

Trade	Vinyl Flooring & Carpets	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	✓	Vinyl Flooring: Primary Contact	<b>Forbo:</b> Jason Pethard - Jason.Pethard@forbo.com Norman Stevens - norman.stevens@forbo.com  <b>Gerflor:</b> Kenny Miller - kmiller@gerflor.com Alex Mason - alexander.mason@gerflor.com  <b>Karndean:</b> Nathan Hassall - nathan.hassall@karndean.co.uk  <b>Amtico:</b> Sara Farina - Sara.Farina@amtico.com  <b>Abingdon Flooring Ltd:</b> Graham Marshall - graham.marshall@abingdonflooring.co.uk Martin Peace - Martin.peace@abingdonflooring.co.uk  <b>Greenwood &amp; Coope Ltd. t/a Cormar Carpets:</b> Richard Black - Richard.Black@cormarcarpets.co.uk Chris Isaacs - chris.isaacs@cormarcarpets.co.uk
A	3	✓	Carpets: Primary Contact	

B. Key Information				
Code	Item	Included	Scope of Works Item	
Quality & Compliance				
B	1	✓	Supply 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	✓	<a href="#">NHBC standards and recommendations.</a>	
B	2.2	✓	<a href="#">TW UK Construction Specification and details</a>	
B	2.3	✓	<a href="#">Manufacturers' instructions,</a>	
B	2.4	✓	<a href="#">Framework Agreement</a>	
B	2.5	✓	<a href="#">National Sales Tiered Standard Specification</a>	
B	2.6	✓	<a href="#">Standard details</a>	
B	2.7	✓	<a href="#">TW Customer Quality Approach (CQA) document.</a>	
B	2.8	✓	<a href="#">TW Production Manual.</a>	
B	2.9	✓	<a href="#">Customer Service Policy.</a>	
B	2.10	✓	<a href="#">Air Tightness Best Practice Manual</a>	
B	2.11	✓	<a href="#">TW Current Health &amp; Safety Manual</a>	
B	2.12	✓	<a href="#">HA Specification</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	✓	Flooring contractor must check that the moisture content of any floor is in accordance with moisture content levels of the product being installed as per manufacturer's instructions.	
B	9	✓	Mastic from skirting installation or soundproofing mastic should not be cut away from skirting please see site manager for rectification.	
B	10	✓	All floors are to be checked for level, sound, smooth, rigid, clean and dry and inform the Site Manager if the floors are unsuitable for works to proceed	
B	11	✓	Do not apply latex to Ground floors and or sheeting to upper floors unless instructed to do so by the Commercial team.	

B	12	✓	All Carpet, underlay and entrance matting are to be laid using Sales specification approved accessories and used in accordance with the manufacturer's instructions, specification and recommendations.
B	13	✓	The acceptable underlay types that can be used are as per Sales specification.
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	✓	Flooring to be supplied in accordance with the site specific schedule (The product selector) and in accordance with the site-specific sales specification
D	5	✓	The acceptable underlay types that can be used are as per Sales specification.
E. Waste			
E	1	✓	All waste to be segregated appropriately and working area to 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	✓	<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	✓	Sweep and Vacuum floor prior to commencing installation works.

Project Tasks			
<b>Note to TW</b> - where a section is highlighted, there is a choice, please pick the relevant options to be included in the scope <b>using the drop downs.</b>			
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 in accordance with the House Type working drawings, materials plan, elevation drawings and other tender drawings and information.
G	4	✓	Please refer to the HA Specification within your tender submission pack for coverage by house type.
G	5	✓	The Contractor to state their extra over price, per sq m, for the provision of Latex (or similar) levelling screed prior to underlay and finished floor installation agreed with the site management team before commencement.
G	6	✓	Include for the removal of doors where necessary to ensure the smooth operation over fitted carpets and / or vinyl however, trimming and rehanging of doors will be by others.
G	7	✓	Provide rate per room incl rates for ditra matting and plywood to upper floors & Latex to GF.
H. Project Tasks			
H	1	✓	Vinyl flooring / tiles to be fitted as required to social housing units as per site specific schedule.

H	2	✓	Carpet to apartment communal areas: Stairs: BU to confirm carpet
H	3	✓	Carpet to apartment communal areas: Landings / half landings: BU to confirm carpet
H	4	✓	to include: Gradus G51 stair profile with rubber insert to stair nosings
H	5	✓	to include: Gradus T41 aluminium stringers and finishing trims
H	6	✓	to include: Coir barrier matting and mat well to each main entrance
H	7	✓	to include: all areas to be clean, tidy and vacuumed on completion.
H	8	✓	Where fire doors are installed, a gap should be maintained from the underside of the door to the finished floor as per manufacturer's instructions. If this cannot be achieved, the hardwood threshold must remain in place.
H	9	✓	All edges of flooring are to be tensioned onto gripper rods which have been fixed in accordance with the manufacturer's instructions and specification. Glue and screw only to stairs.
H	10	✓	For floor coverings, no seams/strips to rooms under 5m wide use correct width roll. Please check with the site manager if you have concerns over the locations of possible seams/stitching.
H	11	✓	Floor coverings and the underlay should be installed at a stable temperature. These temperatures should be maintained during and for a minimum of 24 hours after installation.
H	12	✓	Make no joins within the general floor area, joins will be permitted within appliance recesses and, so long as a threshold is used, at doorways. Apply single-sided acrylic or anti-plasticiser tape to undersides of joints and ensure seams are welded.
H	13	✓	Depending on the type of ground floor the following action should be taken: - "Agilia": is a branded, cementitious self-compacting and self-smoothing screed system. Normally, a wax-based curing agent is applied, which is very hard and must be removed by mechanical means before applying a primer or smoothing compound. This work is construction based and is not suitable to be carried out by a flooring contractor. Once the wax-based curing agent has been removed proceed as per the calcium sulphate/anhydrite screed process above.
H	14	✓	Chipboard: cover any steps or deformities with a suitable 6mm plywood or proprietary boarding.
H	15	✓	Backed vinyl should be installed 100% loose-lay with no adhesive direct to chipboard, plywood and tongue & groove floorboards.
H	16	✓	Where surfaces are not within tolerance in accordance with manufacturer's instructions, ensure a smooth surface is obtained by sanding and/or filling with an appropriate patching compound. Patching compound to be in accordance with manufacturer's instructions. Sand any rough wood substrate, and if needed skim coat with a floor leveller to allow the textile backing to move freely.
H	17	✓	The contractor should check all roll labels to verify the product type, colour, thickness and quantity matches the order. Check the batch to avoid differences in shade from one roll to another. If the customer has retained a sample, check against the sample.
H	18	✓	Include for all welding, upstands and coving to wet rooms as required

*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: