MINDFUL  
EMPLOYER

South Essex Homes Limited is the Arms Length Management Organisation of Southend on Sea Borough Council  
Registered in England and Wales  
Registered Office Chevot House, 70 Baxter Avenue, Southend on Sea, Essex SS2 6HZ  
Registration Number. 0545360  
VAT Registration No. 864 0939 01



**Stonewall**  
DIVERSITY CHAMPION



SOCIAL  
HOUSING  
EQUALITY  
FRAMEWORK

**SOUTHEND ON SEA BOROUGH COUNCIL**  
**DEPARTMENT OF ADULT AND COMMUNITY SERVICES**

**CONTRACT INSTRUCTION**

Site Address(s): <div style="background-color: black; height: 15px; width: 100%;"></div> Brecon, Grampian Contractor/Address: Mitie Property Services UK Ltd Unit 11, Shenley Pavillions, Chalkdell Road, Shenley Wood, Milton Keynes MK5 6LB	Description of Work: High Rise Compartmentation Contract Number M1112/11 Section 3 Issue Date 14/06/2013 Instruction Number 8 (eight)
--	--

The contract sum will be adjusted where applicable in accordance with the terms of the relevant contract condition.

**Instruction**

**OMIT**

- 1 Contingency for Blackdown
- 2 Contingency for Brecon

**ADD BLACKDOWN**

- 2 Fire stopping as Gunfire specification to corner flats with LPCB  
3rd party accreditation certificate for 60 minutes
- 3 AIB removal to flats   
  
all as e-mailed quotation 24th May 2013
- 4 Extra over costs fro Eurolag operative to be on site 0800-1530  
daily to remove architraves etc estimated at 22 days @ £287 50/day

For office use approximate costs	
Omit £	Add £
5,000 00	
5,000 00	
	1,633 29
	22,966 00
	6,325 00
	1,590,000 00
	72,769 76
	977,213 06
	30,924 29
	998,137.35

<input type="checkbox"/> Contractor	<input type="checkbox"/> Project Manager	<input type="checkbox"/> Consultant	Amount of contract sum
<input type="checkbox"/> Clerk of Works	<input type="checkbox"/> File		Approximate value of previous instruction
<div style="border: 1px solid black; width: 100%; height: 40px; position: relative;"> <div style="position: absolute; bottom: 5px; left: 10px;"> </div> </div>			Sub-total
			Approximate value of this instruction
			Approximate adjusted total

Signature of Contract Administrator



# High Rise Compartmentation 1-4

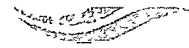
13/06/13

	Valuation 10	Valuation 11
Gross	£1,048,767.56	£1,208,429.26
Retention(Refer below)	£28,069.86	£36,052.93
Total	£1,020,697.70	£1,172,376.33
Less Previous Payment	£950,372.77	£1,020,697.70
Net	£70,324.93	£151,678.63

Overall Net Total      £222,003.56 (Valuation 10 & 11)

Invoice No      26458/9063356      26458/90603360

Retention - Analysis	Valuation 10		Valuation 11	
5%	£74,026.56	£3,701.33	£233,687.96	£11,684.40
2.50%	£974,741.30	£24,368.53	£974,741.30	£24,368.53
		£28,069.86		£36,052.93



southessexhomes

working together

This matter is being dealt with by [REDACTED]  
Our Ref  
Your Ref

Direct Line 01702 212681  
Facsimile 01702 334807  
Minicom 0800 833 162

Date 20<sup>th</sup> July 2013

For the attention of [REDACTED]

Dear Sirs,

Re M1112/11 High Rise Compartmentation Year 3

Further to the above contract, please find attached our contract instructions 9-11 inclusive for your reference.

Should you require any additional information, please contact [REDACTED] on 01702 212681.

Yours sincerely,

[REDACTED]  
Programme Delivery Team Leader

Attn [REDACTED]  
Mitie Property Services UK Ltd  
Unit 11, Shenley Pavillions,  
Chalkdell Road, Shenley Wood,  
MK5 6LB



South Essex Homes Limited is the Arms Length Management Organisation of Southend on Sea Borough Council  
Registered in England and Wales  
Registered Office Cheviot House, 70 Baxter Avenue, Southend on Sea, Essex SS2 6HZ  
Registration Number 0545360  
VAT Registration No' 864 0939 01



SOCIAL  
HOUSING  
EQUALITY  
FRAMEWORK  
EXCELLENT

**SOUTHEND ON SEA BOROUGH COUNCIL**  
**DEPARTMENT OF ADULT AND COMMUNITY SERVICES**

**CONTRACT INSTRUCTION**

Site Address(s): <div style="background-color: black; height: 15px; width: 100%;"></div> Brecon, Grampian, <div style="background-color: black; height: 15px; width: 100%;"></div> Contractor/Address: Mitie Property Services UK Ltd Unit 11, Shenley Pavillions, Chalkdell Road, Shenley Wood, Milton Keynes MK5 6LB	Description of Work: <p style="text-align: right;">High Rise Compartmentation</p> <hr/> Contract Number: M1112/11 Section 3 <hr/> Issue Date: <p style="text-align: right;">20/07/2013</p> <hr/> Instruction Number: <p style="text-align: right;">9 (nine)</p>
--	--

The contract sum will be adjusted where applicable in accordance with the terms of the relevant contract condition.

Instruction	For office use approximate costs	
	Omit £	Add £
<b>Blackdown</b> <b>ADD</b> 1 To 3M2 ceiling area of ceiling staircase prepare and apply test area of 'TORREX FLAMESHIELD ULTIMATE BUILD COAT' Location to be agreed on site 2 As e-mail 9/7/13 carout additional AIB removal to ground floor 2No panels - including enclosure and air test		TBC  805.00
<b>OMIT</b> 3 As adjustment schedule 17/5/12 omit door as 3 6.4 (wrong pattern specified)	2,515.70	
<b>ADD</b> 4 As adjustment schedule 17/5/12 add door as 3 4 4 to 13th floor		1,675.93
<b>OMIT</b> 5 As adjustment schedule 17/5/12 omit screen - not required for compartmentation 6 As adjustment schedule 17/5/12 omit screen - only 13 required not 14 as scheduled as 3 6 6	3,482.80 1,306.80	
<b>ADD</b> 7 As adjustment schedule 17/5/12 additional screen to GF dry riser as 3 6 7		1,675.93
Item 1 & 2 required by 2/8/13 Items 3-7 CONFIRMATION ONLY		
<input type="checkbox"/> Contractor <input type="checkbox"/> Project Manager <input type="checkbox"/> Consultant	Amount of contract sum	960,000.00
<input type="checkbox"/> Clerk of Works <input type="checkbox"/> File	Approximate value of previous instruction	65,556.70    103,694.05
	Sub-total	998,137.35
	Approximate value of this instruction	7,305.30    4,156.86
	Approximate adjusted total	994,988.91

Signature of Contract Administrator

**SOUTHEND ON SEA BOROUGH COUNCIL**  
**DEPARTMENT OF ADULT AND COMMUNITY SERVICES**

**CONTRACT INSTRUCTION**

Site Address(s) <div style="background-color: black; height: 15px; width: 100%;"></div> Brecon, Grampian, <div style="background-color: black; height: 15px; width: 100%;"></div> Contractor/Address Mitie Property Services UK Ltd Unit 11, Shenley Pavillions, Chaikdell Road, Shenley Wood, Milton Keynes MK5 6LB	Description of Work: High Rise Compartmentation <hr/> Contract Number. M1112/11 Section 3 <hr/> Issue Date 20/07/2013 <hr/> Instruction Number. <div style="text-align: right;">10 (ten)</div>
--	---

The contract sum will be adjusted where applicable in accordance with the terms of the relevant contract condition

**Instruction**

**Blackdown**

**OMIT**

- 1 As adjustment schedule 17/5/12 omit screens x3 as 3 6 6 wrong pattern specified

**ADD**

- 2 As adjustment schedule 17/5/12 add screens to storey height as 3 4.4  
 3 As adjustment schedule 17/5/13 add additional door leading to lower ground floor as 3 4.4

**Brecon**

**OMIT**

- 4 As adjustment schedule 17/5/12 omit door as 3 6 4 (wrong pattern specified)

**ADD**

- 5 As adjustment schedule 17/5/12 add door as 3 4 4 to 13th floor

**OMIT**

- 6 As adjustment schedule 17/5/12 omit screen - not required for compartmentation  
 7 As adjustment schedule 17/5/12 omit screen - only 13 required not 14 as scheduled as 3 6 6


**ADD**

- 8 As adjustment schedule 17/5/12 additional screen to GF dry riser as 3 6 7

**CONFIRMATION INSTRUCTIONS**

☐ Contractor
 ☐ Project Manager
 ☐ Consultant

☐ Clerk of Works
 ☐ File

  
 Signature of Contract Administrator

Amount of contract sum

Approximate value of previous instruction

Sub-total

Approximate value of this instruction

Approximate adjusted total

For office use approximate costs

Omit  
£

Add  
£

3,920.40

5,027 79

1,675 93

2,515.70

1,675 93

3,482 80

1,306 80

1,675.93

960,000 00

72,862 00

107,850.91

994,988.91

11,225.70

10,055.58

993,818.79

**SOUTHEND ON SEA BOROUGH COUNCIL**  
**DEPARTMENT OF ADULT AND COMMUNITY SERVICES**

**CONTRACT INSTRUCTION**

Site Address(s): <div style="background-color: black; height: 15px; width: 100%;"></div> Brecon, Grampian <div style="background-color: black; height: 15px; width: 100%;"></div> Contractor/Address Mitie Property Services UK Ltd Unit 11, Shenley Pavillions, Chalkdell Road, Shenley Wood, Milton Keynes MK5 6LB	Description of Work: <div style="text-align: right;">High Rise Compartmentation</div> <hr/> Contract Number: M1112/11 Section 3 <hr/> Issue Date: <div style="text-align: right;">20/07/2013</div> <hr/> Instruction Number: <div style="text-align: right;">11 (eleven)</div>
--	---

The contract sum will be adjusted where applicable in accordance with the terms of the relevant contract condition

Instruction

**Brecon**

**OMIT**

- 1 As adjustment schedule 17/5/12 omit screens x3 as 3 6 6  
 wrong pattern specified

**ADD**

- 2 As adjustment schedule 17/5/12 add screens to storey height as  
 3 4 4  
 3 As adjustment schedule 17/5/13 add additional door leading to  
 lower ground floor as 3 4 4

For office use approximate costs

Omit  
£

Add  
£

3,920 40

5,027 79

1,675 93

**CONFIRMATION IINSTRUCTIONS**

<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Project Manager	<input type="checkbox"/>	Consultant	Amount of contract sum		960,000.00
<input type="checkbox"/>	Clerk of Works	<input type="checkbox"/>	File			Approximate value of previous instruction	84,087.70	117,906.49
						Sub-total		993,818 79
						Approximate value of this instruction	3,920 40	6,703 72
						Approximate adjusted total		996,602 11

Signature of Contract Administrator

# SOUTHEND-ON-SEA BOROUGH COUNCIL

## Certificate for Payment for use with the JCT Intermediate Form of Contract 2005 Edition

### Employer/Address

Southend-on-Sea Borough Council  
Civic Centre  
Victoria Avenue  
Southend-on-Sea  
Essex  
SS2 6ER

### Site Address

Blackdown Brecon, Grampian, Blackdown

### Description of Work

High Rise Compartmentation

### Job Reference

M1112/11 - Sections 1 and 2

### Contract Date

3<sup>rd</sup> October 2011

### Valuation Date

6<sup>th</sup> September 2012

### Issue Date

24<sup>th</sup> September 2012

### Contractor/Address

MITIE Property Services UK Ltd  
Unit 11, Shenley Pavilions  
Chalkdell Road, Shenley Wood  
Milton Keynes  
MK5 6LB

### Instalment No

3 (Three)

### Contract Sum

£ 960,000 00

### Gross Valuation

447,843 25

95%

£ 447,843 30 £ 22,392 16

97.5%

£ 0 00 £ 0 00

100%

£ 0 00 £ 0 00

£ 425,451 09

### Less Amount Previously

£ 257,027 38

### Certified or Advanced (see note 2)

### Amount of this Certificate

£ 168,423 71

### exclusive of VAT

The basis on which the  
amount of this certificate  
has been calculated are  
clause 4 2/4 3\*  
of the conditions of  
contract (see note 1)

I/We certify that under the terms of the contract, unless the Employer has given the Contractor written notice under clause 4 2 3(a) or (b) or clause 4 3(b) or (c) of the contract and, if the Employer is a 'Contractor' under the Construction Industry Scheme, subject to him/her having the necessary authorisation under the Scheme to make a payment to the Contractor, payment is now due from the Employer to the Contractor within 14 days of the date of issue of this Certificate plus any VAT payable (see below)

### SOUTH ESSEX HOMES - HRA Capital Payments only

Supplier Name		Postcode		Invoice Number	
Inute		MK5 6LB		26458/90493182.	
Departmental Reference		Date Received in Department		Date of Invoice	
M1112/11		24/9/12		25/9/12.	
TOTAL INVOICE					
Net (Excl VAT)		VAT		TOTAL	
168423 71		33684 74		202108 45	
INVOICE LINES					
VAT	Account Code	Work Order	Activity	Analysis	CR
P5	BF415	C10163001	A2311	9005	
VAT	Account Code	Work Order	Activity	Analysis	CR
	BF415			9005	
VAT	Account Code	Work Order	Activity	Analysis	CR
	BF415			9005	
VAT	Account Code	Work Order	Activity	Analysis	CR
	BF415			9005	
Certification					
Prices & Discounts		Goods/Services Received			
I Certify that this payment complies with Standing Orders					

Is and Twenty Five £ 202,108 45

es at a rate of 20% Thus the VAT due on this  
ed above when settling this Certificate (To be

respective values of the supplies of goods and  
icable thereto which should be added by the  
on clause A1 1 does not apply)

Project  
Manager

File

ing the appropriate written notice if he/she is not  
old or deduct any amount from the amount stated

e date of the Certificate

\* Delete as appropriate

# SOUTHEND-ON-SEA BOROUGH COUNCIL

## Certificate for Payment

for use with  
the JCT Intermediate Form  
of Contract 2005 Edition

<b>Employer/Address</b>  Southend-on-Sea Borough Council Civic Centre Victoria Avenue Southend-on-Sea Essex SS2 6ER	<b>Site Address</b>  <div style="background-color: black; width: 100px; height: 1em; margin-bottom: 2px;"></div> Brecon, Grampian <div style="background-color: black; width: 100px; height: 1em; margin-bottom: 2px;"></div> and Blackdown																		
<b>Description of Work</b> High Rise Compartmentation																			
<b>Job Reference</b> M1112/11 – Sections 1 and 2																			
<b>Contract Date</b> 3 <sup>rd</sup> October 2011																			
<b>Valuation Date</b> 12 <sup>th</sup> October 2012																			
<b>Issue Date</b> 16 <sup>th</sup> October 2012																			
<b>Instalment No</b> 4 (Four)																			
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><b>Contract Sum</b></td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 30%; text-align: right;">960,000 00</td> </tr> <tr> <td colspan="3"><b>Gross Valuation</b></td> </tr> <tr> <td>95%</td> <td style="text-align: right;">£ 566,009 76</td> <td style="text-align: right;">£ 28,300 49</td> </tr> <tr> <td>97 5%</td> <td style="text-align: right;">£ 0 00</td> <td style="text-align: right;">£ 0 00</td> </tr> <tr> <td>100%</td> <td style="text-align: right;">£ 0 00</td> <td style="text-align: right;">£ 0 00</td> </tr> <tr> <td></td> <td style="text-align: right;">£</td> <td style="text-align: right;">537,709 27</td> </tr> </table>		<b>Contract Sum</b>	£	960,000 00	<b>Gross Valuation</b>			95%	£ 566,009 76	£ 28,300 49	97 5%	£ 0 00	£ 0 00	100%	£ 0 00	£ 0 00		£	537,709 27
<b>Contract Sum</b>	£	960,000 00																	
<b>Gross Valuation</b>																			
95%	£ 566,009 76	£ 28,300 49																	
97 5%	£ 0 00	£ 0 00																	
100%	£ 0 00	£ 0 00																	
	£	537,709 27																	
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><b>Less Amount Previously Certified or Advanced (see note 2)</b></td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 30%; text-align: right;">425,451 09</td> </tr> <tr> <td><b>Amount of this Certificate exclusive of VAT</b></td> <td style="text-align: right;">£</td> <td style="text-align: right;">112,258 18</td> </tr> </table>		<b>Less Amount Previously Certified or Advanced (see note 2)</b>	£	425,451 09	<b>Amount of this Certificate exclusive of VAT</b>	£	112,258 18												
<b>Less Amount Previously Certified or Advanced (see note 2)</b>	£	425,451 09																	
<b>Amount of this Certificate exclusive of VAT</b>	£	112,258 18																	

17 OCT 2012

**Contractor/Address**  
 MITIE Property Services UK Ltd  
 Unit 11, Shenley Pavilions  
 Chalkdell Road, Shenley Wood  
 Milton Keynes  
 MK5 6LB

The basis on which the amount of this certificate has been calculated are clause 4 2/4 3\* of the conditions of contract (see note 1)

I/We certify that under the terms of the contract, unless the Employer has given the Contractor written notice under clause 4 2 3(a) or (b) or clause 4 3(b) or (c) of the contract and, if the Employer is a 'Contractor' under the Construction Industry Scheme, subject to him/her having the necessary authorisation under the Scheme to make a payment to the Contractor, payment is now due from the Employer to the Contractor within 14 days of the date of issue of this Certificate plus any VAT payable (see below)

(amount in words)    One Hundred and Thirty Four Thousand Seven Hundred and Nine Pounds and Eighty    £    134,709 82

**SOUTH ESSEX HOMES - HRA Capital Payments only**

Supplier Name <b>MITIE PROPERTY SERVICES</b>		Postcode <b>MK5 6LB</b>		Invoice Number <b>2645890500866</b>	
Departmental Reference <b>M1112/11</b>		Date Received in Department <b>17/10/12</b>		Date of Invoice <b>16/10/12</b>	
TOTAL INVOICE					
Net (Excl VAT)	<b>112258 18</b>	VAT	<b>22451 64</b>	TOTAL	<b>134709 82</b>
INVOICE LINES					
VAT	Account Code	Work Order	Activity	Analysis	CR
	<b>BF415</b>	<b>C10163001</b>	<b>A2311</b>	<b>9005</b>	
					<b>£ 112258 18</b>
VAT	Account Code	Work Order	Activity	Analysis	CR
	<b>BF415</b>			<b>9005</b>	
VAT	Account Code	Work Order	Activity	Analysis	CR
	<b>BF415</b>			<b>9005</b>	
VAT	Account Code	Work Order	Activity	Analysis	CR
	<b>BF415</b>			<b>9005</b>	
Certification					
Prices & Discounts			Goods/Services Received		
I Certify that this payment complies with Standing Orders					

at a rate of 20% Thus the VAT due on this above when settling this Certificate (To be

pective values of the supplies of goods and ble thereto which should be added by the clause A1 1 does not apply)

Project manager ☐ File

he appropriate written notice if he/she is not or deduct any amount from the amount stated

ate of the Certificate

# SOUTHEND-ON-SEA BOROUGH COUNCIL

## Certificate for Payment

for use with  
the JCT Intermediate Form  
of Contract 2005 Edition

### Employer/Address

Southend-on-Sea Borough Council  
Civic Centre  
Victoria Avenue  
Southend-on-Sea  
Essex  
SS2 6ER

### Site Address

Brecon, Grampian  
and Blackdown

### Description of Work

High Rise Compartmentation

Job Reference M1112/11 - Sections 1 and 2

Contract Date 3<sup>rd</sup> October 2011

Valuation Date 7<sup>th</sup> August 2012

Issue Date 10<sup>th</sup> August 2012

Instalment No. 2 (Two)

Contract Sum	£	960,000 00
Gross Valuation		270,555 14
95%	£	270,555 14
	£	13,527 76
97.5%	£	0
	£	0
100%	£	0
	£	257,027 38

Less Amount Previously Certified or Advanced (see note 2)	£	118,090 00
Amount of this Certificate exclusive of VAT	£	138,937 38

The basis on which the  
amount of this certificate  
has been calculated are  
clause 4 2/4 3\*  
of the conditions of  
contract (see note 1)

I/We certify that under the terms of the contract, unless the Employer has given the Contractor written notice under clause 4 2 3(a) or (b) or clause 4 3(b) or (c) of the contract and, if the Employer is a 'Contractor' under the Construction Industry Scheme, subject to him/her having the necessary authorisation under the Scheme to make a payment to the Contractor, payment is now due from the Employer to the Contractor within 14 days of the date of issue of this Certificate plus any VAT payable (see below)

our Pounds and £ 166,724 86

### SOUTH ESSEX HOMES - HRA Capital Payments only

Supplier Name		Postcode		Invoice Number	
Mitie Prop Services		MK5 6LB			
Departmental Reference		Date Received in Department		Date of Invoice	
M1112/11		10/8/12		10/8/12	
TOTAL INVOICE					
Net (Excl VAT)	138,937 38	VAT	27,787 48	TOTAL	166,724 86
INVOICE LINES					
VAT	Account Code	Work Order	Activity	Analysis	CR
PS	BF415	C10163-001	A2311	9005	
VAT	Account Code	Work Order	Activity	Analysis	CR
	BF415			9005	
VAT	Account Code	Work Order	Activity	Analysis	CR
	BF415			9005	
VAT	Account Code	Work Order	Activity	Analysis	CR
	BF415			9005	
Certification					
Prices & Accounts			Goods/Services Received		
I Certify that this payment complies with Standing Orders					

a rate of 20% Thus the VAT due on this  
above when settling this Certificate (To be

active values of the supplies of goods and  
there to which should be added by the  
clause A1 1 does not apply)

ject  
anager ☐ File

appropriate written notice if he/she is not  
deduct any amount from the amount stated  
ite of the Certificate



# INVOICE

Date / Tax Point: 15 03.2013

Sales Office: PL02  
Invoice No: 26458/90567985  
Purchase Order No:



MPS (UK) Ltd - Southern  
Croxley Green Business Park  
Building 3  
Lakeside  
Hatters Lane  
Watford  
WD18 8YR

Southend-On-Sea Borough Council  
Department of Social Care  
Civic Centre  
Victoria Avenue  
SOUTHEND-ON-SEA  
SS2 6ER

Please quote the Invoice and following Reference number in any correspondence **MPM-AC-00090**  
Re:Highrise.Compartmentation.Phases.1-4

Page 1 of 1

Item	Description	Quantity	UoM	Amount (GBP)
1	High Rise Compartmentation - Contract <b>M1112/11</b> Interim Payment: 9 Gross Value £974,741 30 <b>Less Retention</b> <u>(£24,368 53)</u> £950,372 77 <b>Less Previous</b> <u>£934,698 38</u> Amount Certified <b>£15,674.39</b>  <u>Payment due on or before 29 03 13</u> Payment Terms 14 Days from Certificate	1 00	EA	15,674 39
Sub total				15,674 39
VAT @ 20 00 %				3,134.88
Total Payable				18,809.27

Payment Terms: 14 Days  
Payments can be made by BACS or Cheque  
BACS Payments to:  
Company MPS (UK) Ltd - Southern

All payment correspondence and cheques to.  
Attention of Accounts,  
MPS (UK) Ltd - Southern  
Building 3  
Lakeside  
Hatters Lane  
Watford WD18 8YR

In case of any query please contact Accounts Receivable Tel No 01895 206850

MPS (UK) Ltd - Southern , Registration No 2935593, VAT Reg No GB633466535  
A member of MITIE Group PLC Registered Office 35 Duchess Road, Rutherglen, Glasgow, G73 1AU www.mitie.com

# VOICE

Tax Point: 25 09 2012

ies Office: PL02  
voice No: 26458/90493182  
Purchase Order No: M1112/11



MPS (UK) Ltd - Southern  
Uxbridge Office  
MITIE House  
Eskdale Road  
Uxbridge  
UB8 2RT

Southend-On-Sea Borough Council  
Adult & Community Resources Department  
Civic Centre  
Victoria Avenue  
SOUTHEND-ON-SEA  
SS2 6ER

Please quote the Invoice and following Reference number in any correspondence **MPM-AC-00090**

Page 1 of 1

Item	Description	Quantity	UoM	Amount (GBP)
1	Contract M1112/11 High Rise Compartmentation  Interim Payment No 3  Gross Value £447,843 25 Less Retention @ 5% £22,392 16  £425,451 09 Less Previous £257,027 38  £168,423 71  Payment due on or before 08/10/12  Payment terms 14 days from certificate	1 00	EA	168,423.71
Sub total				168,423 71
VAT @ 20.00 %				33,684 74
Total Payable				202,108.45

Payment Terms: As per contract terms  
Payments can be made by BACS or Cheque  
BACS Payments to:  
Company: MPS (UK) Ltd - Southern

All payment correspondence and cheques to:  
Attention of Accounts,  
MPS (UK) Ltd - Southern  
Uxbridge Office  
MITIE House  
Eskdale Road  
Uxbridge UB8 2RT

In case of any query please contact Accounts Receivable Tel No 01895 206850

MPS (UK) Ltd Southern, Registration No 2835593, VAT Reg No GB633466535  
Member of MITIE Group PLC Registered Office 35 Duchess Road, Rutherglen, Glasgow, G73 1AU www.mitie.com

File (3)



**homes**

working together

This matter is being dealt with by [REDACTED]  
Our Ref  
Your Ref

Direct Line 01702 212681  
Facsimile 01702 334807  
Minicom 0800 833 162

Date. 4<sup>th</sup> October 2012

For the attention of [REDACTED]

Dear Sirs,

Re M1112/11 High Rise Compartmentation

Further to the above contract, please find attached our contract instruction 3 for your reference

Should you require any additional information, please contact [REDACTED] on 01702 212681.

Yours sincerely,

Programme Delivery Team Leader

Attn: [REDACTED]  
Mitie Property Services UK Ltd  
Unit 11, Shenley Pavillions,  
Chalkdell Road, Shenley Wood,  
MK5 6LB



South Essex Homes Limited is the Arms Length Management Organisation of Southend on Sea Borough Council  
Registered in England and Wales  
Registered Office Cheviot House, 70 Baxter Avenue, Southend on Sea, Essex SS2 6HZ  
Registration Number 0545360  
VAT Registration No 864 0939 01



**SOUTHEND ON SEA BOROUGH COUNCIL**  
**DEPARTMENT OF ADULT AND COMMUNITY SERVICES**

**CONTRACT INSTRUCTION**

Site Address(s) [REDACTED] Brecon, Grampian, [REDACTED] Contractor/Address. Mitie Property Services UK Ltd Unit 11, Shenley Pavillions, Chalkdell Road, Shenley Wood, Milton Keynes MK5 6LB	Description of Work. <p style="text-align: right;">High Rise Compartmentation</p> <hr/> Contract Number: M1112/11 Sections 1 & 2 <hr/> Issue Date <p style="text-align: right;">04/10/2012</p> <hr/> Instruction Number. <p style="text-align: right;">3 (three)</p>
---	---

The contract sum will be adjusted where applicable in accordance with the terms of the relevant contract condition

**Instruction**

[REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]

**ADD**

**Blackdown**

Carry out asbestos removal test on 11th floor staircase soffit  
 DG/JA to be advised of date of works as tenant notification required  
 Rate to be confirmed

[REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]

For office use approximate costs	
Omit £	Add £
	[REDACTED]
	[REDACTED]
	[REDACTED]
	150 00
	[REDACTED]
	[REDACTED]
	[REDACTED]
	960,000 00
	10,000 00
	3,360 00
	953,360 00
	0.00
	3,330 00
	956,690 00

☐ Contractor
 ☐ Project Manager
 ☐ Consultant

☐ Clerk of Works
 ☐ File

[Signature]

Signature of Contract Administrator

Amount of contract sum

Approximate value of previous instruction

Sub-total

Approximate value of this instruction

Approximate adjusted total

# SOUTHEND-ON-SEA BOROUGH COUNCIL

## Final Certificate

for use with the JCT Agreement that requires a Certificate

CEDAR REF NUMBER		CEDAR SUPPLIER CODE	
ORDER NUMBER		RECEIVED	
M1112/11		8-7-2015	
VAT	COST CENTRE	A/Q CODE	CR
PS			
GOODS/SERVICES REC'D SIGNATURE		PRINT NAME	
		CD 16/57	
AUTHORISED SIGNATORY		PRINT NAME	

Site Address

Brecon, Grampian,  
Blackdown

Description of Work

High Rise Compartmentation

Job Reference

M1112/11

Contract Date

3<sup>rd</sup> October 2011

Issue Date

17<sup>th</sup> June 2015

Serial No

Employer/Address

Southend-on-Sea Borough Council  
Civic Centre  
Victoria Avenue  
Southend-on-Sea  
Essex  
SS2 6ER

Contractor/Address

Mitie Property Services UK Ltd  
Unit 11, Shenley Pavilions  
Chalkdell Road, Shenley Wood  
MK5 6LB

Instalment No

Contract Sum adjusted in accordance with contract conditions	£	2,328,988 25
Sum of amounts stated as due in Interim Certificates	£	2,314,042 67

Balance due from Employer/Contractor* to Contractor/Employer* Exclusive of VAT (see below)	£	14,945 58
--	---	-----------

I/We certify that under the terms of the contract, payment is due from the Employer/Contractor\* to the Contractor/Employer\* in the sum of

(amount in words) Seventeen Thousand, Nine Hundred and Thirty Four Pounds and Seventy Pence Only £ 17,934 70

I/We direct the Contractor to discharge the amounts due on final payments to nominated Sub-contractors included in this certificate and listed on the attached statement of retention, and nominated Sub-contractors' values

Signature of Chartered Surveyor/Contract Administrator

The Employer and Contractor have agreed that VAT will be paid on the Final Certificates at a rate of 20%. Thus the VAT due on this Certificate is £ 2,989.12 which should be added by the Employer to the amount certified above when settling this Certificate

The Contractor will separately give to the Employer a final statement of the respective values of the supplies of goods and services in respect of all certificates upon which VAT is chargeable and the rates applicable thereto

☐ Contractor ☐ Employer ☐ Quantity Surveyor ☐ Project Manager ☐ File ☐

\* Delete as appropriate

APPENDIX C: Blackdown  
AND GRAMPAN

INTRODUCTION

This is a 14 storey block with a single staircase.

The walls have an existing Class O system to both lobbies and staircases. There is an anti graffiti coating to most of the areas, graffiti is an issue in this block. Adhesion was acceptable where tested

The ceilings to the staircases and lobbies have very poor adhesion, cannot be overcoated and are a potential fire risk. All ceilings require removal of all affected coatings. It is recommended to put a textured coating system back as once the coatings are removed the surface may be in poor condition.

M1112/11-DF

## **TORREX™ FIRE UPGRADING AG SPECIFICATION**

The following system delivers a Fire upgrading performance of Class 1 as tested over the Warrington "Class 4" blue board.

THIS SPECIFICATION CONFORMS WITH AND IS SUPPORTED BY THE TESTING REGIME IN REPORT NO. Warres 177349

This specification is valid for a period of 12 months from the date of issue. After this time a re-examination of the site may be required to re-test the adhesion of the painted surfaces. Please contact Tor to arrange this.

### **Project: Blackdown**

### **Scope of Works: Walls - previously painted anti-graffiti coatings**

#### **Introduction**

All working practices to be carried out in strict accordance with BS8000 : 1989 Workmanship on building sites Part 12 Code of Practice for decorative wallcoverings and painting.

This specification is for the use of technically competent personnel and must be read in conjunction with the relevant product data sheets prior to surface preparation and application.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

To ensure upgrading is achieved it is important that the specification is strictly adhered to and all products are applied at the specified spreading rates. Failure to follow this specification may prevent full upgrading from being achieved

#### **Surface Preparation**

Thoroughly prepare by removing all defective paint back to a solid edge. Feather off and repair with a high quality surface filler if necessary. Spot prime filled or bare areas Aqualife™ TP WSE Primer (EP131).

Remove existing graffiti where possible with Torclean™™ Graffiti Remover Wipe System (SS456) or Torclean™ 'G' Graffiti Remover (DM424) as appropriate. If, after application of the primer, any remaining graffiti causes pigment "bleed through", remedial action should be taken prior to the application of Torrex™ Fire Upgrading AG Finish (EP223).

M1112/11 DL

Areas of exposed bare metal should be abraded with wire brush and should be free from oil and grease, and all rust and corrosion products.

Make good any damaged surfaces. Wash down with Torstrip™ WDA10 Wash Down Agent (SS420), diluted with 10 parts water. Rinse with clean water. Ensure prepared surface is clean, dry and sound, free from grease or oils or other surface contaminants.

If moss, fungi, lichen or mould is or has been present, treat affected area with Torkill Fungicidal Solution 'W' (DM405) to manufacturers instructions.

Ensure surface is fully cured and is dry to a protimeter reading of within the solid green section on the top scale (Reference: Protimeter Surveymaster).

#### **Coating Specification: Torrex™ Fire Upgrading AG System**

By brush or short/medium pile roller, apply one full coat of Torrex™ Grip Primer (EP120) at a coverage rate of 10 square metres per litre per coat. Allow to dry. Overcoating time minimum 4 hours, maximum 7 days.

By brush or short/medium pile roller, apply two full coats of Torrex™ Fire Upgrading AG Finish (EP223) in the appropriate colour, at a coverage rate of 10 square metres per litre. Allow first coat to dry. Overcoating time minimum 16 hours, maximum 3 days.

Care should be taken to ensure that condensation does not occur during the curing time of the products.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

M112/11-06



## **TORREX™ FLAMESHIELD ULTIMATE AG SPECIFICATION**

The following system delivers a Fire upgrading performance of Class O as tested over the Warrington "Class 4" blue board.

THIS SPECIFICATION CONFORMS WITH AND IS SUPPORTED BY THE TESTING REGIME IN REPORT NOs Warres 147761 and 147764

This specification is valid for a period of 12 months from the date of issue. After this time a re-examination of the site may be required to re-test the adhesion of the painted surfaces. Please contact Tor to arrange this.

**Project: Blackdown**

**Scope of Works: Ceilings (stairs) - previously painted**

### **Introduction**

Application must only be carried out by Tor Trained Contractors. Detailed instructions for the application of Torrex™ Flameshield System are available from Tor Coatings and should be followed at all times.

All working practices to be carried out in strict accordance with BS8000 : 1989 Workmanship on building sites Part 12 Code of Practice for decorative wallcoverings and painting, and BS 5492 Code of Practice for Internal Plastering, and BS 8000 : Part 10 : 1989 'Workmanship on Building Sites Part 10 Code of practice for plastering and rendering'.

This specification is for the use of technically competent personnel and must be read in conjunction with the relevant product data sheets prior to surface preparation and application

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

To ensure upgrading is achieved it is important that the specification is strictly adhered to and all products are applied at the specified spreading rates. Failure to follow this specification may prevent full upgrading from being achieved.

### **STRIPPING SPECIFICATION FOR STAIRS ONLY**

#### **Stripping Specification – Torstrip™ WBS**

Application must only be carried out by Tor Trained Contractors. Detailed instructions for the application of Torstrip™ WBS Water Based Paint Stripping System are available from Tor Coatings and should be followed at all times. Prior to

M1112/11-06

Torstrip™ WBS work commencing, a full test must be undertaken to ascertain the most effective stripping procedure.

Ensure all surfaces to be stripped are clean, dry and free from grease, oil, silicones or other surface contaminants. The presence of water dispersing contaminants may impair the efficiency of the product. Where necessary wash down prior to the application of Torstrip™ WBS with Torstrip™ WDA10 (SS4200005) solution diluted 1 part in 10 with clean water.

Roughen the painted surfaces to be stripped using medium grade sandpaper or a scarifying tool.

Apply one full coat of Torstrip™ WBS (SS430005) by brush or short pile roller at a theoretical coverage rate of 2-4m<sup>2</sup>/litre.

Immediately cover with Torstrip™ WBS Protective Poultice and leave overnight.

After 4 hours reapply Torstrip™ WBS (SS430005) by brush or short pile roller at a theoretical coverage rate of 2-4m<sup>2</sup>/litre. Cover immediately using Torstrip™ WBS Protective Poultice, ensuring as little air as possible is trapped between the substrate and the poultice. Secure the poultice using masking tape or similar and leave overnight.

After 4 hours remove all de-laminated coatings using Tor HD paint scraper (SS300114). Reapply Torstrip™ WBS (SS430005) by brush or short pile roller at a theoretical coverage rate of 2-4m<sup>2</sup>/litre. Cover immediately using Torstrip™ WBS Protective Poultice, ensuring as little air as possible is trapped between the substrate and the poultice. Secure the poultice using masking tape or similar and leave overnight.

Approximately ( ) hours after application strip all coatings using Tor HD paint scraper (SS300114)

The next day carefully take down poultice and remove coatings using Tor HD Paint scraper (SF300114). Torstrip™ WBS Poultice can be reused up to 4 times.

More than one application of Torstrip™ WBS may be required to completely remove all coatings.

After complete removal of the coatings, all stripped surfaces must be scrubbed using Tor Stainless Steel Scouring Pad (SF30011/114) with Torstrip™ WDA10 Wash Down Agent (SS4200005) diluted 1 part in 10 with clean water.

Wash down all stripped surfaces with clean water. Allow to dry

#### Stripping Specification – Torstrip™ VSA20/HSA20

Ensure all surfaces to be stripped are dry. Provide protection to floor coverings, etc.

M1112/11-06

Apply one full coat of Torstrip™ VSA20 Multi Layer Paint Stripper (SS470) to walls and/or Torstrip™ HSA20 (SS480) to ceilings by brush, taking care to wet entire areas. Allow the surface to craze and blister. Do not allow to become dry, do not remove coatings.

On some multi-layered surfaces scarifying the area with a "scarifying tool" may accelerate the effect of Torstrip™.

Apply one further full coat of Torstrip™ VSA20 Multi-Layer Paint Stripper (SS470) to walls and/or Torstrip™ HSA20 (SS480) to ceilings by brush and allow to remain in contact for approximately 45 minutes. Do not allow to become dry.

On some multi-layer coatings the area may require to be left 1 - 2 hours. Test scrape and when appropriate, remove coatings by Tor HD Paint Scraper (SS300114). Heavy or highly absorbent coatings may require a repeat of the full treatment.

Treat any remaining thin paint coats with a further coat of Torstrip™ VSA20 Multi Layer Paint Stripper (SS470) to walls and/or Torstrip™ HSA20 (SS480) to ceilings. Leave to dwell for 5 minutes. Do not remove. Apply a solution of Torstrip™ WDA10 Wash Down Agent (SS420) diluted with 10 parts water. Allow to dwell for 5 minutes. Agitate and remove with Tor Stainless Steel Scouring Pads (SS300111/113).

Wash down all stripped surfaces with clean water.

### Surface Preparation

For previously painted surfaces, thoroughly prepare by removing all defective paint back to a solid edge and feather off.

Remove existing graffiti where possible with Torclean™ Graffiti Remover Wipe System (SS456) or Torclean™ 'G' Graffiti Remover (DM424) as appropriate. Rinse with cold water.

Wash down with Torstrip™ WDA10 Wash Down Agent (SS420), diluted with 10 parts water. Rinse with clean water. Ensure prepared surface is clean, dry and sound, free from grease or oils or other surface contaminants.

Existing vinyl matt painted surfaces should be consolidated by applying by brush or roller, one coat of Tor WB Stabilising Sealer EM319, at a theoretical coverage rate of 10 square metres per litre. Overcoating time minimum 16 hours, maximum 7 days.

If moss, fungi, lichen or mould is or has been present, treat affected area with Torkill Fungicidal Solution 'W' (DM405) to manufacturers instructions.

M1112/11-06

**Coating Specification: Torrex™ Flameshield Ultimate AG System**

By brush or short/medium pile roller, apply one full coat of Torrex™ Ultimate Primer (EP111) at a coverage rate of 13.33 square metres per litre. Allow to dry. Overcoating time minimum 4 hours, maximum 7 days

By medium pile roller apply one full coat of Torrex™ Flameshield Ultimate Build Coat (EM375) at a theoretical coverage rate of 1.33 square metres per litre.

Immediately following application of the Torrex™ Flameshield Ultimate Build Coat, whilst the coating is still wet, roll over the surface with a foam texturing roller to produce a soft stipple finish. Overcoating time, minimum 16 hours, maximum 7 days.

By brush or short/medium pile roller apply one coat of Torrex™ Flameshield Ultimate AG Finish (EP288) in the appropriate colour at a coverage rate of 13 square metres per litre.

Approximately 5 minutes after application of the top coat, re-roll over the painted surface with an unloaded roller. This will remove any excess application whilst also covering any missed areas.

Care should be taken to ensure that condensation does not occur during the curing time of the products.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

M1112/11-06

# **TORREX™ FLAMESHIELD ULTIMATE EGGSHELL SPECIFICATION**

The following system delivers a Fire upgrading performance of Class O as tested over the Warrington "Class 4" blue board.

THIS SPECIFICATION CONFORMS WITH AND IS SUPPORTED BY THE TESTING REGIME IN REPORT NO. Warres 147761 & 147764

This specification is valid for a period of 12 months from the date of issue. After this time a re-examination of the site may be required to re-test the adhesion of the painted surfaces. Please contact Tor to arrange this.

**Project: Blackdown**

**Scope of Works: Ceilings (lobbies) - previously painted**

## **Introduction**

Application must only be carried out by Tor Trained Contractors. Detailed instructions for the application of Torrex™ Flameshield System are available from Tor Coatings and should be followed at all times.

All working practices to be carried out in strict accordance with BS8000 : 1989 Workmanship on building sites Part 12 Code of Practice for decorative wallcoverings and painting; and BS 5492 Code of Practice for Internal Plastering, and BS 8000 : Part 10 : 1989 'Workmanship on Building Sites Part 10 Code of practice for plastering and rendering'.

This specification is for the use of technically competent personnel and must be read in conjunction with the relevant product data sheets prior to surface preparation and application.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

To ensure upgrading is achieved it is important that the specification is strictly adhered to and all products are applied at the specified spreading rates. Failure to follow this specification may prevent full upgrading from being achieved.

## **STRIPPING SPECIFICATION FOR LOBBIES ONLY**

### **Stripping Specification – Torstrip™ WBS**

Application must only be carried out by Tor Trained Contractors. Detailed instructions for the application of Torstrip™ WBS Water Based Paint Stripping System are available from Tor Coatings and should be followed at all times. Prior to

M1112/11-06

Torstrip™ WBS work commencing, a full test must be undertaken to ascertain the most effective stripping procedure.

Ensure all surfaces to be stripped are clean, dry and free from grease, oil, silicones or other surface contaminants. The presence of water dispersing contaminants may impair the efficiency of the product. Where necessary wash down prior to the application of Torstrip™ WBS with Torstrip™ WDA10 (SS4200005) solution diluted 1 part in 10 with clean water.

Roughen the painted surfaces to be stripped using medium grade sandpaper or a scarifying tool.

Apply one full coat of Torstrip™ WBS (SS430005) by brush or short pile roller at a theoretical coverage rate of 2-4m<sup>2</sup>/litre.

Immediately cover with Torstrip™ WBS Protective Poultice and leave overnight.

After 4 hours reapply Torstrip™ WBS (SS430005) by brush or short pile roller at a theoretical coverage rate of 2-4m<sup>2</sup>/litre. Cover immediately using Torstrip™ WBS Protective Poultice, ensuring as little air as possible is trapped between the substrate and the poultice. Secure the poultice using masking tape or similar and leave overnight.

After 4 hours remove all de-laminated coatings using Tor HD paint scraper (SS300114). Reapply Torstrip™ WBS (SS430005) by brush or short pile roller at a theoretical coverage rate of 2-4m<sup>2</sup>/litre. Cover immediately using Torstrip™ WBS Protective Poultice, ensuring as little air as possible is trapped between the substrate and the poultice. Secure the poultice using masking tape or similar and leave overnight.

Approximately ( ) hours after application strip all coatings using Tor HD paint scraper (SS300114).

The next day carefully take down poultice and remove coatings using Tor HD Paint scraper (SF300114). Torstrip™ WBS Poultice can be reused up to 4 times.

More than one application of Torstrip™ WBS may be required to completely remove all coatings

After complete removal of the coatings, all stripped surfaces must be scrubbed using Tor Stainless Steel Scouring Pad (SF30011/114) with Torstrip™ WDA10 Wash Down Agent (SS4200005) diluted 1 part in 10 with clean water.

Wash down all stripped surfaces with clean water. Allow to dry

#### Stripping Specification – Torstrip™ VSA20/HSA20

Ensure all surfaces to be stripped are dry. Provide protection to floor coverings, etc.

M1112/11-06

Apply one full coat of Torstrip™ VSA20 Multi Layer Paint Stripper (SS470) to walls and/or Torstrip™ HSA20 (SS480) to ceilings by brush, taking care to wet entire areas. Allow the surface to craze and blister. Do not allow to become dry, do not remove coatings.

On some multi-layered surfaces scarifying the area with a "scarifying tool" may accelerate the effect of Torstrip™.

Apply one further full coat of Torstrip™ VSA20 Multi-Layer Paint Stripper (SS470) to walls and/or Torstrip™ HSA20 (SS480) to ceilings by brush and allow to remain in contact for approximately 45 minutes. Do not allow to become dry.

On some multi-layer coatings the area may require to be left 1 - 2 hours. Test scrape and when appropriate, remove coatings by Tor HD Paint Scraper (SS300114). Heavy or highly absorbent coatings may require a repeat of the full treatment.

Treat any remaining thin paint coats with a further coat of Torstrip™ VSA20 Multi Layer Paint Stripper (SS470) to walls and/or Torstrip™ HSA20 (SS480) to ceilings. Leave to dwell for 5 minutes. Do not remove. Apply a solution of Torstrip™ WDA10 Wash Down Agent (SS420) diluted with 10 parts water. Allow to dwell for 5 minutes. Agitate and remove with Tor Stainless Steel Scouring Pads (SS300111/113).

Wash down all stripped surfaces with clean water.

### **Surface Preparation**

For previously painted surfaces, thoroughly prepare by removing all defective paint back to a solid edge and feather off.

Remove existing graffiti where possible with Torclean™ Graffiti Remover Wipe System (SS456) or Torclean™ 'G' Graffiti Remover (DM424) as appropriate. Rinse with cold water.

Wash down with Torstrip™ WDA10 Wash Down Agent (SS420), diluted with 10 parts water. Rinse with clean water. Ensure prepared surface is clean, dry and sound, free from grease or oils or other surface contaminants.

Existing vinyl matt painted surfaces should be consolidated by applying by brush or roller, one coat of Tor WB Stabilising Sealer EM319, at a theoretical coverage rate of 10 square metres per litre. Overcoating time minimum 16 hours, maximum 7 days.

If moss, fungi, lichen or mould is or has been present, treat affected area with Torkill Fungicidal Solution 'W' (DM405) to manufacturers instructions

M112/11-06

Coating Specification: Torrex™ Flameshield Ultimate Eggshell System

By brush or short/medium pile roller, apply one full coat of Torrex™ Ultimate Primer (EP111) at a theoretical coverage rate of 13.33 square metres per litre. Allow to cure. Overcoating time minimum 16 hours, maximum 7 days.

By medium pile roller apply one full coat of Torrex™ Flameshield Ultimate Build Coat (EM375) at a theoretical coverage rate of 1.33 square metres per litre.

Immediately following application of the Torrex™ Flameshield Ultimate Build Coat, whilst the coating is still wet, roll over the surface with a foam texturing roller to produce a soft stipple finish. Overcoating time, minimum 16 hours, maximum 7 days.

By brush or short/medium pile roller, apply two full coats of Torrex™ Ultimate Eggshell Finish (EM382) in the appropriate colour, at a coverage rate of 12.5 square metres per litre per coat. Allow first coat to dry. Overcoating time minimum 4 hours, maximum 7 days.

Care should be taken to ensure that condensation does not occur during the curing time of the products.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

M1112/11-DC



Appendix C Record

## INTRODUCTION

This is a 14 storey block with a single staircase

The walls have an existing Class O system to both lobbies and staircases. There is an anti graffiti coating to most of the areas, graffiti is an issue in this block. Adhesion was acceptable where tested.

The ceilings to the staircases have acceptable adhesion where tested, although there are lots of areas where the over coating of graffiti may cause inter-coat adhesion if it continues. The practice of applying conventional coatings over graffiti on graffiti resistant coatings will cause adhesion problems in the future.

The ceilings to the lobbies – the top floor has some damage. The adhesion was where tested, acceptable, but will require testing again closer to the commencement of works. I would recommend eggshell rather than anti graffiti in lobby ceiling areas.

M1112/11-06

## **TORREX™ FIRE UPGRADING AG SPECIFICATION**

The following system delivers a Fire upgrading performance of Class 1 as tested over the Warrington "Class 4" blue board.

THIS SPECIFICATION CONFORMS WITH AND IS SUPPORTED BY THE TESTING REGIME IN REPORT NO. Warres 177349

This specification is valid for a period of 12 months from the date of issue. After this time a re-examination of the site may be required to re-test the adhesion of the painted surfaces. Please contact Tor to arrange this.

### **Project: Brecon**

### **Scope of Works: Walls - previously painted anti-graffiti coatings**

#### **Introduction**

All working practices to be carried out in strict accordance with BS8000 : 1989 Workmanship on building sites Part12 Code of Practice for decorative wallcoverings and painting.

This specification is for the use of technically competent personnel and must be read in conjunction with the relevant product data sheets prior to surface preparation and application.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

To ensure upgrading is achieved it is important that the specification is strictly adhered to and all products are applied at the specified spreading rates. Failure to follow this specification may prevent full upgrading from being achieved.

#### **Surface Preparation**

Thoroughly prepare by removing all defective paint back to a solid edge. Feather off and repair with a high quality surface filler if necessary. Spot prime filled or bare areas Aqualife™ TP WSE Primer (EP131).

Remove existing graffiti where possible with Torclean™™ Graffiti Remover Wipe System (SS456) or Torclean™ 'G' Graffiti Remover (DM424) as appropriate. If, after application of the primer, any remaining graffiti causes pigment "bleed through", remedial action should be taken prior to the application of Torrex™ Fire Upgrading AG Finish (EP223).

Areas of exposed bare metal should be abraded with wire brush and should be free from oil and grease, and all rust and corrosion products.

M1112/11-DL

Make good any damaged surfaces. Wash down with Torstrip™ WDA10 Wash Down Agent (SS420), diluted with 10 parts water. Rinse with clean water. Ensure prepared surface is clean, dry and sound, free from grease or oils or other surface contaminants.

If moss, fungi, lichen or mould is or has been present, treat affected area with Torkill Fungicidal Solution 'W' (DM405) to manufacturers instructions.

Ensure surface is fully cured and is dry to a protimeter reading of within the solid green section on the top scale (Reference: Protimeter Surveymaster).

**Coating Specification: Torrex™ Fire Upgrading AG System**

By brush or short/medium pile roller, apply one full coat of Torrex™ Grip Primer (EP120) at a coverage rate of 10 square metres per litre per coat. Allow to dry. Overcoating time minimum 4 hours, maximum 7 days.

By brush or short/medium pile roller, apply two full coats of Torrex™ Fire Upgrading AG Finish (EP223) in the appropriate colour, at a coverage rate of 10 square metres per litre. Allow first coat to dry. Overcoating time minimum 16 hours, maximum 3 days.

Care should be taken to ensure that condensation does not occur during the curing time of the products.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

M1112/11-06

## **TORREX™ FIRE UPGRADING AG SPECIFICATION**

The following system delivers a Fire upgrading performance of Class 1 as tested over the Warrington "Class 4" blue board.

THIS SPECIFICATION CONFORMS WITH AND IS SUPPORTED BY THE TESTING REGIME IN REPORT NO. Warres 177349

This specification is valid for a period of 12 months from the date of issue. After this time a re-examination of the site may be required to re-test the adhesion of the painted surfaces. Please contact Tor to arrange this.

### **Project: Brecon**

### **Scope of Works: Ceilings (stairs) - previously painted anti-graffiti coatings**

#### **Introduction**

All working practices to be carried out in strict accordance with BS8000 : 1989 Workmanship on building sites Part12 Code of Practice for decorative wallcoverings and painting.

This specification is for the use of technically competent personnel and must be read in conjunction with the relevant product data sheets prior to surface preparation and application.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

To ensure upgrading is achieved it is important that the specification is strictly adhered to and all products are applied at the specified spreading rates. Failure to follow this specification may prevent full upgrading from being achieved.

#### **Surface Preparation**

Thoroughly prepare by removing all defective paint back to a solid edge. Feather off and repair with a high quality surface filler if necessary. Spot prime filled or bare areas Aqualife™ TP WSE Primer (EP131).

Remove existing graffiti where possible with Torclean™™ Graffiti Remover Wipe System (SS456) or Torclean™ 'G' Graffiti Remover (DM424) as appropriate. If, after application of the primer, any remaining graffiti causes pigment "bleed through", remedial action should be taken prior to the application of Torrex™ Fire Upgrading AG Finish (EP223).

Areas of exposed bare metal should be abraded with wire brush and should be free from oil and grease, and all rust and corrosion products.

M1112/11-06

Make good any damaged surfaces. Wash down with Torstrip™ WDA10 Wash Down Agent (SS420), diluted with 10 parts water. Rinse with clean water. Ensure prepared surface is clean, dry and sound, free from grease or oils or other surface contaminants.

If moss, fungi, lichen or mould is or has been present, treat affected area with Torkill Fungicidal Solution 'W' (DM405) to manufacturers instructions.

Ensure surface is fully cured and is dry to a protimeter reading of within the solid green section on the top scale (Reference: Protimeter Surveymaster).

**Coating Specification: Torrex™ Fire Upgrading AG System**

By brush or short/medium pile roller, apply one full coat of Torrex™ Grip Primer (EP120) at a coverage rate of 10 square metres per litre per coat. Allow to dry. Overcoating time minimum 4 hours, maximum 7 days.

By brush or short/medium pile roller, apply two full coats of Torrex™ Fire Upgrading AG Finish (EP223) in the appropriate colour, at a coverage rate of 10 square metres per litre. Allow first coat to dry. Overcoating time minimum 16 hours, maximum 3 days.

Care should be taken to ensure that condensation does not occur during the curing time of the products.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

M1112/11-06

## **TORREX™ FIRE UPGRADING EGGSHELL SPECIFICATION**

The following system delivers a Fire upgrading performance of Class 1 as tested over the Warrington "Class 4" blue board.

THIS SPECIFICATION CONFORMS WITH AND IS SUPPORTED BY THE TESTING REGIME IN REPORT NO. Warres 177351

This specification is valid for a period of 12 months from the date of issue. After this time a re-examination of the site may be required to re-test the adhesion of the painted surfaces. Please contact Tor to arrange this.

### **Project: Brecon**

### **Scope of Works: Ceilings (lobbies) - previously painted anti-graffiti coatings**

#### **Introduction**

All working practices to be carried out in strict accordance with BS8000 : 1989 Workmanship on building sites Part 12 Code of Practice for decorative wallcoverings and painting.

This specification is for the use of technically competent personnel and must be read in conjunction with the relevant product data sheets prior to surface preparation and application.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

To ensure upgrading is achieved it is important that the specification is strictly adhered to and all products are applied at the specified spreading rates. Failure to follow this specification may prevent full upgrading from being achieved.

#### **Surface Preparation**

Thoroughly prepare by removing all defective paint back to a solid edge. Feather off and repair with a high quality surface filler if necessary. Spot prime filled or bare areas Aqualife™ TP WSE Primer (EP131).

Remove existing graffiti where possible with Torclean™ Graffiti Remover Wipe System (SS456) or Torclean™ 'G' Graffiti Remover (DM424) as appropriate. If, after application of the primer, any remaining graffiti causes pigment "bleed through", remedial action should be taken prior to the application of Torrex™ Fire Upgrading Eggshell Finish (EM360).

Areas of exposed bare metal should be abraded with wire brush and should be free from oil and grease, and all rust and corrosion products.

11/12/11-06

Make good any damaged surfaces Wash down with Torstrip™ WDA10 Wash Down Agent (SS420), diluted with 10 parts water. Rinse with clean water. Ensure prepared surface is clean, dry and sound, free from grease or oils or other surface contaminants.

If moss, fungi, lichen or mould is or has been present, treat affected area with Torkill Fungicidal Solution 'W' (DM405) to manufacturers instructions.

Ensure surface is fully cured and is dry to a protimeter reading of within the solid green section on the top scale (Reference: Protimeter Surveymaster).

**Coating Specification: Torrex™ Fire Upgrading Eggshell System**

By brush or short/medium pile roller, apply one full coat of Torrex™ Grip Primer (EP120) at a coverage rate of 10 square metres per litre. Allow to dry. Overcoating time minimum 4 hours, maximum 7 days.

By brush or short/medium pile roller, apply two full coats of Torrex™ Fire Upgrading Eggshell Finish (EM360) in the appropriate colour, at a coverage rate of 10 square metres per litre per coat. Allow first coat to dry Overcoating time minimum 4 hours, maximum 7 days.

Care should be taken to ensure that condensation does not occur during the curing time of the products.

All material coverage rates stated are theoretical and are based on covering smooth non-porous surfaces. Practical coverage rates can be affected by surface texture, surface porosity and material wastage.

M1112/11-06