

Trade	Kitchen Installer	Revision	A
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**Project Overview:**  
Brief overview of the project, site or phase providing relevant information

A. Product Selector				
<u>Products must be purchased through our Group National Suppliers.</u>				
Code	Item	Included	Product Selector Item	Product
A	1	✓	<b>Kitchen Units: Primary Contact</b>	<b>Dennis &amp; Robinson Ltd. t/a Paula Rosa Manhattan:</b> Eric Prescott / Jon Thelwell - eric.prescott@pmf.co.uk ; Jon.Thelwell@pmf.co.uk <b>Moore's Furniture Group Ltd:</b> Paul Fincken - Paul_Fincken@moores.co.uk <b>Dennis &amp; Robinson Ltd. t/a Paula Rosa Manhattan:</b> Eric Prescott - eric.prescott@pmf.co.uk
A	2	✓	<b>Kitchen Units: Secondary Contact</b>	<b>Moore's Furniture Group Ltd:</b> James Jeffery - james_jeffery@moores.co.uk <b>The Symphony Group PLC:</b> Alan Kinnes - alan.kinnes@symphony-group.co.uk
A	3	✓	<b>Kitchen Sinks: Primary Contact</b>	<b>Franke UK Ltd:</b> Chris Gallagher - chris.gallagher@franke.com
A	4	✓	<b>Builders Merchant: Primary Contact</b>	<b>Travis Perkins:</b> Neil Henderson - neil.henderson@travisperkins.co.uk <b>Jewson:</b> Clare Hadfield - clare.hadfield@sgbd.co.uk
A	5	✓	<b>Builders Merchant - Secondary Contact</b>	<b>Travis Perkins PLC:</b> Greg McBain - greg.mcbain@travisperkins.co.uk <b>Jewson:</b> Wayne Brett - Wayne.Brett@jewson.co.uk

B. Key Information				
Code	Item	Included	Scope of Works Item	Quality & Compliance
B	1	✓	Supply labour, materials, tools, plant, equipment and fixings 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	✓	<a href="#">NHBC standards and recommendations.</a>	
B	2.2	✓	<a href="#">British standards code of practice</a>	
B	2.3	✓	<a href="#">TW UK Construction Specification and details</a>	
B	2.4	✓	<a href="#">Framework Agreement</a>	
B	2.5	✓	<a href="#">House type working drawings</a>	
B	2.6	✓	<a href="#">Standard details</a>	
B	2.7	✓	<a href="#">National Sales Tiered Standard Specification</a>	
B	2.8	✓	<a href="#">Manufacturers' instructions,</a>	
B	2.9	✓	<a href="#">TW Customer Quality Approach (CQA) document,</a>	
B	2.10	✓	<a href="#">TW Production Manual,</a>	
B	2.11	✓	<a href="#">Current TW Health &amp; Safety Manual.</a>	
B	2.12	✓	<a href="#">Customer Service Policy for contractors and suppliers</a>	
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	✓	Installer should not deviate from the drawing without first consulting the area installation manager.	
B	9	✓	Consideration should be given to following trades allowing them access to plumbing, wastepipes and electrical connections and any other area where post installation access may be required.	
B	10	✓	Under no circumstance should any alterations to the fabric of the building be made, i.e. duct holes in brickwork, adjust joists, etc.	
B	11	✓	TW will provide unobstructed access from the plot boundary for delivery of kitchen.	
B	12	✓	Assess the working environment and advise the Area Installation Manager and site management team of any issues or concerns.	

C. HSE			
C	1	✓	Please refer to the HSE Manual.
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	✓	Kitchens to be supplied must be in accordance with the national sales specification (option 1) and in accordance with social housing specification.
D	5	✓	Materials or fixings supplied by the contractor to be in accordance with the product manufacturers recommendations.
E. Waste			
E	1	✓	All waste to be segregated appropriately to the relevant skip provided and working area to be left in a clean and tidy state. TW reserves the right to levy charges against any contractor who fails to segregate waste effectively.
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	✓	<a href="#">Please refer to Protection Guidance in S21 of the Production Manual.</a>
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	✓	To prevent accidental damage to frontals and drawer boxes, always remove them from the units and store carefully away from the working area. Any sleeve protection should remain on the frontals until they are refitted to the units, remove for adjustment/alignment and then protect.
F	5	✓	The plot must be clear of other trades materials and waste prior to the installation, the installer will use a Class M or H extraction unit to remove wood dust from the cabinets, worktops, behind plinths and floor. All off cuts, packaging and waste will be removed from the plot by the installer into a skip provided by the customer brought to the outside of the plot.
F	6	✓	Cardboard edge protection to worktops, to be refitted as soon as possible to avoid damage.

Project Tasks			
<i>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.</i>			
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	✓	The contractor is to provide a full inclusive lump sum price per plot for kitchen installation in accordance with the House Type working drawings, materials plan, national sales specification and other tender drawings and information.
G	4	✓	The contractor is to design the kitchen in accordance with TW drawings and specification subject to full approval from TW.
G	5	✓	Customer option rates to be agreed prior to contract.
H. Project Tasks			
H	1	✓	The contractor is to supply all units and fixings as per manufacturers' instructions.
H	2	✓	Laminate worktops will be mason mitred on site.
H	3	✓	Installer will check the drawing issued matches the build drawing and check with TW for any amendments to the order or layout and clear these with the area installation manager prior to installation.
H	4	✓	Installer will check the range, colour, handle choice & handing delivered against the installation instruction and report any issues to the area installation manager.
H	5	✓	Installer will request from TW any hobs, sinks & taps or templates required for cut outs where the kitchen supplier is not supplying the hob or sink.
H	6	✓	Installer will check with TW the flooring finish planned for the room to make allowance for ceramic tiles etc to avoid plinth height cut down.

H	7	✓	Installer will do a visual check of the plot to ensure installation can commence ensuring the room is clear of other tradespeople, clear of any other trades waste & materials, sufficiently advanced to accept the installation, dry and secure (with all external doors and windows in place) Any issues will be reported to both the area installation manager and customer for resolution prior to installation commencing.
H	8	✓	Installer will check for adequate, correctly sized and positioned noggins where required and ensure correct fixings suitable for the substrate and the units supplied.
H	9	✓	Check for electrical wires, water, waste & gas pipes in areas to be drilled or screwed. Any accidental damages to services should be reported to site management immediately.
H	10	✓	Ensure base units are installed level and square as per manufacturers' instructions. Tolerances in floor level should comply as per manufacturers' instructions should be reported to site management.
H	11	✓	When marking out corner base unit positions take care to ensure there will be no handle clash with units or appliances coming off the corner regardless of the unit having a fixed or flexible corner post.
H	12	✓	The screw and plug (if required) to be used is dependent on the wall construction being fixed to and should be alignment with the specific fixing technical information.
H	13	✓	Plinths are to be installed as per manufacturers' instructions. The installer will ensure all debris is cleared out from under the units using class M or H extraction prior to final fit of plinths. Ventilation is required where integrated appliances are positioned, (not built under housings) If supplied then a ventgrill should be neatly fitted centrally to the appliance space plinth. Ensure appliance doors operate smoothly.
H	14	✓	Fit cornice, pelmet and blender panels.
H	15	✓	Handles may be factory or onsite drilled. A block will be used to drill through to ensure no spelching if drilled on site. Handles are to be fitted level and tight but not so tight as to indent the frontal. Any protection applied to the frontal must be removed around the handle area to avoid it being trapped.
H	16	✓	Any cut outs for access plates (gas tap access points) / consumer units should be neatly cut and any panel neatly and securely fitted.
H	17	✓	Postformed upstands are to be mitred on both internal and external corners. Square profile upstands are to be butt jointed on both internal and external corners.
H	18	✓	Integrated appliance spaces will be set at 3mm wider than the appliance size (generally 600mm or 450mm) and will be equal spaced top & bottom and front & back. A spacer may be used to keep the aperture size rigid during installation but that and any transit rails must be removed prior to the appliance installation. Freestanding appliances spaces should be sized as the drawing and consideration given to any skirtings not yet fitted. Hose positions for washers and dishwashers need to be considered to allow following trades easy access to make connections ensuring hoses do not become trapped or kinked.
H	19	✓	Kitchen sinks / taps to be fitted by the plumber.
H	20	✓	All frontals and accessories will be aligned with buffer pads fitted to the carcass rather than the frontal. Handle alignment will be checked and any soft close operation tested. Any adhesive residue will be cleaned off along with any pencil markings. The installation will be left in a tidy state but the final clean will be the responsibility of the customer.
H	21	✓	On practical completion of the installation and prior to the furniture being protected the installer will check for damaged, incorrect or missing items and report any issues to the TW site management team.

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: