

Trade	Windows (Traditional)	Revision	A
-------	-----------------------	----------	---

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	✓	UPVC Windows	Eurocell / Liniar / Epwin profile is preferred but TW BU's may choose to utilise Munster Joinery.
A	2	✓	UPVC Front Doors (where included in the package)	Munster or Eurocell (Vista) Eurocell: Martin Benn - Martin.Benn@eurocell.co.uk Liniar: Nigel Bishop - Nigel.bishop@liniar.co.uk Epwin: Sonia Travis - stravis@epwin.co.uk
A	3	✓	Window Profiles: Primary Contact(s)	Munster: Hannah Downey - hdowney@munsterjoinery.co.uk Eurocell: Stuart Nelson - stuart@cavalok.com Liniar: Charlotte Liniar - charlotte.curtis@liniar.co.uk
A	4	✓	Window Profiles: Secondary Contact(s)	Epwin: Sonia Travis - stravis@epwin.co.uk Munster: Emily Clear -emily.clear@munsterjoinery.co.uk

B. Key Information				
Code	Item	Included	Scope of Works Item	
Quality & Compliance				
B	1	✓	Supply all external windows and french doors, site labour, materials, tools, 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	✓	NHBC standards and recommendations.	
B	2.2	✓	British standards code of practice	
B	2.3	✓	Local regulations	
B	2.4	✓	TW UK Construction Specification and details	
B	2.5	✓	Framework Agreement	
B	2.6	✓	House type working drawings	
B	2.7	✓	Standard details	
B	2.8	✓	Manufacturer instructions	
B	2.9	✓	TW Customer Quality Approach (CQA) document.	
B	2.10	✓	British Plastics Federation (BPF / GGF)	
B	2.11	✓	TW Production Manual.	
B	2.12	✓	Current TW Health & Safety Manual.	
B	2.13	✓	Customer Service Policy for contractors and suppliers	
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	✓	All window and doors must comply with current building regulations.	
B	9	✓	Carry out a plot by plot site survey at roof stage and prior to fitting windows to check openings for size, level and plumb. Check cavities are closed with closer built in and firm. Report deviations to the site manager (specific check for bay window profile to be completed).	
B	10	✓	Ensure all openings are free of scaffolding and impediments, allowing windows to be installed and opened for adjustment. Report any deviations to the Site Manager.	
B	11	✓	All formers to be within a total tolerance of 10mm of the final window and door sizing and be braced and fit for purpose for building in by others.	
B	12	✓	Ensure the escape window opening width and clear opening height from the finished floor complies with local legislation.	

B	13	✓	All hardware and weather seals must be replaceable without removing the outer frame from the structure of the building.
B	14	✓	Where continuous ventilation is specified, background ventilation is to be provided to each habitable room as per design and window schedule.
B	15	✓	Trickle vents should be sited within the window frame to accommodate plasterboard and dab to window head.
C. HSE			
C	1	✓	Please refer to the HSE Manual.
C	2	✓	Allowance must be made to deglaze and reglaze windows where installation is prohibited by the weight of the windows subject to manual handling assessment as per TW 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	✓	Glass must be marked with the manufacturers' name, trademark or other mark capable of identification through a suitable source. All toughened glass unit must have the kite marks displayed in the same corner of all units.
D	5	✓	Windows and french doors to be supplied in accordance with the site specific window schedule and in accordance with the site-specific sales specification and social housing specification.
D	6	✓	Materials or fixing supplied by the contractor to be in accordance with the product manufacturers recommendations.
D	7	✓	Manufacturers Product Guarantee (State minimum requirements and if insurance backed).
D	8	✓	If required, supply a splayed bay cill section to site, to be used as a template by groundworkers and bricklayer to construct the bay.
D	9	✓	Supply in advance cavity closer formers to windows, garage personnel doors and bay windows.
D	10	✓	Supply in advance Cavalok cavity closer structural formers to front and rear doors (including French doors).
E. Waste			
E	1	✓	All waste to be removed from the plot and placed in the appropriate skip. The working area to remain and be left in a clean and tidy state. 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	✓	Supply low tack protective film and apply to window frames and glass. Protective film to glass must be left in place during installation of the window/frame to protect the glass from being scratched. This will be removed at a later stage by the Cleaning Contractor. The Contractor is to provide any specific requirements to the Site Manager so that these may be passed to the Cleaning Contractor to ensure the cleaning materials used are suitable for use on the finished product. Note: labels to be low tack.

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 in accordance with external drawings and other tender drawings and information.
G	4	✓	Include for doors to bin and bike stores.
H. Project Tasks			
H	1	✓	Fit PVCu windows and French doors where applicable including glazing and internal sealant. External sealant by others.

H	2	✓	Supply and install the front, rear and garage personnel doors.
H	3	✓	Fix all frames tight to lintels.
H	4	✓	Adjust openings for central alignment to frames and for smooth operation.
H	5	✓	Patio door cills to be fully bedded on 2 rows of mastic.
H	6	✓	Care should be taken to ensure that all windows are fitted with the same reveal width (externally and internally) and equidistant to lintel lines and the internal face of blockwork (to ensure consistent appearance externally and consistent overhang on window board).
H	7	✓	Glass and insulated glass units should be examined carefully for damage especially at the edges prior to installation. Defective items should not be used. The glass size used for glazing must allow for the necessary clearance required between glass unit and profile.
H	8	✓	Glazing beads should be installed internally to prevent glass from being removed from the outside of the building, unless access cannot be gained from the inside. Where a glazing unit bead is installed externally, Glass clips / Double Sided Security Tape must be fitted in accordance with the systems supplier's recommendations and to meet Secured By Design and PAS24 approval.
H	9	✓	Windows shall be installed such that glazing or re-glazing on site is possible without the need to remove the outer frame from the structure of the building.
H	10	✓	Glazing beads must be tightly fitted into corners, with no gaps, to avoid water admission into the glazing area. Where possible a small amount of mastic should be applied on the corner of external glazing gaskets to reduce the risk of water ingress into glazing area.
H	11	✓	Where the contractor breaks a sealed unit during the installation then they shall temporarily glaze the opening with a clear or obscure glazing material, whichever is appropriate for that location. This will require appropriate temporary beads as it will not be permissible to pack out the temporary glazing to suit the double glazing beads. It shall not be permissible to temporarily glaze using boarding or other non-glazing material.
H	12	✓	Egress hinges are to be fitted to fire escape windows.
H	13	✓	Leave fire escape stickers in place.
H	14	✓	Glazing units must be fitted centrally to each opening and spaced away from the frame rebate with non-perishable shims. In no instance must the edge of the unit be in contact with any part of the frame.
H	15	✓	Obscure glazed units to have the patterned pane fitted on the inside face.
H	16	✓	Imitation leaded lights to have the leaded pane on the outside face. Patterns to line across all frame sections.
H	17	✓	Return after completion of works by any other trade and re-fit or replace astragals or internal glazing bars as required.
H	18	✓	Final inspection, removal of smears and excess internal sealant, commissioning and adjustment, along with the fitting of any vents, handles, etc to be undertaken before CML stage, at finals. Identifying to the Site Manager any remedial work.
H	19	✓	Train Site and Sales staff in the operation and adjustment of the product.
H	20	✓	Supply keys for each plot to the Site manager and supply spare keys for the development.
H	21	✓	Obtain a final inspection satisfaction signature from the Site Manager on completion of each plot.
H	22	✓	Allow for final commissioning and adjustment to all openings where required prior to CML.

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: