

Trade	Insulation Loft (Timber Frame)	Revision	B
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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	✓	Insulation - Cavity (blown fibre) & Loft - Primary Contact	<b>Knauf Insulation Ltd:</b> James Hulbert - james.hulbert@knaufinsulation.com Matthew Prowse - matthew.prowse@knaufinsulation.com
A	2	✓	Insulation - Cavity (blown fibre) & Loft - Contracting Contact (Manufacturer)	<b>Knauf Insulation Ltd:</b> Steve Morris steve.morris@knaufinsulation.com
A	4	✓	Builders Merchant: Primary Contact	<b>Travis Perkins:</b> Neil Henderson - neil.henderson@travisperkins.co.uk Greg McBain - greg.mcbain@travisperkins.co.uk  <b>Jewson:</b> Clare Hadfield - clare.hadfield@sghd.co.uk Wayne Brett - Wayne.Brett@jewson.co.uk

B. Key Information				
Code	Item	Included	Scope of Works Item	
Quality & Compliance				
B	1	✓	Supply all labour, tools, equipment, materials and fixings to carry out all insulation 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	✓	<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="#">Manufacturer instructions</a>	
B	2.8	✓	<a href="#">Supafil Best Practice Guide</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="#">Customer Service Policy.</a>	
B	2.12	✓	<a href="#">Air Tightness Best Practice Manual</a>	
B	2.13	✓	<a href="#">TW Current Health &amp; Safety Manual</a>	
B	2.14	✓	<a href="#">BSA Contractors Guidance</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	✓	All Cavity wall insulation should be based on a 100mm clear cavity width unless stated on house type drawing.	
B	9	✓	The Taylor Wimpey Site Manager is responsible for ensuring that the house is ready for the insulation to be installed as per the Taylor Wimpey Supafil® Housebuilder Guide	
B	10	✓	The contractor must use the test box prior to installation to complete a density check to calibrate the machine settings. The test box should be completely filled with a specified weight of product as per manufacturer's instructions.	
B	11	✓	The Contractor is responsible for reporting to the Site Manager if the plot is not in an acceptable state, including roof tiling not being complete, windows not installed or meter boxes not installed. Under no circumstances is the Contractor to carry out work in these scenarios, unless written dispensation is received by TW.	

B	12	✓	On completion of each operation on each unit, the Contractor must offer work for inspection and issue a certificate of completion for the Site Managers approval, confirming that all work has been carried out in compliance with the requirements of the appropriate regulating bodies.
B	13	✓	Insulation certificates following installation must be provided on a plot by plot basis to the site team for them to include in photographic evidence reports to the customer to ensure full compliance with Part L photo evidence.
Part L Compliance			
B	14.1	✓	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	14.2	✓	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.
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	✓	All materials and fixing/restraints supplied and installed by a Knauf insulation Partner installer in accordance with the product manufacturers recommendations.
D	5	✓	Installers are required to use the Knauf Insulation Kinetik® App for all Supafil® 34 and Supafil® Party Wall installations to record relevant installation data. This is requirement on all Taylor Wimpey sites as per section 3.2.4 of the Taylor Wimpey National Construction Specification.
D	6	✓	It is the Contractor's responsibility to check the supplied materials for any damage, colour variation and correct quantities prior to installing. Should significant quantities of damaged materials be identified, it is the Contractor's responsibility to replace it and address with the suppliers themselves.
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	✓	<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.

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	✓	Out of sequence working to be included to separating walls and stairwells.
H. Project Tasks			
H	1	✓	External wall panels - Supply and fit insulation between studs and VCL to room wall face.
H	2	✓	Separating wall panels - Supply and fit acoustic insulation between studs.
H	3	✓	Internal acoustic partitions - Supply and fit acoustic insulation between studs.

