

T Level Technical Qualification in Onsite Construction (8711-30)

8711-033 Employer-Set Project
Project Brief
Sample



Version and date	Section	Change detail
1.1 September 2023	Front cover	Rebranded
	Throughout	Footers updated
	Back cover	Contact details added

Project brief

The employer

The Cross Building Company (CBC) is an established business with the company motto:

“Beautiful buildings of the highest standard at an affordable price”

The company has been running for 9 years and has grown and grown in size year on year. They specialise in extensions and loft conversions, but their full list of services covers:

- Bathroom and kitchen design
- Carpentry and joinery
- Electrical installations
- Extensions
- Flooring and tiling
- Full refurbishments
- Loft conversions.

The project

CBC is tendering for a project to complete renovation of a two-story Victorian terraced house close to Paddington station, central London.

You have been employed as a consultant to undertake a review of the assigned brief. You are to write a response to the brief to inform the organisation of the key considerations that need to be made in the completion of this building project.

You are part of the team who are working together to respond to the tender. You will have to review the details provided in the tender specification and provide suggestions to meet the specific and general issues that may need to be addressed.

An extract of the tender specification, including the relevant sections relating to your part of the project has been provided. This includes site plans, supplier details, budget details etc.

Tender specification

Paddington house project

Introduction

The purpose of the tender specification is to outline the requirements for the construction works for 10 Gloucester Terrace, Paddington, London. This document includes specific comments on the site establishment, logistics, and the process of managing the overall environment surrounding the property. This document will also ensure that the construction works cause the minimum disruption to the adjacent residents with a safe working and living environment maintained.

These proposals are to enable third parties to understand the nature of the works and the various construction activities associated with the development. Liaison with the neighbours and interested parties will continue throughout the project, as information is updated and as the project develops. Particular attention will be paid to ensure that the neighbours are kept updated on progress and future works on the project.

The information provided in this document is an overview of the key project activities at Gloucester Terrace.

Description of project

10 Gloucester Terrace is a two storey terraced property comprising of ground and 1st floors. The building has period features but is not listed.

The property has a number of traditional Victorian features that must be retained including the tiled entrance way and two original fireplaces on the ground floor.

The works comprise the renovation of the property including installation of a new kitchen on the ground floor and a new bathroom on the 1st floor.

Works on the ground floor will require the removal of part of the living room wall to open the space to the corridor – this will involve widening of the current doorway and removal of part of the wall, which is load bearing.

The site has limited access for vehicles, with only on-street parking outside the property

Timescale for completion

The project has a tight timeline for completion and must be ready for habitation within 6 months. Completion of the project will include:

- Removal and appropriate disposal of existing kitchen and bathroom fittings and furniture
- Structural changes – widening of door opening
- Preparation and making good of areas (e.g. floors and walls), including plastering of walls where required
- Review and amendment to plumbing, gas and electrics – first fix and second fix
- Installation of flooring materials
- Construction and fitting of units, furniture, worktops, fixtures and fittings
- Painting and decoration
- Cleaning, rubbish removal and appropriate disposal.

Site considerations

Parking

- Parking is not available on site. On-street parking is subject to local restrictions and permits may apply.

Use of the site

- The site must not be used for any purpose other than carrying out the works proposed in the tender.
- The site must be kept tidy and materials, waste, spoil heaps etc. located appropriately so as to not restrict site functioning

Surrounding building and land usage

- Adjacent or nearby uses or activities are as follows – residential.

Congestion charging – times

Congestion Charge (CC): No charge 22:00-07:00 and Christmas Day (25 December)

ULEZ: Operates midnight to midnight, every day of the year, except Christmas Day (25 Dec)

LEZ: Operates midnight to midnight, every day of the year

Direct Vision Standard (DVS) and HGV Safety Permit: Will operate at all times for lorries over 12 tonnes gross vehicle weight

Full details available – <https://tfl.gov.uk/modes/driving/congestion-charge>

Health and Safety information (extract)

Site security

- Visitors will be requested to identify themselves, and they will not be allowed on site until a member of staff has greeted them
- All entrances and exits to the site will remain secured at all times
- Security and staff will make regular inspections of the site boundary to ensure no suspect packages have been left
- The Site Manager will be responsible for ensuring the site is secure at the end of each working day, including the removal or locking down of any access ladders/ stairs to scaffolding. Any scaffolding used will be alarmed.

Welfare facilities

Welfare arrangements for this project will include:

- Hot and cold water
- Washing facilities
- First Aid

Welfare arrangements must be explained to all personnel as part of induction training.

Project specific health and safety (extract)

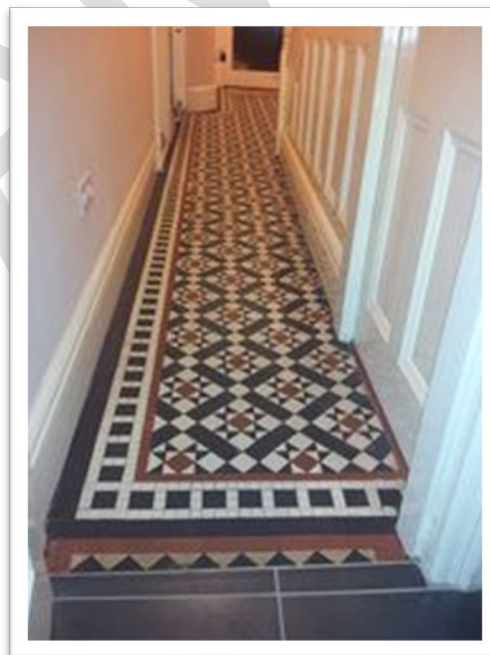
Identified risk	Suggested control measure
Hours of working	Normal construction site hours: 8.00 am to 6.00 pm – Monday to Friday 8.00 am to 1.00 pm – Saturday No working on Sundays and Public Holidays.
Noise and vibration	Work in accordance with the recommendations of BS 5228-1, Control of Noise at Work Regulations 2005 and the Noise Service. The appointed contractor will consult with adjoining neighbours and agree, if possible, certain times of day when noisy work can be minimised.
Asbestos	An asbestos survey has been carried out and it has been confirmed there are no asbestos contaminated materials on site, so this will not affect commencement of works on site.
Existing services	All existing services will be serviced prior to commencement of any works on site.
Existing occupancy	The property will be unoccupied throughout the duration of the works.
Dust	All dust levels are to be kept to a minimum and where possible controlled at source by the use of dust suppression systems. Site operatives are to wear suitable PPE/RPE where the levels of dust cannot be controlled, ensuring exposure is well within legal limits.

Quality standards requirements (extract)

Workmanship skills	Operatives must be appropriately skilled and experienced for the type and quality of work. Registration with Construction Skills Certification Scheme is required. Operatives must produce evidence of skills/ qualifications when requested.
Quality of products	Products should be generally new – proposals for recycled or salvaged products may be considered in line with site requirements. Product required to complete the works must be consistent in kind, size, quality and overall appearance. Deterioration of product quality should be prevented where possible. Suitable quantities must be ordered in line with works programme and used in appropriate sequence.
Quality of execution	Finished work must be without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
Compliance	<p>Compliance with performance specifications: Submit evidence of compliance with performance specifications, including relevant test reports indicating:</p> <ul style="list-style-type: none"> • Analysis of results • Identities of witnesses • Identity of testing agency • Pass/fail criteria • Properties tested • Test dates and times • Test methods and procedures • Test results.
Inspections	<p>Inspection or any other action must not be taken as approval unless confirmed in writing referring to:</p> <ul style="list-style-type: none"> • Any associated conditions • Date of inspection • Extent and purpose of the approval • Part of the work inspected • Respects or characteristics which are approved.

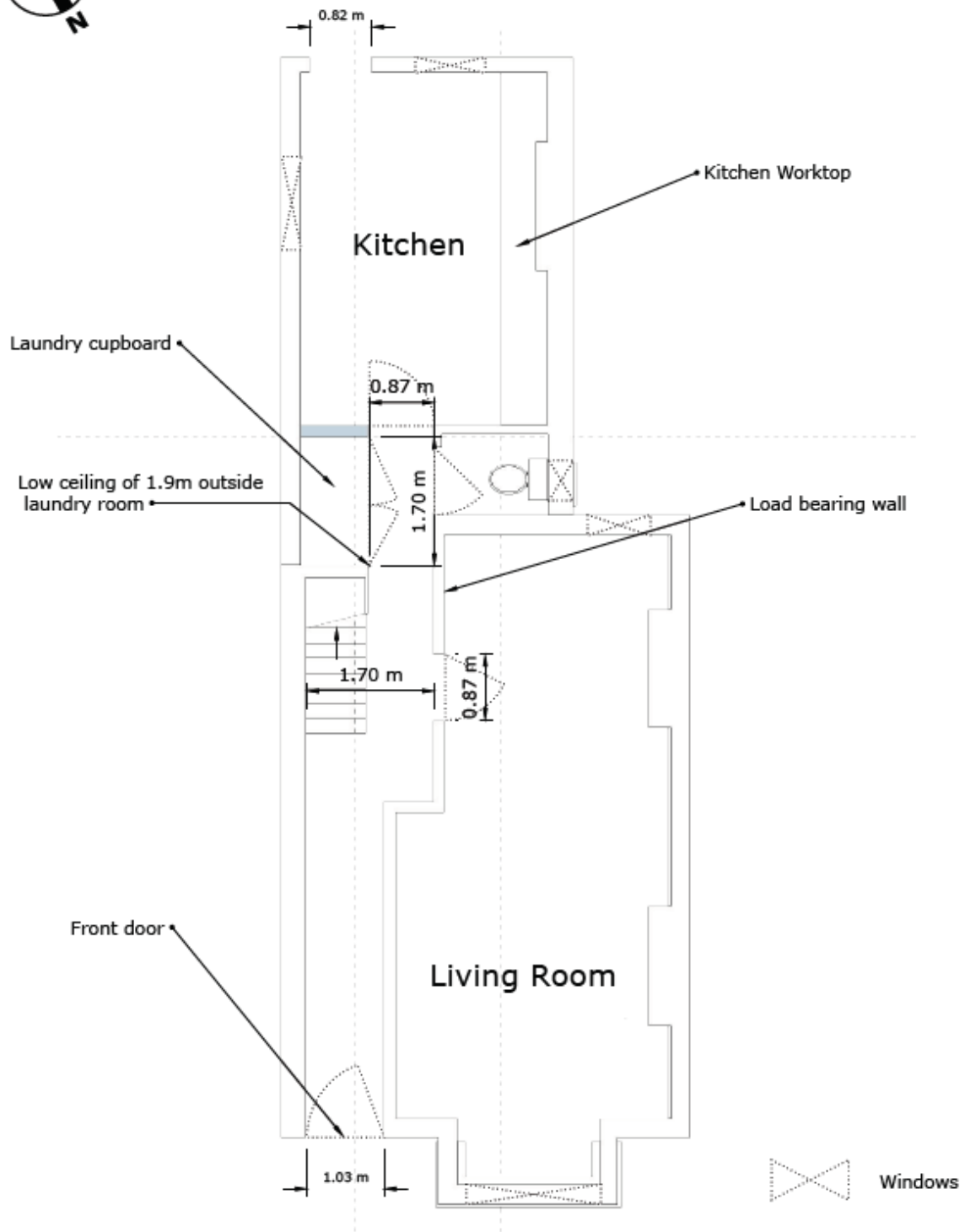
**Manufacturer's
recommendations/
instructions**

Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to Tender. If there are changes to recommendations or instructions details must be retained and submitted. Where relevant use only those ancillary products and accessories supplied or recommended by main product manufacturer.

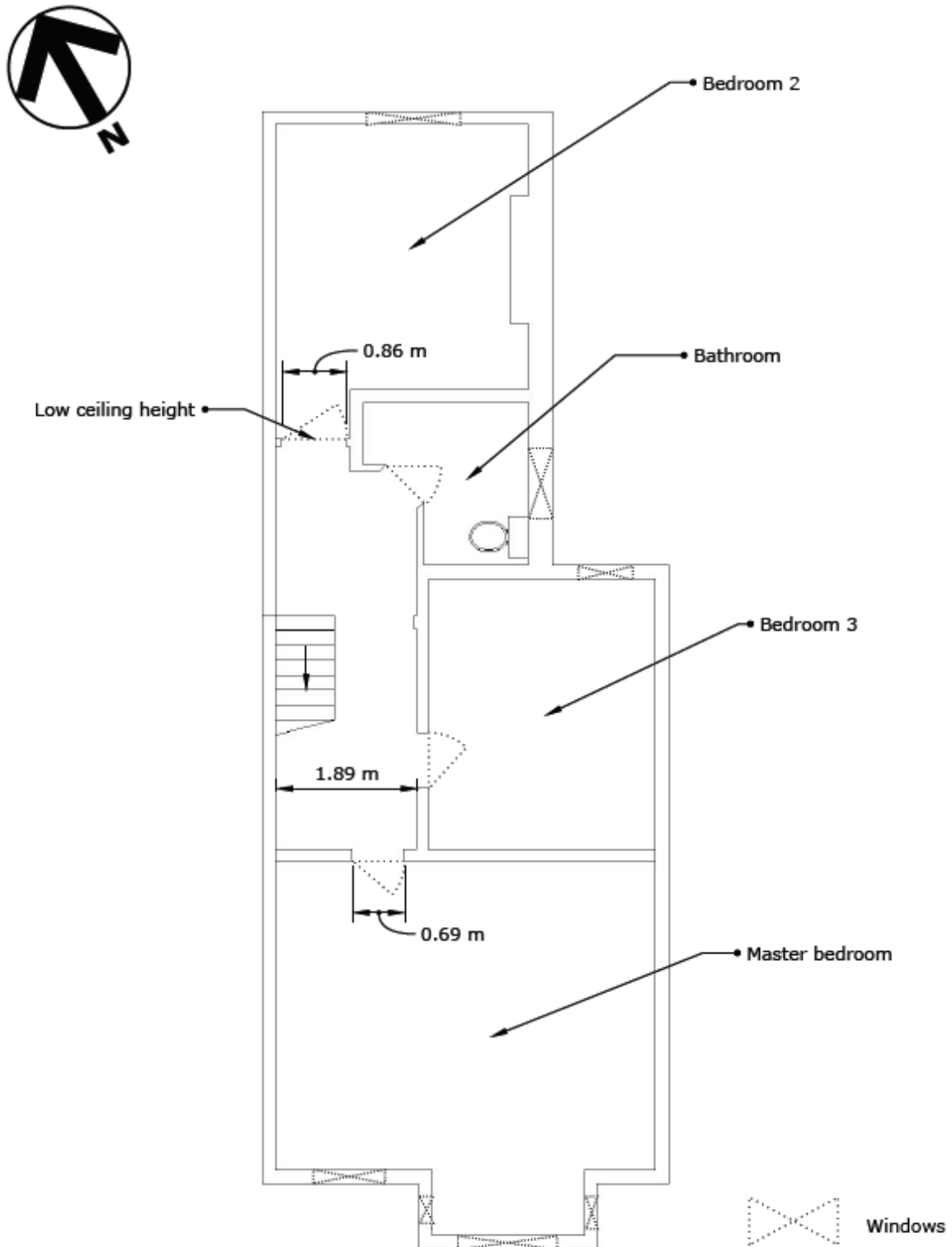
Pictures and drawings

Examples of Victorian features at the property

Ground floor plan (not to scale)



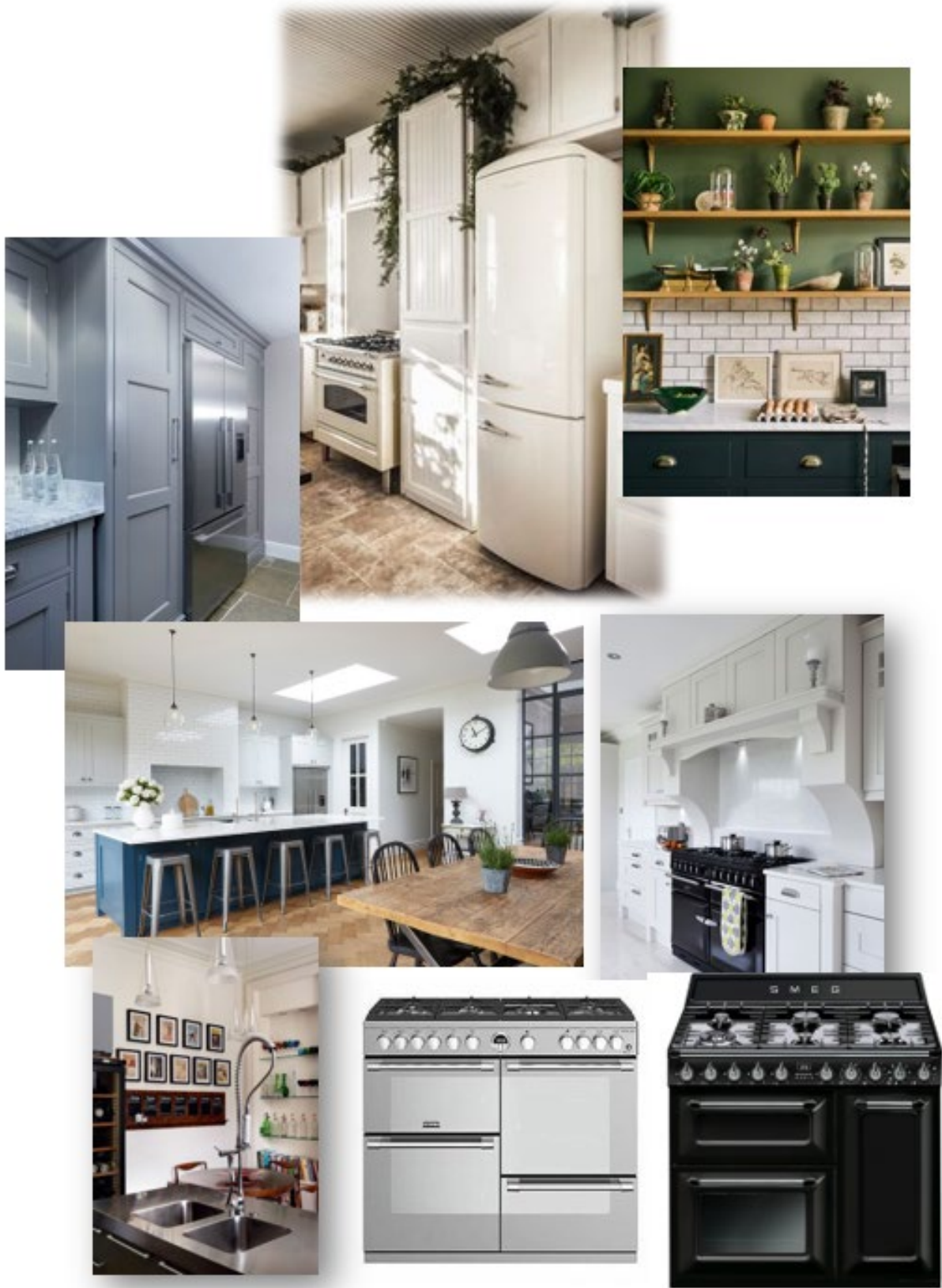
First floor plan (not to scale)



T Level Technical Qualification in Onsite Construction: Employer-Set Project - project brief



Kitchen mood board from client - furniture, layout, colour and style ideas



Get in touch

City & Guilds Technicals Quality Team

We are here to answer any queries you may have regarding your T Level Technical Qualification delivery.

Should you require assistance, please contact us using the details below:

T: 0300 303 53 52 (Monday - Friday | 08:30 - 17:00 GMT)

E: technicals.quality@cityandguilds.com

W: cityandguilds.com/tlevels

The T Level is a qualification approved and managed by the Institute for Apprenticeships and Technical Education.

Copyright in this document belongs to, and is used under licence from, the Institute for Apprenticeships and Technical Education, © 2023. 'T-LEVELS' is a registered trademark of the Department for Education. 'T Level' is a registered trademark of the Institute for Apprenticeships and Technical Education. 'Institute for Apprenticeships & Technical Education' and logo are registered trademarks of the Institute for Apprenticeships and Technical Education.

We make every effort to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement, and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

The City & Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City & Guilds of London Institute, a charity established to promote education and training registered in England & Wales (312832) and Scotland (SC039576). City and Guilds Group Giltspur House, 5–6 Giltspur Street London EC1A 9DE