



# Circle Housing & Support

Supported Lodging to independent Living

## **Property specification and standards**

### **Rev. 22/01/20**

This document should be read in conjunction with any scope of works and working drawings with and alterations **must** be agreed in writing (e-mail) with Circle Housing and Support (CH&S), with approval from at least one Director.

The aim is to provide accommodation that is suitable for the intended purpose and provides a good standard of amenities.

### **Standards**

The completed development will meet with all relevant and appropriate compliance requirements, including but not limited to the following:

- Current Building regulations (appropriate to the relevant element of work)
- CDM regulations
- Planning (where required)
- Electrical safety (in accordance with BS 7671)
- Health and Safety
- Water regulations
- EPC (to achieve a minimum rating of "E")
- Environmental Health
- FENSA/Certass

### **Planning Requirements**

Documentary evidence that the property has achieved the requirements of the local authority (LA) in relation to lawful / planned use must be provided.

Planning requirements are to be identified as part of the transaction to enable all parties to review any obligations and assess any time related implications on the use of the property.

### **Building Control**

Building works must be carried out in accordance to the recognised current standards.

Any works carried out to the property, will where required, comply with Building Regulations and achieve appropriate approval from Building Control (either Local Authority or an approved Inspector).

### **Design**

A proposed layout plan must be submitted and agreed with the CH&S before the properties are acquired by CH&S.

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Particular attention should be made to location of key items such as heaters, furniture position etc to maximize available floor space and to ensure that the proposed layout can accommodate the required furniture intended for the use of the property.

### **External Walls and Roof**

Should be in good order, free from obvious defects and provide CH&S with approximately 5 years of a maintenance free period.

This item extends to all roof coverings (pitched or flat), associated flashings and abutments, rainwater goods, fascia, eaves, soffits, bargeboards, verges, etc. where relevant. All items are to be repaired on a like for like basis, unless approved in writing by CH&S and with an associated reason, such as to reduce maintenance liability.

### **Windows and External Doors**

All windows to be double glazed with internal beading, replacement of single glazed windows will be required and assessment of existing windows for suitability. Where existing windows are to be retained, they must be in good working order and repaired to that standard if required. All windows with sill heights below 800mm must have safety glass fitted. Window restrictors to be provided where required, direction as per CH&S requirements. External doors to be composite or UPVC unless specified by planning or agreed with CH&S.

### **Fire Safety including Emergency lighting**

To comply with local building regulations standards at the time of refurbishment / development. Any enhancements beyond the requirements of Building Regulations are to be expressly agreed with CH&S.

### **Locks**

Entrance doors to each unit to be fitted with internal thumb turn locks. All final exit lockable doors to have internal thumb turn locks. Where a unit has multiple bedrooms, those bedrooms are to have locks installed with internal thumb turn locks. All WC/Bathrooms/Ensuite etc. are to be operated with internal thumb turn locks. All units contained within a single property will also be installed with a master key, that can open all locks within the property. A minimum of 5 copies of the master key will be required at handover to CH&S. Door closers are to be installed as required for compliance with building regulations, but as a minimum to each unit entrance.

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### **Utility Mains**

Electricity -

Gas .

Water -

Should be sufficient to maintain water pressure in all units. Hot water to be supplied via un-vented direct water cylinder approved by CH&S. Where no gas.

### **Electric Meters**

All units must have their own pre-payment meter. Meters can be either energy supplier fitted or landlord sub-meters. If the meters are energy supplier fitted, they should be sited at a point that is easily accessed by the occupier of the room. If sub meters are fitted they must be approved by the CH&S prior to fitting. Any master cards, pass codes, manuals, etc. of the sub meters to be passed to the CH&S as part of the sign off process.

### **Electric Layout**

Electrical design to be agreed prior to commencement of works but should include as a minimum the following:

- Separate consumer unit for each unit and landlord supply for the common areas and

any external lighting, the locations of the consumer units for each unit are to be located with prior agreement with CH&S.

- A minimum of 3 twin sockets to each room (Bedroom/Living Room);
- A minimum of 1 single sockets to each hallway (within a unit, where applicable);
- A minimum of 1 twin sockets to each hallway (in communal spaces, per floor)
- A minimum of 1 twin socket above the worktop area in the kitchen;
- The contractor is to ensure that the oven and hob are supplied and installed, with the power requirement being based on “plug-in” units and a 13A standard socket installation;
- All lighting to be LED and provide sufficient LUX levels to each unit and have the required IP rating for use in wet/humid areas.
- Light switches are to be located in sensible locations typically at the entrance point to that room, installed within the parameters set out in building regulations.
- Lighting to communal areas to be LED and on either PIR or microwave sensors, an override switch is to be located in an accessible location for the staff, location to be confirmed on site;

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- External LED lighting on LUX sensors to be provided at final exit doors and passage ways (where applicable)
- Aerial point located near one of the twin sockets in the Living Room/Bedsit;
- Electric shower point with isolator with appropriately sized cable and MCB for 8.5KW shower (subject to incoming electrical capacity);
- Fused spur points for electric heaters and towel rails.
- Extractor fan with ducting to external wall to bathroom with timed overrun.
- Mechanical extraction to kitchen extracting to an external wall.
- Provision for electric oven, hob and extractor fan, these should be plug in units powered via 13A plug sockets locally to the installation.

The contractor is to include for provision of switched sockets for the provision of a fridge and washing machine within the kitchen layout.

All switchgear is to be standard range, white plastic.

### **Heating System**

The property is to be heated via local electric heaters where there is no gas boiler that are wall mounted meeting the following requirements:

- Lot 20 compliant heaters to all rooms NO OPEN ELEMENT HEATER WILL BE PERMITTED.
- Electric towel radiator installed into the bathroom;

The contractor shall ensure all heaters can produce sufficient heating capabilities for the size of the room they are installed in.

### **Hot Water System**

The property will be inspected to ascertain the incoming water pressure and incoming electrical capacity.

A proposed system will then be specified and installed to meet the requirements of the property layout and property specific circumstances.

However, provisions for hot water will be made for within the kitchen and bathrooms throughout the property.

Assessment of the services will also determine the type of shower that is installed into the units, these may be either electric showers or Thermostatic Mixer showers, subject to the results of local testing.

### **Acoustic Works**

Any acoustic treatments required by Planning or Building control to be adhered to, the extent of which will be subject to local building control approval and the extent of works required.

Where required the contractor shall include for the provision of testing the acoustic installations, the liability of the successful performance of the installations will reside with the contractor. Should the Acoustic treatment fail to meet the required standards, the obligations of enhancing the performance will be carried out at the contractor's cost with no cost to the client.

### **Bathrooms**

Each bathroom is to include for provision of the following sanitaryware/fittings:

- Enclosed Shower Cubicle;
- Deep Shower Tray;
- Shower (either 8.5kW electric or thermostatic mixer, subject to design);
- WC (close coupled) with toilet seat;
- Wash Hand Basin (WHB)
- Hot and cold-water provision at the WHB
- Extractor Fan;
- Electric towel rail; ( where there is room )

Thermostatic Mixer Valves (TMVs) are to be installed and to regulate temperatures in accordance with building regulations.

Shower area to be fully tiled or cloaked with PVC cladding at the contractor's discretion (prior approval from CH&S). The colour shall be white for either option, with chosen materials being readily available for maintenance/repair/replacement required in the future.

Wash hand basin to have splash back in material to match that installed to the shower.

Shower area and perimeters of sanitaryware are to be fully sealed with antifungal mastic sealant.

The contractor is also to include for the following items of furniture:

- Toilet roll holder (fixed to the wall in a location to be agreed on site)

### **Kitchens**

To be fitted with a range of 18mm rigid wall and base units (minimum 5 units).

Built in electric oven and hob with a minimum of 600mm of open and accessible work surface either side of hob, with extraction above.

Work surface with silicon sealed to splash backs.

Sink with hot and cold water.

Plumbing for washing machine.

Appliances to be supplied as per furniture inventory list.

### **Internal Doors**

FD 30 / FD60 doors to be fitted in line with building control requirements.

In order to demonstrate/prove fire rating compliance it may be necessary to replace existing fire doors at the property.

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All new doors shall be sourced consistently throughout the property and are to be comprised of plywood fire doors, cut to suit the size of the opening with tolerances in line with building regulations.

Intumescent strips are to be installed into either the door frame or door, with smoke seals being installed additionally to the unit entrance doors.

### **Internal wall finish**

All Loose or blown plaster to be removed from the substrate and replaced with new and appropriate plaster system so as to provide a suitable finish ready to receive decoration.

The retention of any existing wall paper is to be agreed prior to the commencement of works.

However, any existing wallpaper will need to be free from defects, must NOT contain (or even potentially contain) asbestos, securely fixed to the wall for the full extent of the wall and be suitable/appropriate to receive an applied paint finish.

If wallpaper is not deemed suitable, it shall be removed and a new plaster finish applied to enable appropriate decoration if necessary.  
All walls to have smooth plaster finish ready to receive decoration unless otherwise agreed with CH&S.

### **Decoration**

All walls to be painted in washable neutral colour, with mould/fungicidal resistant paint applied to bathrooms and kitchens.

All are to be suitably prepared and to receive a minimum of 2 coats of suitable emulsion paint, all newly plastered walls are to receive a mist coat first prior to the application of any further coats of paint.

All ceilings to be painted in matt white emulsion with mould/fungicidal resistant paint applied to bathrooms and kitchens.

All are to be suitably prepared and to receive a minimum of 2 coats of suitable emulsion paint, all newly plastered walls are to receive a mist coat prior to the application of any further coats of paint.

Ideally paint should be diamond matt or hard wearing finish.

All new wood work to be primed, undercoated and top coated in satin white.

All existing wood work is to be sanded and prepared to receive an under coat and top coated in satin white.

On some occasions, an alternative colour scheme may be required by.

### **CCTV**

CCTV systems are required in most properties.

The system is to include for locally stored recordings, with capacity to provide recordings for 28 days based on the number and type of cameras in operation.

The system will also have capacity to be viewed remotely via a hard-wired data connection to the internet as well as having the capability to store recorded data off site in the future.

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As a minimum the system should cover all common areas and final exit points, ensuring that there are no black spots

System to be robust and agreed prior to commencement with CH&S.

Cameras to be movement sensor only and of a type unable to be moved or tampered with.

### **Intercom System**

An Intercom system is to be included for within the proposed works.

The system will be voice only and will be for communication between the front entrance door and the individual units, the system will NOT have a door release mechanism installed.

A system should be chosen based on the number of the units that are within the property, with each unit being installed locally within a unit. Within close proximity to the unit entrance door.

### **Floor Coverings**

The following are the general requirements of floor finishes, deviation from this may be agreed with CH&S.

· Bathrooms; are to receive non-slip safety vinyl, installed before the WC and wash hand basin are installed:

- Hallways (Communal) Hard wearing anthracite colour carpet
- Hallways (within units) Hard wearing anthracite colour carpet

· Kitchens;

All vinyl is to be laid on either a 6mm plywood base or latex screed, subject to the floor structure that it is being applied to.

All vinyl flooring is to be silicone sealed to the perimeter of the room and at abutments with

sanitaryware.

Stairs are to receive hard wearing anthracite colour carpet , with cove formers at the junction of the tread and rise.

Installed with stair nosing's to be installed in a contrasting colour to meet visual requirements (colour difference) as per building regulations.

### **Furniture and Appliances**

Where agreed all studio flats are to have a built in Wardrobe with shelving

All accommodation to be supplied with plug in Electric oven and Hob

### **Additional**

Each unit to have a lockable numbered letter box, fixed to the outside of the external wall of property.

Notice board to be fixed in the communal passageway.

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