



M3NHF Schedule of Rates

VERSION 8

Responsive Maintenance and Void
Property Works
Specification



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SPECIFICATION OF WORKMANSHIP AND MATERIALS

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**M3NHF SCHEDULE OF RATES – RESPONSIVE MAINTENANCE & VOID PROPERTY WORKS –
SPECIFICATION – VERSION 8**

GENERAL

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GENERAL

Applicability

- 001 This initial general section applies to all subsequent sections of this Specification of Workmanship and Materials ("**this Specification**").
- 002 This Specification is drafted as a series of instructions that the Provider must ensure are complied with in relation to the Works. Each instruction includes all tasks necessary to comply fully with the instruction and the Schedule of Rates item(s) to which it relates.
- 003 The Schedule of Rates amounts, as adjusted by the Provider's tendered Rates where applicable, and the tendered Prices include for carrying out all tasks required by this Specification. No further payment is due to the Provider in respect of any such tasks beyond the payments provided for in the Schedule of Rates, the Price Framework and the Price Schedule.
- 004 Specifications across several trades may be relevant to each Schedule of Rates item. The Provider must comply with all requirements of this Specification applicable to the specific type of Works to be undertaken.
- 005 References to Paragraphs and Sections in this Specification are to the applicable Paragraph and Section of this Specification. If any contradiction appears within the Specification sections, Schedules of Rates, the Client's Policy documents etc., the most rigorous standard takes precedence.

Standards of workmanship and Materials

- 006 Carry out and complete all Works as required by this Contract including:
 - in accordance with Law including Health and Safety Law and Building Safety Law;
 - in accordance with all applicable Codes of Practice;
 - in accordance with Good Industry Practice;
 - in accordance with the Client's Policies;
 - in accordance with any specific requirements for those Works in this Specification; and
 - to the satisfaction of the Client's Representative.
- 007 To the extent that the standard of any Works has not been specified in this Contract, agree the relevant standard for the Works with the Client's Representative before their execution. Where particular Works or working methods are to be "approved by" "agreed with" or are indicated to be "subject to the approval of" the Client's Representative, give the Client's Representative adequate notice when such approval or agreement is needed and retain evidence of all approvals given, and items that have been agreed, by the Client's Representative.
- 008 To the extent that it is necessary to Design any aspects of the Works, in preparing those use the reasonable skill, care, diligence and expedition as would be reasonably expected of a prudent experienced contractor with Design obligations having experience in carrying out projects similar in size, scope, nature, complexity and value to the Works.
- 009 Maintain all existing lines and levels at all times and carry through new Work to the same lines and levels unless otherwise Instructed by the Client's Representative.

European and British Standards & Codes of Practice

- 010 Ensure all Works undertaken and all Materials used in those Works comply with all applicable Standards and Codes of Practice that are current at the time of their use.
- 011 References in this Specification of Workmanship and Materials to any Standards and Codes of Practice are to be construed as references to the version current at the time the Order is undertaken.

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- 012 Where a specific Standard or a Code of Practice is referred to, this sets out the minimum acceptable standard of Materials or workmanship.
- 013 Any requirement in this Specification of Workmanship and Materials to use Materials defined by reference to a specified Quality Assurance Scheme, British Board of Agrément Certificate, Standard or other approval, may be satisfied by compliance with an equivalent international Standard.
- 014 A Provider offering any Materials on the basis of compliance with any such approval or international Standard shall notify the Client's Representative of such substitution in advance of placing any order for those Materials and provide (in English) technical or other details of the approval or Standard and its qualifying tests.

Materials

- 015 The Client wishes to standardise the use of Materials across its Properties. This is in order to simplify parts requirements and van stock loads, to improve its repairs processes and to reduce maintenance costs. Wherever possible, match all Materials used to materials currently used in the Properties, particularly in terms of their parts requirements and repair procedures. In this Specification the Client has set out details of its current Materials to which the Provider is required to standardise.
- 016 Where this Specification indicates that Materials are to be "Approved by the Client's Representative", provide samples of the proposed Materials to the Client's Representative for Approval. Any Materials that comply with the functionality and compatibility (including aesthetic compatibility) requirements of this Specification may be proposed. No further approval is required for any Materials listed in this Specification as being the Client's currently used Materials. The purpose of the Client's Representative's decision on the use and approval of such Materials is to ensure that they meet the Client's requirements for functionality and compatibility. The decision of the Client's Representative on this is final.
- 017 Where this Specification requires Materials to be matched to existing Materials or finishes, this match is subject to the Approval of the Client.
- 018 Do not use any Prohibited Materials in carrying out the Works. Prohibited Materials are those materials which are generally accepted or (having regard to Good Industry Practice) are reasonably suspected of:
 - being harmful in themselves;
 - being harmful when used in a particular situation or in combination with other Materials;
 - becoming harmful with the passage of time; or
 - being damaged by or causing damage to the structure in which they are to be affixed.
- 019 Materials are to be regarded as harmful if, in the context of their use in the Works (whether alone or in combination with other materials) they:
 - are prejudicial to health and safety;
 - may pose a threat to the structural stability or the physical integrity of any Property; or
 - could materially reduce the normal life expectancy of any part of the Property.
- 020 Sustainable Timber: All timber and wood derived products referred to throughout this document and which are supplied to the Client, or used in the Works, must be procured in accordance with all applicable Law.

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021 CE/UKCA Marked Products: All products referred to throughout this document and supplied to the Client, or used in the Works, must be supplied with a Declaration of Performance (DoP) and carry the appropriate CE/UKCA conformity assessment marking.

Performance Standards on the CE/UKCA mark must comply with relevant Building Regulations where required.

The CE/UKCA mark must be fixed visibly, legibly and indelibly either to the product or to a label attached to the product. If this is not possible or not warranted, then it must be fixed to the packaging or within the accompanying documentation.

The DoP must be made available by the manufacturer (this may be via a website).

022 Use, fix and apply all Materials strictly in accordance with the manufacturer's recommendations, directions, instructions or technical data sheets.

023 Participate in joint initiatives with the Client and other contractors to establish supply chain agreements.

024 Where appropriate suggest (economically viable) amendments to this Specification where those amendments may lead to an improvement in environmental performance or sustainability.

025 At the Client's request provide all information the Client reasonably requests regarding the environmental impact of the supply and use of any Materials the Provider selects for use in the Works.

026 **[optional clause]** If the Provider considers that decanting elderly, vulnerable, people with disabilities and other occupiers and carers from a Property whilst intrusive Works are undertaken or whilst the Works disrupt washing and/or sanitary facilities, provide (at no extra cost) the following facilities:

Decant Mobile - Daytime Decant

Temporary Accommodation conforming to all applicable Standards.

Daytime facilities (where agreed before the start of the Works in the form of either a touring caravan used outside homes between 9am and 5pm and then removed, or a mobile unit located in a fixed position supplied with at least the following:

- External door;
- Bedroom;
- A toilet compartment with WC suite, wash-handbasin and shower unit;
- A flued gas fire/electric heater (note: gas is the preferred option);
- A flued gas fire multi-point water heater or electric water heater;
- Electrical installation complying with the IET Wiring Regulations;
- Mattresses with fireproof removable covers (which shall be thoroughly cleaned and changed after each decant);
- A cooking appliance and fridge;
- Warning notice for health and safety advice to users;
- Fire blanket (to be located by the cooking appliance);
- 1kg-powder fire extinguisher (to be located by the main door);
- Smoke Detector;
- Carbon Monoxide Detector; and
- User's handbook (to be used by Provider when demonstrating the mobile to new occupants).

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Also supply the following:

- A security cabinet for 2 (two) 13kg (thirteen kilogramme) bottles of propane gas if gas is to be used (red gas bottle);
- Entrance steps, handrails, level access ramp (maximum 1:12) to be provided for people with a disability to the satisfaction of the Client's Representative;
- Water supply; and
- Mains sewerage connection (where feasible).

Daytime decanting must be as agreed with the Customer and the Client including as to the hours required for the daytime facility, its location and siting. The siting of decant facilities must not inconvenience car parking and/or access to adjoining dwellings.

Laundry and storage facilities, telephone connections [or] television aerials [or a dedicated car parking facility] are not required in a daytime facility [*Client to edit*].

A chemical toilet compliant with all Standards for portable chemical closets may be used where no sewer connection is feasible.

Ensure that all Temporary Accommodation, including its location, installation and checking, complies with Health and Safety Law.

Comply with any Code of Practice for the transportation, siting and commissioning of caravans published by the National Caravan Council.

Agree the location of the day-time mobile decant facility with the Client's Representative.

Service checks are to be carried out by suitably qualified personnel after each decant. These checks should cover:

- Electrical;
- Gas;
- Water;
- Fire prevention equipment;
- Warning Notices; and
- Steps and Handrails.

The facility is to be cleaned between each change of user.

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The following notice not less than 200mm x 130mm with the heading printed in red is to be fixed in a prominent position in the Temporary Mobile Accommodation.

ADVICE TO OCCUPIERS

Ventilation

Do not obstruct the ventilators, which are fitted; your safety depends on them.

In Case of Fire

Get everyone out.

Turn off the outside gas valve

Raise the alarm and call the Fire Brigade

Do not stay behind to put the fire out yourself

Do not put yourself at risk

Fire Precautions

Children - must not be left alone in the caravan.

When cooking never leave a cooker unattended

Do not use multi-adaptors.

If you smoke use metal or glass ashtrays-not plastic.

Make sure cigarettes are put out properly

Do not smoke in bed.

Means of Escape

Make sure you know the location and operation of the emergency windows and doors,

Keep door and window keys handy.

Keep all escape routes clear.

If there is smoke, keep low where the air is clearer

Do not go back into the caravan.

Combustible Materials

Keep them clear of all heating and cooking appliances.

Fire Fighting Equipment

In addition to the 1kg powder fire extinguisher by the main exit door, a fire blanket is provided next to the cooker. Make yourself familiar with the instructions on your fire extinguisher and fire blanket and the fire precautions arrangements on site. Do not stay behind to put the fire out yourself. Do not put yourself at risk.

The use of chip pans in mobiles is strictly prohibited.

Permit to Work Certification

027 Comply with any “permit to work system” notified to the Provider by the Client’s Representative and ensure that no Worker undertakes any Works covered by any “permit to work System” without a permit having been issued by the Client’s Representative.

Access

028 Ensure that a risk assessment is undertaken and a method statement is provided to the Client’s Representative detailing the means of access to undertake all Works requiring access at heights including for inspection and testing.

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Firestopping

- 029 Ensure that all holes for cables, pipes etc., in the structure of any Property formed or drilled by the Provider are fire-stopped in accordance with Building Safety Law.
- 030 Report immediately to the Client's Representative where existing holes for cables, pipes or service media in the structure of any Property have no or inadequate firestopping, giving the detailed location of the hole and providing digital photographs.

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SCAFFOLDING AND MEANS OF ACCESS

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SCAFFOLDING AND MEANS OF ACCESS

- 001 Provide scaffolding for the Works where required by Regulatory Requirements.
- 002 Moveable towers can be used where Regulatory Requirements allow this. This is also subject to the approval of the Client's Representative for scaffolding above the equivalent of the ridge line of a two storey Property.
- 003 Only light short-term Work may be done from ladders where this is in line with the Code of Practice for Ladders.
- 004 Working platforms required at heights of 2 metres and above must be carried by a properly constructed scaffold. Scaffold may be provided at lower levels.
- 005 Obtain:
 - a licence from the highways authority where scaffold is to be constructed on or over the public highway; and
 - permission from the adjoining landowner to occupy the space where scaffolding is erected over an adjoining property.
- 006 Where scaffold is to be constructed on or over the public highway the Provider must:
 - consult the highways authority as to whether lighting or any other form of warning is required;
 - if so, provide this (with any electrical supply being of a maximum of 100 volts); and
 - notify the police where, when and for how long, the scaffold is to be in place.
- 007 Before erecting any scaffold to which Clause 05 applies, the Provider must provide evidence to the Client's Representative that the permissions referred to in that Paragraph have been obtained and, where applicable, the notifications under Clause 06 have been given.
- 008 Ensure that any temporary roofs are properly designed and secured and must provide calculations and drawings to the Client's Representative (for checking and approval).
- 009 Before the erection of any scaffolding to three storeys and above, the Provider must:
 - submit an engineer's design of the scaffold to the Client's Representative for checking and approval;
 - when erected, supply a certificate from a Member of the Institute of Structural Engineers indicating the scaffolding is in good condition and complies in all respects with all relevant Codes of Practice; and
 - similarly certify any alteration to the scaffold.
- 010 Construct all scaffolds in accordance with:
 - Work at Height Regulations 2005 (as amended);
 - Applicable Standard; and
 - either:
 - NASC Technical Guidance TG20 for tube and fitting scaffolds; or
 - the manufacturer's guidance for system scaffolds.
- 011 For all scaffolds:
 - approved materials in good condition must be used;
 - all components must be inspected prior to use;
 - sole plates must carry a minimum of 2 standards and wherever possible be placed parallel to the face of the building;
 - they must be rigid and constructed on a solid foundation;
 - standards must be upright at all times;
 - ledgers must be horizontal and fixed with load bearing coupler;
 - gaps in working platforms must not exceed 25mm wide and where necessary the inside boards must be secured to achieve this. No gap is to exceed 6 square inches anywhere. Where third parties are at risk, no gaps are acceptable – nothing must be allowed to fall through or off the platform;

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- sufficient positive ties to the main walls of buildings must be fitted;
- fans and/or working areas over entrances and exits must be fully double boarded with a continuous membrane between to stop any matter falling through;
- where hoists are erected in scaffold, extra ties must be used to prevent vibration of the scaffold; and
- toe boards and guard rails must be fitted to working or access platforms and to stairs where people working on them could fall 2 metres or more;
- Materials must not be thrown, tipped or allowed to fall off the scaffolds or working platforms;
- when partially erected or partly dismantled a notice saying "Do not use" must be displayed on the scaffold; and
- the scaffold must be made unclimbable at all times when not in use for undertaking the Works.

012 Scaffold requiring protection from lightning strike in accordance with the applicable Standards or equivalent, must be certified by a qualified electrical engineer, when first erected and with regular testing and a certificate being provided at not less than monthly intervals. Copies must be provided to the Client's Representative.

013 Scaffold must be erected, dismantled and altered:

- by competent persons;
- where the scaffolding is over 5m high, under the supervision of a person trained and certificated under the Construction Industry Scaffolders Registration Scheme (or equivalent approved by the Client's Representative);
- in accordance with either:
 - NASC Guidance Document SG4 for tube and fitting scaffolds; or
 - the manufacturer's instructions for system scaffolds; and
- so that at all times windows are openable by the occupants from the inside.

014 Scaffolding must be inspected by the Provider's 'competent person' at least every 7 (seven) days. The Provider must correct any faults found immediately. A record of such inspections and the Provider's report must be submitted to the Client's Representative within 1 (one) Working Day of each inspection.

015 Where the Client's Representative advises the Provider of this, the Provider must allow another contractor working directly for the Client to use scaffolding erected by the Provider, subject to that contractor agreeing to comply with any health and safety requirements in relation to the use of that scaffolding reasonably required by the Provider.

016 Scaffolding must be struck within 1 (one) week of the Client having advised the Provider that the Works have been satisfactorily completed, unless the Client requires the scaffolding to be maintained for another contractor working directly for the Client. In these circumstances:

- the scaffolding must be struck within 1 (one) week of the Client having advised the Provider that the scaffolding is no longer required; and
- the Client must pay the Provider for the use of the scaffolding by the Client's other contractor at the rates payable for the use of scaffolding under the Price Framework (even where the payment for the scaffolding to be erected and maintained for the Works was included in the Rates).

017 Payment for scaffolding will be in accordance with the Schedule of Rates for Scaffolding and Means of Access.

018 The Rates for scaffolding are deemed to additionally include as appropriate for the following:

- .1 Basing out, preparing and levelling of ground, provision of additional support, base plates, spreaders and the like as necessary.
- .2 Protection of the structure fabric, finishings, roof coverings and the like.
- .3 Provision of all requisite tubes and fittings of every description, delivery, handling and removal.
- .4 Erecting, supporting, maintaining, adapting and dismantling as required.

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- .5 Bridging across structures and all other obstructions where necessary.
- .6 Removal, temporary storage/resiting, protection and subsequent reinstatement as required of all TV, radio and telecommunication aerials, satellite dishes and the like.
- .7 Fans, gantries, hoardings, sheeting and double boarding of working platforms to afford protection around/over entrances, paths, rights of way and other forms of access or thoroughfare unless specifically instructed by the Client's Representative.
- .8 Working platforms to towers and chimney scaffolding.
- .9 Toe boards, guard-rails, handrails, safe ladder access, ladders, warning signs, taping and the like.
- .10 Ancillary plant and equipment such as tower feet/wheels, out-riggers, cross bracing, gin wheels, ropes and the like.
- .11 Lighting and/or alarming where deemed necessary or appropriate and/or as specifically directed by the Client's Representative.
- .12 Protection against lightning strike.
- .13 Fixed handholds and physical ties to the structure where necessary, subsequent removal and making good.
- .14 Provision of certified structural design calculations and erection certificates to the Client Representative where required under the Contract.
- .15 Reinstatement of ground and making good any damaged surfacing and/or paving's if necessary.
- .16 Compliance with all Regulatory Requirements including provision of all associated licences, permits and the like and the payment of all related fees and charges.
- .17 Additional lifts of scaffolding, working platforms, handrails, ladders, other access provisions and the like necessitated by structure/roof design, for example changes in roof pitches at mansards and anything similar.