

Trade	Wardrobes	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	✓	Fitted Wardrobes: Primary Contact(s)	Gooding Group: Lloyd Gooding - lloyd.gooding@goodinggroup.co.uk Ashley Carter - ashley.carter@goodinggroup.co.uk The Symphony Group PLC: Rob McCauley - rob.mccauley@symphony-group.co.uk Alan Kinnes - alan.kinnes@symphony-group.co.uk

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	✓	NHBC standards and recommendations.	
B	2.2	✓	<i>British standards code of practice</i>	
B	2.3	✓	<i>TW UK Construction Specification and details</i>	
B	2.4	✓	<i>Framework Agreement</i>	
B	2.5	✓	<i>House type working drawings</i>	
B	2.6	✓	<i>Standard details</i>	
B	2.7	✓	<i>Manufacturers' instructions,</i>	
B	2.8	✓	TW Customer Quality Approach (CQA) document,	
B	2.9	✓	TW Production Manual,	
B	2.1	✓	Customer Service Policy,	
B	2.11	✓	TW Current Health & Safety Manual	
B	2.12	✓	<i>National Sales Tiered Standard Specification</i>	
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.	
Part L Compliance				
B	8.1	✓	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	8.2	✓	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 pallettes to either be moved back to the compound or moved on to a following plot.	
D	4	✓	Wardrobe doors to be supplied in accordance with the national sales specification (option 1).	

D	5	✓	Materials or fixing 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. 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.

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 in accordance with the House Type working drawings, national sales specification, materials plan, and other tender drawings and information.
H. Project Tasks			
H	1	✓	Visit site prior to fitting to take site measure 'as-built' dimensions for each wardrobe.
H	2	✓	Supply & fit wardrobe doors, frames and tracks as per working drawings and in line with manufacturers' fitting instructions.
H	3	✓	Clean surrounding work areas.

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: