

Trade	Ceramic Tiling	Revision	C
-------	----------------	----------	---

Project Overview:

Brief overview of the project, site or phase providing relevant information

A. Product Selector

Products must be purchased through our Group National Suppliers.

Code	Item	Included	Product Selector Item	Product
A	1	✓	Glazed Tiles - Primary Contact	Porcelanosa (UK) Ltd: Mark Stafford - mark.stafford@porcelanosa.co.uk James Langley - james.langley@porcelanosa.co.uk Johnson Tiles: dlove@johnson-tiles.com

B. Key Information

Code	Item	Included	Scope of Works Item
Quality & Compliance			
B	1	✓	Supply all labour, material, tools, equipment and fixings to carry out all ceramic tiling works in accordance with the relevant site specific drawings, details, schedules and below details:
B	2	✓	Materials and workmanship to comply to current:
B	2.1	✓	NHBC standards and recommendations.
B	2.2	✓	British standards code of practice
B	2.3	✓	TW UK Construction Specification and details
B	2.4	✓	Framework Agreement
B	2.5	✓	House type working drawings
B	2.6	✓	Standard details
B	2.7	✓	National Sales Tiered Standard Specification
B	2.8	✓	Manufacturer instructions
B	2.9	✓	TW Customer Quality Approach (CQA) document.
B	2.10	✓	TW Production Manual.
B	2.11	✓	Customer Service Policy.
B	2.12	✓	Air Tightness Best Practice Manual
B	2.13	✓	TW Current Health & Safety Manual
B	2.14	✓	Design and drawings
B	2.15	✓	COSHH
B	2.16	✓	BSA Contractors Guidance
B	3	✓	If there is a conflict between building regulations, British standards, NHBC guidelines and TW UK construction specification. The contractor is to contact and confirm with the TW BU Technical department prior to installation.
B	4	✓	You must provide supervision and ensure all works are fully checked and completed prior to offering to Taylor Wimpey Site management. TW Build Quality Checklist (BQC) must also be signed by the contractor and TW.
B	5	✓	Contractor is not permitted to vary the design without first obtaining prior written approval from the regional technical teams.
B	6	✓	The contractor to examine the drawings and specifications, and any questions should be raised prior to contract start.
B	7	✓	It is essential that the Contractor liaises with all other trades associated with the Works to ensure details are constructed correctly and appropriately prior to following work being carried out.
B	8	✓	The following principles should be followed when setting out the tiles;
B	8.1	✓	Setting out will be as per customer options.
B	8.2	✓	They should be arranged to minimise cutting and to provide joints which are straight, neat and of even width.
B	8.3	✓	Set the tiles evenly around a horizontal feature - window, basin etc, so that equal width tiles are on both sides.
B	8.4	✓	Try to achieve a full height at the side of a bath or a worktop where a recess is more than one tile deep.
B	8.5	✓	Keep the tiles in a recess lined up with the tiles on the wall so that the line of grout appears continuous from the recess into the adjacent wall tiling.
B	8.6	✓	Where tiles only go partly up a wall or along a wall, end with a full tile.
B	8.7	✓	Avoid using narrow strips of tiles at corners, top and bottom of walls.
B	8.8	✓	Try to take patterned tiles around corners.
B	8.9	✓	When using occasional patterned tiles in a layout, space the patterned tile evenly.
B	9	✓	Do not tile up to fittings such as basins, systems, electric sockets etc - remove the fitting and tile behind it and refit the fitting onto the tile surface.
B	10	✓	Floor tiling - a cross mark will be drawn by the floor tiler and dimensions checked in all directions to ensure that a) the mark is parallel to all walls and b) small cuts are avoided. Setting out should aim, wherever possible, to achieve even cuts at opposite walls (this may be overridden by the site manager if a feature i.e. door centre or tiling lines from another room dictate).

B	11	✓	Wall tiling - cross marks will be drawn on all walls and dimensions checked in all directions to ensure that a) the mark is parallel to all walls and b) small cuts are avoided. Setting out should aim, wherever possible, to achieve even cuts at opposite walls (this may be overridden by the site manager if a feature i.e. door centre or tiling lines from another room dictate).
B	12	✓	Where ceramic floor tiles are to be fitted, "ditra matting" (or similar approved), to be fitted to all floor situations (timber and concrete). No tiling works should take place if "ditra matting" is not employed to the relevant areas.
Part L Compliance			
B	9.1	✓	Subcontractors are required to pause works to allow for Taylor Wimpey employees to take photos of the six key build stages that must be captured in order to fulfil legislative requirements set by Part L (Conservation of Fuel and Power).
B	9.2	✓	Subcontractors are required to have robust QA processes in place. Evidence of such may be requested by Taylor Wimpey employees at any point to ensure these processes are being consistently exercised.
C. HSE			
C	1	✓	Please refer to the HSE Manual.
C	2	✓	Check with Site Management where electric wiring is exposed that all power is isolated to sockets / spurs and that the area is safe.
D. Materials & Logistics			
D	1	✓	The subcontractor will be responsible for all material handling applicable to their trade. TW will make available, where possible, a forklift and driver. The driver will not be responsible for sorting, loading, unloading or any other activity on behalf of the Subcontractor. Sufficient resources shall be allowed by the subcontractor for this purpose.
D	2	✓	The contractor is to coordinate with the site manager/material controller for material requirements daily. No claims for delay due to lack of materials will be accepted.
D	3	✓	It is the contractor's responsibility to ensure that all surplus materials are correctly stacked on pallets to either be moved back to the compound or moved on to a following plot.
D	4	✓	It is the responsibility of the contractor to ensure that all materials are present as per the latest schedule and are undamaged.
D	5	✓	All tiles are to be from the approved Taylor Wimpey Tiling ranges and all ancillary components (e.g grout) are to be compatible with the tile manufacturers recommendations and tiling location. Tiles type will be standard or as chosen by sales staff or customer.
E. Waste			
E	1	✓	All waste to be segregated appropriately and working area to be left in a clean and tidy state. Excess materials to be removed from site. Any material movement to or from site must comply with waste regulations, transfer tickets must be made available, and the weight or volume of waste taken from site must be made available to TW upon request.
E	2	✓	It is the contractor's responsibility to ensure minimal wastage of materials. TW reserves the right to levy charges against the contractor in the event of excess materials wastage.
E	3	✓	The TW Site Management team should be made aware of any surplus material for reuse in other plots.
F. Cleaning & Protection			
F	1	✓	Please refer to Protection Guidance in S21 of the Production Manual.
F	2	✓	It is the contractor's responsibility to ensure that all their work is suitably protected, in line with S21 of the Production Manual.
F	3	✓	Should the contractor feel that adequate protection has not been provided by other trades for them to safely carry out their works, it is the responsibility of the contractor to notify the TW site manager.
F	4	✓	Clean tiling and surrounding work areas.

Project Tasks			
Note to TW - where a section is highlighted, there is a choice, please pick the relevant options to be included in the scope using the drop downs .			
Code	Item	Included	Scope of Works Item
G. Quotation & Inclusions			
G	1	✓	Quotation to be broken down in labour & materials.
G	2	✓	Price to be fixed for a minimum of 12 months'.
G	3	✓	No floor tiling will be included as standard
G	4	✓	Kitchen – No tiling as standard to private dwellings.
G	5	✓	TW offers the opportunity to upgrade to full height tiling to bathrooms as an optional extra. Your quotation should include a separate e/o price to supply and install full height tiling or per sq. metre for TW's tiling option range.
G	6	✓	All H/A rented plots as indicated on the planning layout to include for tiling to rear of cooker space, splashback and upstand in kitchens. All H/A low cost or shared ownership plots to be allowed as per Private Bathroom and Cloakroom spec as above with the exception of half height tiling to all wet walls. In this situation, a tiled splashback is to be allowed for behind the wash basin only.
G	7	✓	Provide a rate for latex screeding to floors per m2.

H. Project Tasks			
H	1	✓	Check batch numbers on tile box to ensure they match before installation.
H	2	✓	Supply and apply adhesive. Flexible adhesive to timber floors.
H	3	✓	Supply and cut tiles to size and shape and fix.
H	4	✓	Supply and use tile spacers.
H	5	✓	Supply and fix tile trims to all external corners as per site specification.
H	6	✓	Supply and apply waterproof grout.
H	7	✓	Re-fix any part of the works removed or loosened during the tiling works.
H	8	✓	En Suite - Full Height to the En Suite Shower Enclosure, half height tiling to all wet walls. Where tiling is half height, this is to return into the window cill if applicable. Tiling areas to be indicated on housetype drawings.
H	9	✓	Main Bath – minimum of 400mm around perimeter of bath, in properties with no En Suite and a shower over the bath as standard there is to be full height tiling around the 3 sides of the bath. Half height tiling to all wet walls. Where tiling is half height, this is to return into the window cill if applicable. Tiling areas to be indicated on housetype drawings.
H	10	✓	Where there are areas of tiling above the bath, ensure that the bath is filled with water to ensure that any settlement takes place prior to installation.
H	11	✓	Clear mastic to be installed to the perimeter of the bath before tiling and whilst bath is filled with water.
H	12	✓	Wall tiles must return under raised shower trays and bath panels a minimum of 50mm past the tray line.
H	13	✓	Where tiling is required to pipes, tiles are to be neatly drilled (not split) in all cases.
H	14	✓	Sanitaryware must be removed by others to allow tiling to run through. Sanitaryware must be reinstalled on completion by others.
H	15	✓	Floor tiling to extend into appliance spaces, inclusive of built in appliance spaces.
H	16	✓	Tiling at doorways to terminate at centre of door line (so that carpet / tile trim is fully under door when closed).
H	17	✓	Cloakroom - Splash Back around wash basin to be tiled. Window ledge (if applicable) to be tiled
H	18	✓	Supply and apply primer to floors.
H	19	✓	Supply and apply adhesive, use flexible adhesive to timber floors.
H	20	✓	Supply and apply sand/cement grout to quarry tiles.
H	21	✓	Where walls are tiled (half or fully tiled walls), wall tiles are to extend to floor level and no skirting boards fitted.
H	22	✓	All floor tiling must be completed and protected prior to the installation of wall tiles.

Open text box - to be used to capture any comment or amendments to be assessed and included on future SOWs.		
Item	Included	Scope of Works Item

Date:

Signature: