

**FARADAY PROPERTY MANAGEMENT  
RIVERMEAD COURT, RANELAGH GARDENS, LONDON SW6  
CHECKLIST FOR PROPOSED ALTERATIONS**

**RESPOND TO FARADAY WHERE APPLICABLE**

**Approval**

The work as proposed requires formal approval from Rivermead Court Ltd which in practice is dealt with via a Licence for Alterations, issued by Faraday Property Management (FPM) once Rivermead Court Ltd (RMC Ltd) is satisfied with the proposals. Communication is by e mail to [mark.davies@faraday-property.com](mailto:mark.davies@faraday-property.com) in the first instance.

No work should commence until the Licence for Alterations has been issued and to that end, it would be helpful if you could address the following points:

**Contractor**

FPM require a copy of the selected contractor's Third Party Public Liability Insurance details, which should be to a minimum of £2m, contact details and a contractor's programme of work showing, on a weekly basis, the intended work to be carried out, and showing start and completion dates. This will enable Faraday and the Rivermead Court building pipework consultant, John Wells, to carry out inspections at the most appropriate times.

Before the work starts, John Wells and Faraday will need to meet the selected architect/surveyor and the contractor to review the proposals and in order to ensure that the contractor and his/her workmen understand the Regulations relating to working hours, neighbour notification procedures, use of particular tools, liaison with porters, etc.

**Schedules of Condition**

**(Note: top flats schedule only flats below, although it may be prudent to schedule the roof condition)**

Before any work commences, you will need to arrange to prepare a schedule of condition of the finishes in the two flats immediately above and below and adjacent flats with shared party walls. Schedules are also required of adjacent common areas and rear staircases. These schedules may then be used as a reference point to address any concerns by either of the two occupiers above and below regarding accidental damage, such as cracking or staining from accidental leaks during the course of the work. The Porters at Rivermead Court will have contact details for the two residents. Copies of agreed schedules of condition to be provided for FPM.

When the work is complete, the person who agrees the schedules with the neighbours is required to revisit and agree on any making good or agree that the condition may be signed off, obtaining an email confirmation from the neighbouring owners and the Estates Manager regarding common areas.

**Room stacking: Note**

Changes to room positioning at Rivermead Court are not generally allowed.

### **External Pipe modifications and drilling of holes**

Forming of new holes through external walls for waste pipes are not allowed at Rivermead Court. There must be no cutting into, nor chasing out, nor drilling through external walls, nor the structural spine wall of the flat. The lessee is to establish whether cross walls are of structural significance by means of a structural report from a qualified engineer. Any alterations will have to be accompanied by calculations and approval from Building Control prior to consideration by FPM. Chasing of pipework and wiring into internal wall is discouraged but permitted. The timing of such works will have to be agreed prior to commencement.

### **Internal pipework**

All pipework alterations need to comply with RMC Ltd's detailed Plumbing Regulations and John Wells' requirements. The Regulations are issued separately.

(Any new lengths of pipework under the floor are to have the minimum of joints, in plastic, copper or steel and cold-tested to 5-bar pressure minimum before closing up).

### **Wall Tile Removal**

This is not allowed using hammer drills or jack hammers. If necessary, then by hand during the hours permitted for noisy working.

### **Noisy work**

All needs to be identified and noise-reducing and dust-control measures taken. Proposed methods are to be agreed with FPM.

### **Neighbourly letter**

Nearer the time of starting the work, you are required to write a general neighbourly letter to all residents in your building and to all flats which share the lightwell (some of which will be accessed by the neighbouring entrance – the porters can help with the relevant flat numbers and distribution of those letters). The purpose of the letter is to introduce yourself, the contractor and your work proposals. You should provide the contractor's details, including emergency contacts should neighbours have any cause to complain or make contact during the course of the work.

All residents in the shared lightwell and in your particular building are to be notified of the project, the timescale, the personnel to contact in an emergency or to enquire about the work, when noise is expected and how long it is likely to take. This is an ongoing requirement during the work, not a one-off at the beginning and is the lessees' responsibility to ensure that this is done, whether by your contractor or project manager.

Lessees can also take the opportunity in the notification letter to apologise in advance for any noise, dust or disruption and this will go some way to alleviating concerns by neighbours and also help to foster good relations.

### **Further notifications to neighbours**

There may be a need for further notifications during the work to all residents of particularly noisy work, with specific proposed dates and times, which should be delivered to all relevant flats in the shared lightwell and in your particular building.

### **Floor finishes**

Under the terms of the lease, main rooms and the hallway should be covered with carpet and underlay, and kitchens and bathroom floors must be covered with “cork, lino or rubber” but if you are proposing hard floor finishes, acoustic insulation will need to be incorporated into the flooring.

Such acoustic insulation needs to be of good quality to avoid noise nuisance complaints later from neighbours and FPM would need to approve any proposed acoustic insulation as part of the licence documentation. Further, it is important to ensure that your specification of work for the contractor includes a requirement to securely fix down loose battens and floorboards of the existing flooring.

If the proposals include the removal of floorboards, then you must ensure that any holes in the structural floor are fully sealed and electrical conduits which run across the surface of the concrete floor of the flat and then down into the flat below, serving their light fittings, are properly secured and sealed around. If any are loose, workmen treading on one of these can cause damage to the ceiling of the flat below.

If battens and floorboards are lifted/removed then an acoustic insulation cradling system must be installed. Additionally, the void between the battens must be utilised to install further acoustic insulation. The treatment details must be set out in your application.

### **Floor waterproofing and noise transfer**

As part of the construction of any bathroom (or kitchen where relevant) , in addition to acoustic insulation, the structural floor needs to be waterproofed including an upstand to the perimeter to provide a barrier against accidental leaks affecting the flat below. This is particularly relevant if you propose a washing machine to be installed in any room. You will also need to raise up any electrical goods in this room such as a washing machine, tumble dryer etc. and place additional acoustic insulation beneath these to avoid vibrations and noise being transferred to the flat below.

### **Building Control**

Where work falls under the Building Regulations. a copy of the application to Building Control or Approved Inspector and, at the end of the work, a copy of the sign-off letter or certificate needs to be provided for FPM as part of sign off.

### **Doors**

As part of a major refurbishment the kitchen needs to be a fire door for fire protection to the corridor of the flat and hence the internal common parts.

Also, an automatic door closer and fire and smoke seals should be added to the rear door of the flat.

## **Front Door**

RMC Ltd prefer for lessees' front entrance doors to remain matching the opposite and nearest neighbouring door, particularly if both are the original design of 9-pane hardwood doors, which have since been fire upgraded. A check of the front door will be made to ensure it meets the fire standards and have not been altered previously without permission. The lessee shall include any necessary remedial work to achieve the required standard.

## **Communal heating and plumbing**

### **For information:**

It is RMC Ltd's policy that if a major refurbishment is planned, then all the flat concerned should be future-proofed for heating and hot water supplies, incorporating an Heat Interface Unit where there is available space near the rear door of the flat on the external lightwell landing wall (or rear escape stairs in the case of block 99-114). It should be noted that until the new system is operational only flats on the 4<sup>th</sup> Floor and below can be linked up via the HIU due to lack of pressure.

A side letter, to accompany the Licence for Alterations, will be prepared which sets out the particular arrangements between you and Rivermead Court Limited with respect to the provision of heating to your flat. In what follows, the 'interim period' refers to the period from now until the date at which the proposed new heat distribution system is commissioned and available for connection by leaseholders. This may be some years hence.

The side letter will state that as part of your flat upgrade works, a new Heat Interface Unit (HIU) will be provided for installation by your own heating engineer outside your rear door to which you will connect your central heating and hot water pipes. The HIU will be initially connected to the existing domestic hot water service for the interim period. When the new heat distribution system is installed, the HIU will be connected to the new system, but these future works will be carried out externally.

Your internal cold water service will need to be modified back to a single point close to the HIU. During the interim period, facility can be made of both the existing mains and the cold water down service, but planning should be made to connect to the single point of entry of the new pressurised mains, which will be installed close to the HIU in the light well area (or rear escape stairs in the case of block 99-114).

There will however be a supplementary annual charge for the new heating facility during the interim period:

### **Annual charge where applicable:**

For this additional heat provision, which will allow additional radiators and towel rails in the flat or underfloor heating, you will pay a supplement to your annual service charge of **£200** during the interim period only. When the new future system is installed, it is anticipated that heating will be charged on an individually metered basis.

Where there is not the available space at the rear door, then the future-proofing pipework must still be installed as part of any major refurbishment and connection is to be made to an HIU in the future.

If there is a need to work on any particular main operating valves, this must be carried out by RMC Ltd's own selected plumber, Ian Saville, whose details may be obtained from the Porter's Lodge.

It is not acceptable for a resident to connect additional radiators to the existing communal system. This is because the system is now automatically controlled as a function of outside temperature, the resident would have no control, and the flat would almost certainly be overheated.

Any proposal to use thermostatic valves on the radiators is also not allowed. It has long been recommended that such valves not be used as they rapidly block and cease to function. TRVs are only recommended now to be used in systems served by HIUs.

Shower pumps are covered within the RMC Ltd Plumbing Regulations. Generally, RCL will accept them only on the 6th and 7th floors if there is low water pressure.

For all significant alteration projects, full plumbing and drainage drawings are required for approval. These must include all of the domestic hot and cold water, heating and drainage. RMC Ltd's M&E advisor, John Wells of JRM can prepare schematics drawings for you and your contractor in this regard and he will also be required to inspect and sign off the installation upon completion on behalf of RMC Ltd. JRM's fees are to be paid by the applicant and this is referred to in the Form of Undertaking, referred to below.

It is important to note that RMC Ltd will continue to provide the communal heat facility to the flat and John Wells will prepare schematic drawings and sign off the work if acceptable on completion, but their duties do not extend to designing the heating for the flat, nor sizing of radiators, or underfloor heating and you are advised to employ your own consultant in this regard.

In cases where there is already an independent heating system in the flat, and where the refurbishment does not include for future-proofing, the most sensible solution would be to remain with hot water from the Rivermead Court communal system, and all heating from the flat's independent system, as existing.

If water-filled underfloor heating is intended to be installed as part of the refurbishment, then this must be seamless/jointless below the floor and an HIU must be installed as part of the work. If no HIU is installed, and future-proofing of pipework only is carried out, then there is a risk of the underfloor pipes becoming scaled up, while the flat is still on the existing communal system, which would be costly and disruptive for the lessee to rectify.

New isolation valves will need to be installed by Ian Saville and the kitchen tap and dishwasher must have compliant backflow protection. The use of EPDM flexible hoses in the plumbing supplies should be avoided too.

Questions regarding the heating, hot and cold water supplies should be directed towards John Wells of JRM associates, details below. Questions regarding the building, the flat or any proposals in general should be directed to FPM.

What will be done in the future is running of new pipework infrastructure from the boiler room to each flat, as the current pipework has been proven to be in disrepair.

To this end over the course of the next 10 – 15 years, when flats are refurbished and where there is space to fit it, each flat will have fitted outside the back door a heat interface unit (HIU). Water will be pumped from the plant room, it will run through the HIU over heating plates, heating the water to the temperature set on your thermostat which will be inside your flat.

This in the first instance will provide heating to your flat, with the last phase of the work when it will provide hot water to your flat. This service will be metered so it is there where you will see a reduction in costs to yourself.

### **Damage to walls**

Please note that some of the walls of the flat are very thin and in particular, walls separating the flat from the internal common parts can easily be damaged during alteration work.

In particular, if your contractor proposes moving or fixing sockets or light switches to these particular walls, or even removing plaster, damage can be caused to the opposite side and thus, cutting into these walls, removing tiles or sockets and plaster should be avoided. This is particularly relevant to your existing bedroom and kitchen.

Other lessees who have needed to work on these walls have installed stud partitioning just in front of the wall itself, without fixing to the wall and then items may be fixed to the partition.

### **Electrics and Gas**

If you propose rewiring, upon completion of electrical work, FPM will need to see a copy of the contractor's NICEIC electrical certificate. For gas related work, FPM will also need a copy of a Gas Safe contractor's certificate.

### **Fireplaces**

If you want to utilise any open fireplaces in the flat for a gas fire or other method of heating using the existing flue, you will need to have the chimney flue swept and tested for integrity with an NACS registered chimney sweep. The flue is demised to the owner of the flat.

Access may be arranged to the roof, via the Estate Manager, Anne Isaacs to check the relevant chimney pot serving the particular flue. A smoke test will need to be carried out, with access arranged to all flats connected to the same chimney structure, to ensure that the flue is complete and does not leak into other flats. If successful and the work is approved and goes ahead, upon completion, you will be required to arrange a further smoke test in the flats below your particular flat in order to demonstrate that the installation of the gas fire or surround has not damaged any other flues or flue linings. This will all need to be certified by an NACS chimney sweep.

The flats who share a chimney stack with you will have to be notified of pending works and have their fireplaces sealed accordingly to restrict falling soot.

### **Structural Engineer**

It is necessary, with certain proposals to appoint a structural engineer to assess the proposals in relation to the structure of the building.

Lessees are at liberty to appoint your own qualified structural engineer to provide this report although the structural engineer Knapp Hicks & Partners does have some prior knowledge of the building, having advised on other matters in the past and may be appropriate to provide this report. If you do wish to contact them, they are available on 020 8587 1000, contact Pat Hicks.

As part of the assessment, it is suggested that they inspect the flat immediately above and immediately below

### **Health and Safety**

Lessees should also be aware that on occasion during alterations contractors have come across localised areas of asbestos insulation around pipework. This is often located in one or other of the bedrooms close to the entrance to the flat but can be found elsewhere, including under the floorboards. The contractor should be warned of this and should he come across any evidence of asbestos, cease work immediately, close off the affected area and make arrangements for its safe and controlled testing and removal, if necessary.

You should arrange an **Asbestos refurbishment and demolition survey** as part of your preparations, to reduce the likelihood of discovering asbestos when work starts, which will cause consequent delay and expense and also in order to comply with the Construction (Design and Management) Regulations 2015 (CDM), which now apply to residential properties.

If not installed already, you are required to install smoke detectors/fire alarm in the flat. This is required under Health and Safety legislation whilst workmen and contractors are on site, in order to comply with CDM regulations and the Health & Safety at Work Act, as the flat will temporarily become a working location. These should remain a permanent fixture in the flat, so that you/your client have sufficient warning in the event of smoke, carbon monoxide or fire in the flat.

### **Mechanical ventilation**

RMC Ltd forbid the installation of new ventilation terminals to elevations unless using existing penetrations. Ducting and units through windows are expressly forbidden. Fans should be the 'silent' specification type. FPM require the fan specification for sanctioning as part of any scheme. Non-compliant installations would have to be removed.

### **Security Deposit**

A security deposit is payable based on, in round terms, the likely cost of the proposed alteration work, including the attendant redecoration work and finishes, etc. This figure is to be provided so FPM can advise you of the security deposit figure, currently a minimum of £2,500 (*for major work*) (*and £1,000 for minor refits*), to be held by FPM until completion of work.

This payment is returned if no damage elsewhere has been caused. However RMC Ltd require that 10% of the security deposit is non-returnable and this is utilised by them to continually make good and touch in decorations to the staircases, landings and goods lifts which become damaged by day to day movements of contractors, removal workmen, residents and visitors, etc.

### **Contractors Regulations**

Work may only be carried out between the hours of 8am and 5pm Monday to Friday and between 8 am and Saturday. No work of any kind may be carried out on Sunday or public holidays. Noisy work is not permitted before 9.00am or between 12.00 and 1.00pm or on Saturdays. Neighbours should be notified prior to commencement as a courtesy.

A copy of the **Contractor's Restrictions** issued separately should be pinned up in a suitable place in the flat during the work. This is to be signed by the client and contractor as acknowledged and a copy sent to FPM and one left at the porters' lodge. The builder should make contact with the Estate Manager, Anne Isaacs [anneisaacs@rivermeadcourt.co.uk](mailto:anneisaacs@rivermeadcourt.co.uk) , to discuss the proposals in brief so that she is fully aware of the intentions regarding the work.

The **Contractors' Water Hygiene Awareness Notice** is provided by FPM as is the RMC Ltd **Plumbing Regulations Addenda**, which must be read and understood by all parties. Copies should also be pinned up on site along with the Contractor's Restrictions.

Please note that the contractor may not work on, or prepare for work, nor store items on the rear landings, stairs or basement areas. Contractors are to have their own workshop spaces off-site.

### **Drawings Required**

#### **Where applicable:**

Faraday require an emailed copy of the existing and proposed drawings, at A3 size, as well as the specification of work, for discussion with RMC Ltd and if agreed, will ultimately be attached to the Licence for Alterations, to be prepared at a later date. The Licence is an important document and will need to be kept with other flat ownership documentation.

The existing and proposed drawings must show the proposed route of pipe wastes from each fitting to each external waste pipe. FPM may also require an external elevation sketch showing the general external pipework in the lightwell and the new pipe connections if applicable.

At the end of the project, FPM will need an 'as-built' plan drawing showing the flat as altered, with hidden pipe routes shown in colour, the specific locations of any operating valves, and any other minor changes which were found to be necessary and have been agreed with FPM during the course of the work.

### **Administration Fees**

FPM has administration fees in connection with approving the alteration work. The standard **Form of Undertaking** will be forwarded for signature and return. The fee will be sent for payment by cheque in favour of "Faraday Property Management Ltd" and a separate cheque for the security deposit in favour of "Faraday – Rivermead Court Client Account", once Faraday know the cost of the proposed alteration work, confirmed by means of copy of the agreement with the contractor, they can confirm the deposit figure.



Additionally, RMC Ltd's pipework consultant will be retained to assess and approve, as well as inspect your plumbing pipework and prepare schematic drawings in relation to future-proofing and the heating provision to the flat. The pipework consultant's fees are currently £600 plus vat (£720 inc vat). If you wish RMC Ltd's pipework consultant to prepare existing and proposed plans too, he is able to do this, but this would be a separate arrangement and transaction between you and him. RMC Ltd's pipework consultant is John Wells of JRM Associates on email: [john.wells@jrmassociates.co.uk](mailto:john.wells@jrmassociates.co.uk) or tel: 07484 387334.

If you prefer, the payments above may be made by bank transfer. Please ensure the Faraday administration fees are paid to our **Barclays** account, whereas the security deposit and John Wells' JRM Associates fees are to be paid to the **NatWest** account, as attached details. We will forward the £600 payment to John Wells.

To summarise the fees:

Faraday – fee to Barclays account

Security deposit and JRM Associates' fees - £TBA + £720 to the NatWest account

**BS/Templates/Rivermead/Current 29-03-2021**