



TRACE

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9TH July 2020

Our Ref: DH/26841/06

Mr. T. Hewins
Assistant Project Manager
Allied London
33 Cork Street
London
W1S 3NQ

By email: ted.hewins@alliedlondon.com

Dear Ted,

Re: London Road Fire Station - Coronas Court - update Rot Inspection

Please find enclosed our report and costs regarding the above.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

David Hockey BSc (Hons) MRICS, C.S.R.T, C.S.S.W
Chartered Building Surveyor
Visual Strength Grader - Timber

Trace Remedial Building Services
Trace Basements



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PCA PROJECT OF THE YEAR AWARD WINNERS 2013, 2014 AND 2015

Trace Basements & Trace Remedial Building Services are Trading Names of North West Damp Proof Services Ltd.
Co. No. 1503809, VAT 298631120 James Hockey, B.A (Hons), CSSW, CSRT
Established 1974 David Hockey, BSc (Hons) MRICS, CSRT, CSSW, George Hockey, CSRT





TRACE Remedial Building Services
DH/26841/05 - 9th July 2020
Re: London Road Fire Station - Coronas Court Rot Inspection

SURVEY REPORT
TIMBER INSPECTION

Coronas Court Update
London Road Fire Station
Manchester

ALLIED LONDON

9TH JULY 2018



TRACE Remedial Building Services
DH/26841/05 - 9th July 2020
Re: London Road Fire Station - Coronas Court Rot Inspection

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1.0 SCOPE OF SURVEY/LIMITATIONS

- 1.1 Trace Basements/Trace Remedial Building Services were instructed to undertake a Building Surveyors inspection and defect analysis of the timber decay to the Coronas Court, London Road Fire Station, London Road, Manchester. This report/inspection was limited to the Coronas Court only.
- 1.2 Our survey was carried out by David Hockey BSc (Hons), C.S.R.T, C.S.S.W.
- 1.3 The weather during the inspection was variable with intermittent rain.
- 1.4 The objective of the inspection was to ascertain the nature, design, general condition and state of repair of any accessible timber decay defects. Defects identified are not an exhaustive list to the property as a whole. We did not have access behind linings of finishes, floor voids, or to the high soffit over the courtroom.
- 1.5 We have not carried out an analysis of the whole building structure and consequently are unable to confirm the structural stability of neither property nor the load bearing capabilities of the roof, walls or floors.
- 1.6 Timber surveys are confined to accessible structures. Only demolition or exposure work enables the condition of timber to be determined with reasonable certainty and at this stage the inspection was visible only.
- 1.7 This report is submitted in confidence for the sole use of Allied London and the project consultants. It shall not be disclosed nor copied to any third party to whom no responsibility is accepted, in respect of the whole or any part of the content. Our report shall not be referred to in any other document, circular or statement without our prior written consent as to the form and context in which it may appear.



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2.0

EXECUTIVE SUMMARY



2.0 EXECUTIVE SUMMARY

- 2.1 The Coronas Court encompasses the basement level, ground floor and upper landing WC's.
- 2.2 Most of the timber elements to lower floors consist of non-structural joinery including:
1. Skirting boards
 2. Door joinery
 3. Ceiling joists (lath & plaster soffits)
 4. Window joinery
 5. Parquet floor finishes
- 2.3 In general, whilst the timbers are not structural, dry rot has germinated in various areas (due to ingress), both ongoing and historically around the building and the condition drawings confirm the exact locations. Structural timbers have however been affected to the curved soffit over the balcony to the court room.
- 2.4 The main items of note in terms of timber/rot include (See Drawing for room numbers)

Area of Issue	Work	Cost
Room 1; Skirting boards external wall; high moisture meter readings; risk to germination of rot	Conditions justify removal of skirting to check condition Reinstate skirts	£25 By Main Contractor
Room 2; Skirting boards Internal/external walls; high moisture meter readings; risk to germination of rot	Conditions justify removal of skirting to check condition Reinstate Skirts	£80 By Main Contractor
Room 2; Window joinery/Architrave/reveal/cill; Surrounding plaster has residual dampness; risk of germination of rot	Conditions justify opening-up to check condition Reinstate/Replacement	£150 Scaff £100 By Main Contractor
Room 3; Timber wall panel to dado height; external wall; high moisture meter readings; risk to germination of rot	Conditions justify opening-up to check condition Reinstate/Replacement	£100 By Main Contractor



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Area of Issue	Work	Cost
Room 3; Door to balcony; Surrounding plaster has residual dampness; risk of germination of rot	Conditions justify opening-up to check condition Reinstatement	£100 By Main Contractor
Room 5; Window joinery in toilet cubicle; Dry rot to soffit of reveal (lath & plaster on battens); Dry rot to cill of window	strip out localised area around windows back to brickwork and treat masonry (surface spray) upper and lower WC Reinstatement/plaster/window joinery	£200 strip Inc. Treatment By Main Contractor
Room 6; Floorboards; area of ingress above; risk of germination of rot in floor void	Conditions justify opening-up to check condition	£200
Room 6; Ingress over soffit; dry rot and ceiling collapse present	Prov. Sums Bearer beam; approx. 3m; replace Ceiling joists; approx. 8no.; replace 1.5m Vertical posts/straps; replace approx. 3no. Patruss timber forming curve to soffit; approx. 8no. (repair) Loft hatch trimmers + Architraves Upper purlins - allow x2 Unknown repairs Strip plaster/Masonry treatment inc. Timber treatment locally	£150 Scaff £550 £600 £225 £1500 £350 £2000 £2000 £1000 Inc.



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Area of Issue	Work	Cost
Room 7; Window joinery; dry rot to frame	strip out localised area around windows back to brickwork and treat masonry (surface spray) inc. Window splice repair to curved frame (bespoke)	£350 By main Contractor
Room 7; dry rot on ceiling joists (already removed and stored in room)	Localised masonry treatment to wall pockets at ceiling joist bearing ends	Inc.
Room 9; Door to lower stair landing; high moisture meter readings; risk to germination of rot	Conditions justify opening-up to check condition	£50
Room 10; Door joinery x2 & studwork in wet environment	Area requires 'clear out' Allow localised treatment Allow repairs - exact quantity unknown	By Main Contractor Inc. By Main Contractor
Room 13; Door reveal/architrave to corridor; dry rot decay visible	Strip-out door joinery and plaster back to brickwork Treat masonry (surface spray) Replace door joinery to match original	£200 Inc. By Main Contractor
Room 13; Skirting boards; dry rot decay visible	Strip-out skirting and plaster back to brickwork Treat masonry (surface spray) Replace skirting to match original	£550 Inc. By Main Contractor
Room 14; Door joinery to WC; dry rot visible	Strip-out door joinery and plaster back to brickwork Treat masonry (surface spray) Replace door joinery to match original	£100 Inc. By Main Contractor



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Area of Issue	Work	Cost
Room 14; toilet cubicle joinery; dry rot visible	Strip-out door joinery and plaster back to brickwork Treat masonry (surface spray) Replace door joinery to match original	£250 Inc. By Main Contractor
Room 15; Timber wall panels; external walls; high moisture meter readings; risk to germination of rot	Conditions justify opening-up to raised step floor and panelling to check the voids; consider use of boroscope Reinstatement/Repair	£200 raised step £600 wall panels x 3 areas By Main Contractor
Room 15; Soffit; previous dry rot to area; historic stripping has already been completed	Make allowance to check void prior to making good (by plasterer) (complete while plasterers have access for their repair works)	£50
Room 16; damp environment; parquet floor at risk to decay	Condition justifies lifting of parquet (at least to perimeter) to check for rot growth below Reinstatement	£200 By Main Contractor
Room 16; skirting is decayed; partially removed	Strip-out skirting and plaster back to brickwork Treat masonry (surface spray) Replace skirting to match original	£550 Inc. By Main Contractor



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Area of Issue	Work	Cost
Room 16; Door joinery x3; dry rot to surrounds	Strip-out door joinery and plaster back to brickwork	£550
	Treat masonry (surface spray)	Inc.
	Replace door joinery to match original	By Main Contractor
Room 16; picture rail decayed; partially missing	Strip-out picture rail and plaster back to brickwork	£250
	Treat masonry (surface spray)	Inc.
	Replace picture rail to match original	By Main Contractor
	Sub - Total	13,580
	Preliminaries & supervision	1,358
	OH&P	1,493.80
	Total	16,431.80 + VAT

2.5 The main notable difference since the original reports is where ingress has since caused the soffit to collapse over the courtroom balcony (dry rot is present) and the rooms behind the courtroom below the entrance road in the courtyard are particularly damp and all nearby finishing timber has deteriorated.

2.6 The £16,431 includes for careful opening-up and investigation where needed and also approximately half the sum relates to the repair works to the soffit timbers over the balcony (the extent of which is not fully known at this stage). For clarity, it does not include to reinstate or replace the finishing moulded timbers at this stage.

3.3 DAMP WALLS/FLOORS

3.3.6 There are various areas of visible dampness to the walls, mostly expected to be via historic ingress issues. The plaster is in a cracked and addled condition in areas and residual moisture and salts will continue to contaminate plaster substrates where more severe ingress has occurred. Where plaster is cracked and delaminating, this is not necessarily all due to damp issues, but just due to the plaster being beyond the use of its serviceable life, typical to a property of this age.

3.3.7 Where timber elements are in contact with damp substrates and have a moisture content of 20% or over, they are at risk to the germination of rot, so it will be important that during the 'fit-out' phase of the works when any ornate finishing timber is reinstated/replaced, that it is isolated from the potentially damp substrates, particularly in the basement.



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- 3.3.8 I would expect much of the plaster will require stripping back to the structure as it is cracked, addled and has residual dampness as stated above.
- 3.3.8 The previous rot report includes a separate set of drawings, highlighting the extent of damp walls for your information and the Room number drawing in this report also highlights this in the Coronas court areas.
- 3.3.7 In relation to the costs above, in simple terms the process we need to go through is:
1. Identify areas of rot or at risk to rot (already done as highlighted above).
 2. Complete opening up/stripping works to establish if rot is present within hidden voids and its extent where found.
 3. Complete treatment works in areas of rot
 4. Make good to decayed timber
- 3.3.8 To date, on the wider project we have identified areas of rot and completed repair to structural timbers only, assuming that finishing timber will form part of the 'fit-out' in a later phase of the project. Currently the Main Contractor is completing the strip-out works ready for our localised treatment.
- 3.3.9 Much of the timber elements in the Coronas Court relate to finishing timbers i.e. door & window Architraves etc. with the main exception being the soffit collapse over the Court Room balcony. We already have general sums in for treatment work, so at this stage our costs relate to additional stripping and opening up to investigate the areas of rot by Trace rather than the Main Contractor. Where treatment is required, this is already included, but we do not allow for making good at this stage to finishing timbers (replacement of moulded timber details etc), again assuming that this will form part of a later phase during the 'fit-out'.
- 3.3.10 I have however added sums in for repairs to the timber elements of the soffit at the balcony (which had not collapsed during the original inspection).
- 3.11.4 Please See the full Condition Schedule and drawing below.



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3.0

CONDITION SCHEDULE

ROOM NO	TIMBER ELEMENT	CONDITION
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	GROUND FLOOR	
	Ground floor room	
1.	Skirting boards	No signs of visible rot; 11.2% Moisture content to internal wall: ok 27.5% moisture content to externa wall: high; at risk to germination of rot
	Parquet Floor	No signs of visible rot;
	Window joinery; architrave/reveal/cill	No signs of visible rot;
	Timber panel studwork to entrance lobby	No signs of visible rot;
	Entrance door; architrave/reveals	No signs of visible rot;
	Studwall partition + gazing	No signs of visible rot;
	Other comments	Plaster is in a poor condition being cracked and addled to both walls and ceiling. Residual dampness expected at external wall
	Entrance lobby room	
2.	Skirting boards	No signs of visible rot; 22.6% Moisture content to internal wall: high; at risk to germination of rot 22.7% moisture content to externa wall: high; at risk to germination of rot

ROOM NO	TIMBER ELEMENT	CONDITION
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	Entrance Lobby Room cont...	
2.	Parquet Floor	No signs of visible rot;
	Window joinery; architrave/reveal/cill	No signs of visible rot; surrounding plaster substrates have residual dampness from historic ingress/penetration – condition justifies opening up of joinery to check for rot
	Timber panel studwork to entrance lobby	No signs of visible rot;
	Entrance door; architrave/reveals	No signs of visible rot;
	Door to stair landing; architrave/reveals	No signs of visible rot;
	Picture Rail	No signs of visible rot;
	Other comments	Plaster is in a poor condition being cracked and addled to both walls and ceiling with visible salts. Residual dampness expected from historic ingress/penetration to walls and ceilings
	Lobby off Courtroom Balcony	
3.	Timber wall panel to dado height	No signs of visible rot; 18.2% Moisture content to internal wall: ok 21.8% moisture content to externa wall: high; at risk to germination of rot
	Studwall partition + gazing	No signs of visible rot;
	Parquet Floor	No signs of visible rot;

ROOM NO	TIMBER ELEMENT	CONDITION
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	Lobby off Courtroom Balcony	
	Window joinery; architrave/reveal/cill	No signs of visible rot;
	Door to stair courtroom balcony; architrave/reveals	No signs of visible rot; surrounding plaster substrates have residual dampness from historic ingress/penetration - condition justifies opening up of joinery to check for rot
	Stairwell	
4.	Door to external wall; architrave/reveals	No signs of visible rot;
	Door to lower stair landing; architrave/reveals	No signs of visible rot;
	Other comments	No further timber elements to stairwell beyond hand rail to balustrade
	Upper and lower WC	
5.	Entrance door to WC; architrave/reveals	No signs of visible rot;
	Window joinery	Noted as new; surrounding wall stripped
	Window joinery in toilet cubicle	Dry rot to soffit of reveal (lath & plaster on battens); strip out and masonry treatment - Lower WC Dry rot to cill of window; strip out and masonry treatment - Upper WC
	Other comments	Plaster to walls is in a poor partially stripped condition with residual dampness

ROOM NO	TIMBER ELEMENT	CONDITION
	Court room Balcony	
6.	Floor boards	No signs of visible rot; but ingress has occurred at one end; conditions justify opening up of floor to check for rot
	Window	Noted as plaster mouldings
	Timber wall panel to dado height	No signs of visible rot; but ingress has occurred at one end; 16% Moisture content to internal wall: ok 22.8% moisture content near ingress: high; at risk to germination of rot; conditions justify opening up of wall panel to check for rot
	Area of ingress over soffit	Dry rot decay visible to soffit; full access and investigation required; allow prov. sum repairs: - Bearer beam; approx. 3m; replace - Ceiling joists; approx. 8no.; replace 1.5m - Vertical posts/straps; replace approx. 3no. - Patruss timber forming curve to soffit; approx. 8no. - Loft hatch trimmers + Architraves - Upper purlins – allow x2 - Unknown repairs - Masonrty treatment - Timber treatment locally Other; ornate plaster damaged with salts noted; residua dampness
	Upper store room	
7.	Skirting boards	Partially removed where historically decayed; previous ingress suspected; 24.5% moisture content to externa wall: high; at risk to germination of rot
	Parquet Floor	Some weathering noted and partial removal at edges; not visible rot to upper face

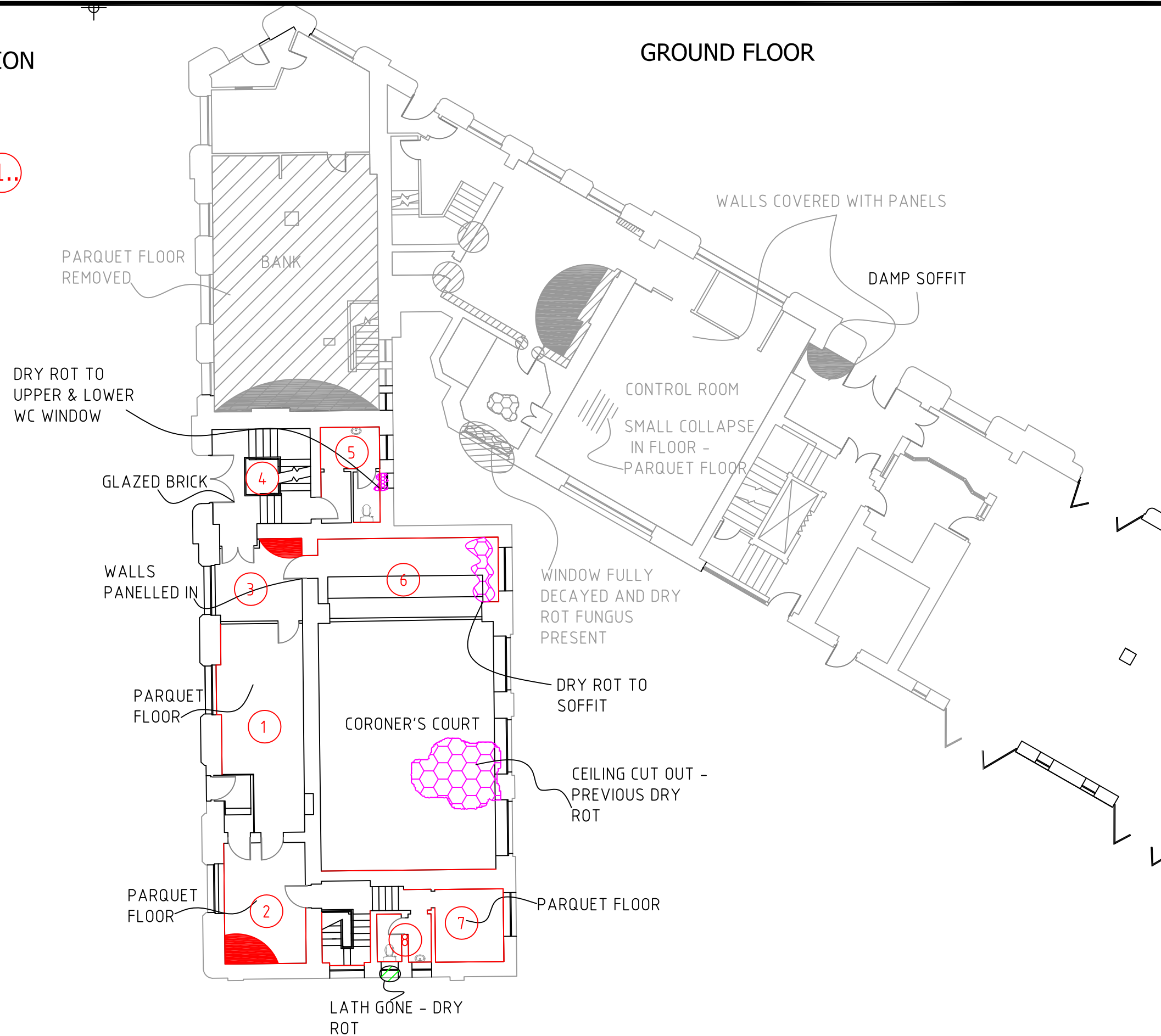
ROOM NO	TIMBER ELEMENT	CONDITION
7.	Upper Store Cont..	
	Window joinery; cill & casement	Curved frame decayed – dry rot; requires bespoke repair, plaster strip and masonry treatment
	Ceiling joists	Ceiling joists previously removed and stacked up in room; dry rot growth noted on timber; masonry treatment required (wash out wall pockets)
8.	Stairwell and WC	
	Window joinery; cill and casement	No signs of visible rot;
	Door joinery	No signs of visible rot;
9.	Stairwell lobby	
	Door to lower stair landing; architrave/reveals	No signs of visible rot; 25% moisture content to base of frame: high; at risk to germination of rot
10.	Plant Room/Coal shute	
	Door joinery x2	Generally joinery is in a wet environment; base of door frames and architraves weathered and decayed; wet rot/weevil attack; debris in wet environment will encourage germination of rot; requires clear-out
	Studwork	Generally appears poor; expect decay; strip out to remove risk of decay or allow prov. sum repair
11.	Common corridor/pavement light room	
	Door joinery; architraves/reveals x 3	No signs of visible rot; 18% moisture content to base of reveals where checked
	Other comments	External walls are glazed brick; generally in damp condition
12.	Store Room	

ROOM NO	TIMBER ELEMENT	CONDITION
	-	No timber elements
13.	End room off corridor	
	Door to corridor; architrave/reveals	Dry rot decay visible to reveals; strip out/treat masonry/replace door joinery (by others)
	Skirting boards	Dry rot to both external and internal walls; strip out/treat masonry/replace skirting (by others)
	Other comments	External walls are glazed brick; generally in damp condition
14.	WC off end room	
	Door to WC; architrave/reveals	Dry rot to surround; strip out/treat masonry/replace door joinery (by others)
	Toilet cubicle joinery	Dry rot to cubicle joinery; strip out/treat masonry/replace cubicle joinery (by others)
	Other comments	External walls generally in very damp condition
15.	Court Room	
	Timber wall panels	No visible damp symptoms; external wall has high moisture readings at base of wall ; historic ingress has occurred over, so residual moisture could be present; 21% moisture content noted to lower wall skirt: high; at risk to germination of rot 23% moisture content noted to skirt below balcony wall (visible dampness on parquet; possible pipe leak) conditions justify opening up to raised step floor and panelling to check the voids
	Parquet Floor	No signs of visible rot; just some visible wetting below balcony wall
	Soffit	Ornate soffit plaster; previously stripped (or collapsed?); rot historically present; Lath and plaster (ornate) requires replacement

[illegible]

ROOM NUMBERS (1..)

LONDON ROAD



CONDITION
CORONAS
COURT
ROOM NO.s

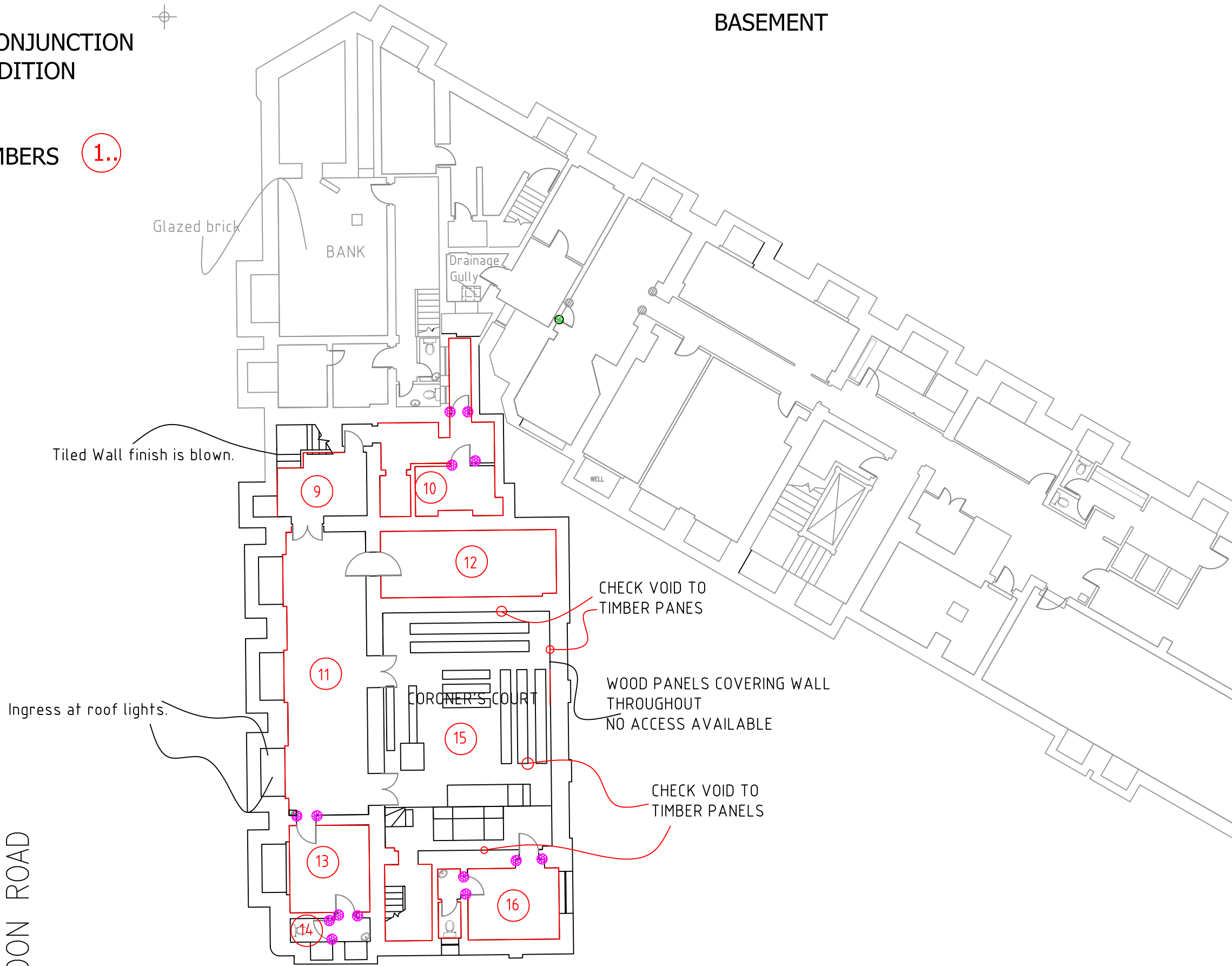
READ IN CONJUNCTION
WITH CONDITION
SCHEDULE

ROOM NUMBERS

1..

LONDON ROAD

BASEMENT



General Notes

Indicative drawing to be used for Trace guidance only

KEY

- Decayed Joinery; dry rot (doorframes, skirts, window sills etc)
- Damp Walls
- Asbestos
- Insect attack
- Indicates damp ceilings
- Damaged floor/removed floor
- Photograph reference
- Fresh Rot Present

Trace
REMEDIAL BUILDING SERVICES

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LONDON ROAD FIRE
STATION

MANCHESTER

SR: DH/26841	CONDITION
07.08.20	CORONAS COURT
Scale NTS	ROOM NO.s



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5.0

PHOTOGRAPHS



Dry rot decay to window Frame



Residual dampness to wall and soffit around window reveals





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Soffit Collaspse around beam; dry rot



Dry rot decay to soffit



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Dry rot decay to cill in WC



Dry rot decay to reveal soffit in WC





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Dry rot decay to door jamb reveal



Visible wetting to Parquet in Courtroom



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6.0

BACKGROUND INFORMATION



6.10 WOOD DECAYING FUNGI

- 6.10.1 Wood-destroying Basidiomycete fungi are of significance in wood deterioration. Most of these fungi are wet rots, able to develop only when wood is actually wetted by moisture from another source, such as a leaking roof or plumbing, or by absorption of moisture from the soil or from other- damp structural materials. In such cases the removal of the source of moisture is sufficient to prevent further deterioration, but replacement of damaged wood may be necessary for structural or aesthetic reasons, and preservation treatment may be desirable as a precaution against re-wetting in the future or to prevent the development of a particular Basidiomycete.
- 6.10.2 Dry rot fungus can represent a far more severe decay hazard and is considered to more readily grow across and through masonry substrates. The fungus is able to develop conducting strands which convey water and nourishment, enabling the fungus to spread across and beneath inhospitable surfaces such as brickwork and masonry in the search for more wood. The activity of this fungus is mostly confined to poorly ventilated areas, such as behind skirting's or beneath floors, and the damage may only become apparent when the visible surfaces become distorted or collapse occurs. The condition for germination and growth are extremely critical, comprising a narrow range of atmospheric relative humidity and wood moisture content. Spore germination occurs most readily in acid conditions and frequently there are infections by other fungi able to germinate and develop in wetter conditions.
- 6.10.3 If wood becomes accidentally wetted, one of the wet rot fungi may develop, but as drying progresses, conditions may arise in which wet rot activity is reduced but Dry rot spores may germinate, encouraged by the acid conditions caused by the previous wet rot. Similarly a source of continuing dampness may support a Wet rot, but at a further distance from the source, the moisture content may be lower and optimum for Dry rot spore germination, again encouraged by the acidity generated at the fringe of the wet rot activity.
- 6.10.4 Wood decaying fungi can best be 'treated' via gradual or forced drying down, with adequate ventilation maintained so that moisture contents safely reduce to below 20% where germination of fungus can occur, but where this is not feasible such as when early making good is required and wet timbers have to be enclosed 'back-in' to keep within project timescales, fungicidal preservative treatments are required, particularly where timber is embedded in walls.

6.11 WOOD BORING INSECTS

- 6.11.1 A number of insects, mainly beetles, are able to use wood as a food source and some of them can cause serious damage to building timbers. The beetles all have fairly similar lifecycles, although there are variations in the length of each stage in the cycles, the type of wood attacked, and the extent and type of damage caused. The life cycle consists of four stages; egg; larva; pupa and adult. It is the larva that causes the damage.



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- 6.11.2 The existence of damage caused by wood boring insects does not always indicate a need for remedial treatment; correct identification is essential before any consideration can be given to whether treatment is needed.
- 6.11.3 (Not exhaustive list) An example where treatment is needed includes; Common furniture beetle; lyctus powderpost beetle; house longhorn beetle; deathwatch-beetle; Ptilinus beetle. Examples of where treatment is not needed include; Bark borer beetle; Forest longhorn beetle; wood wasps' Pinhole borer beetles.
- 6.11.4 Where active infestations are found, Insecticidal preservative treatments can be considered. The presence of fresh frass (bore dust) in conjunction with damp timbers may be acceptable evidence of active infestation.



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Important Notes

The following notes must be read in conjunction with the survey findings and recommendations, and followed where appropriate in all circumstances, otherwise the efficacy of both our work and other's associated work will be negated, or problems relating to the health and safety of our operatives, and other building workers, occupants and neighbours where present will occur.

Although these 'Important Notes indicate that a main contractor builder is involved, the requirements also relate to the client in cases where Trace are directly employed.

Our recommendations reflect the dampness currently affecting the areas as designated on the relevant plans. In some instances rising damp readings were inconclusive due to penetrating damp and condensation also contributing to the level of dampness in places; we have included the relevant areas for treatment against rising damp based on the instrumental readings and our report is based on our findings at the time of inspection. We can give no assurances that walls not inspected or included for treatment could not or may not be affected by dampness at some later date.

The main contractor must inform TRACE Remedial Building Services of the depth of the party walls where present. This must include within opened up chimney breasts where the party wall at the rear of the breast may only be of half brick, even when the rest of the party wall is of full brick depth. Where such chimney breasts are opened, do not brick them in until injection is complete.

All structural alterations at d.p.c. level must be completed before the injection d.p.c. is installed, including replacement of perished and damaged bricks, re-bedding of loose bricks, ensuring that all mortar beds around the courses to be injected are sound, and where unsound rake out and re-point.

Cavities must be checked by the main contractor for blockages and bridging at d.p.c. level, and cleaned as necessary prior to the d.p.c. being installed.

Where present, bridging render externally must be cut back by the main contractor, and finished above d.p.c. level with appropriate stop beads.

Only site bricks must be used to patch the walls where the d.p.c. is to be injected. This is because new bricks are not conducive to injection. Care must be taken that such introduced bricks are free from fungus.

Where solid floors are being renewed, the d.p.c. must be installed after the floors are laid, but before asphalt is laid. These measures will help to avoid problems related to unstable brickwork, incorrect positioning of the d.p.c. and adverse reaction of the solvent carrier with the asphalt, where such is being used as a screed.

Only clean stone hard-core must be used as infill below proposed new solid floors, thus discouraging contamination by wood decaying fungi.

Where solid floors are being laid it is very important to ensure that the oversite, sub-floor walls and any redundant joist pockets are clean and free from wood residue or wood decaying fungus. No wood must be allowed to fall into the sub-floor, hard-core or sand between the time of cleaning out, treatment if called for, and laying of the concrete. Therefore the time period involved must be as short as feasible. There is sufficient oxygen within a piece of wood to allow germination of wood decaying fungi.

Do not brick up the joist pockets and redundant air vents before the sub-floor treatments are completed.

Where solid floors are being laid in place of timber floors, it is imperative that redundant sub-floor air vents be removed and the holes bricked in, otherwise oxygen will circulate in sufficient quantity to encourage wood decaying fungi within and below the solid floors, from whence it may spread to walls and joinery.

Where screeds of any description are to be laid after injection is completed, ensure that TRACE Remedial Building Services are informed of the depth of the screed, so that the d.p.c. can be installed at a height to avoid bridging. Particular care must be taken to ensure that the screed is allowed to run up to the wall, rather than against the exposed side of the skirting board. Therefore it is prudent to lay screeds prior to fixing skirting boards.

Where improvement to sub-floor ventilation below timber floors is called for, it is necessary to promote through flow of air always where feasible. This will call for opening up holes within sub-floor divisional walls where they are solid, increasing the number and or changing the type of air vent to a more effective design. Where a proposed new solid floor abuts a timber floor, a pipe vent must be laid through the solid floor to ventilate the timber floor. This pipe must not allow air to enter the constituents of the solid floor.

Always inform TRACE Remedial Building Services if the injected d.p.c. is disturbed after completion, as snagging will be necessary.

Always ensure that the specified plaster is removed completely, including residual backing plaster which may be contaminated with salts and other impurities, and following this brush the stripped areas to remove surface salts from the walls. Do not however brush off any fungus, otherwise important evidence will be removed. Unless stated otherwise such fungus will be wire brushed by TRACE Remedial Building Services, within the scope of recommended remedial works.

Ensure that all redundant and or decayed embedded timber fixings and plates are removed, in all circumstances at all levels where such are exposed by the remedial works. This must include all existing skirting board fixing plugs, especially at ground floor



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level in association with a d.p.c. It is also especially important at any level or area where problems of decay within wood, or fungus on or within walls has occurred.

Use no timber fixing plugs anywhere. Instead, use "Hilti" type "HPS" hammer fixing screws sheathed in plastic, direct into the walls. Timber fixing plugs, under site conditions do not generally receive adequate preservative, so this measure will help to avoid offering food to potential fungus and will discourage spread of existing incipient fungus.

All new timber introduced to the property must be pressure impregnated with preservative. Where cut on site it must be treated again at the vulnerable grain end, otherwise wood decaying fungi can infest the body of the timber whilst leaving the treated surfaces sound. Where such timber is to be embedded in walls, i.e. joists etc., they must be wrapped fully at the ends with conventional d.p.c. prior to fitting.

Where any direct applied re-plastering does occur, to avoid problems of salt and tar contamination, Washed Sharps Sand and Cement, incorporating Renderguard Gold additive, must be used as backing plaster where replastering is being undertaken in association with a Trace damp proof course. Renderguard Gold additive to be supplied by us at extra cost. The additive inhibits salt migration and allows the existing moisture in the walls to dry out as a vapour.

Under no circumstances must Gypsum type plasters be used on existing walls in association with Trace Remedial works. They do not adequately withhold hygroscopic and other salts found in damp building materials, commonly allowing latent moisture to cause damage to new plaster and decorations.

Particular care must be taken to prevent gypsum based plasters being used to fix plaster angle beads on damp walls, especially in association with a TRACE Remedial Building Services rot and d.p.c. works, otherwise such porous plaster will become contaminated by hygroscopic salts, resulting in rusting of the angle beads and movement of salts to the wall surface, a common defect.

Under no circumstances must plasterers use paper and or other wood related materials to fill in gaps at the side of joinery, in case such serves as food to fungus.

Particular care must be taken not to allow bridging of the d.p.c. by plaster. In all circumstances pressure impregnated softwood battens should be used as plaster stops and skirting board fixing points. See note on fixing method.

To comply with the Party Wall Etc. Act 1996, the client or their Party Wall Surveyor must obtain permission where necessary, or give reasonable warning to party owners that injection of the d.p.c. will involve double drilling into their side of the party wall. We have assessed the necessary works in relation to the building details and occupancy to comply with the Control of Substances Hazardous to Health (COSHH).

The proposed refurbishment works may reduce the levels of ventilation within the occupied areas, and as a result condensation could occur. To combat this effect, every effort must be made to ensure there is fixed ventilation within the occupied areas, along with adequate heating and insulation, and that these are kept at a balance to discourage condensation during the future.

It is important that the external services and surfaces be repaired as necessary, and be kept in good condition in the future, otherwise dampness and it's consequences will occur.

For the recommended specialist treatment works to be effective, it is imperative that the recommended Main Contractors works be carried out, otherwise the effectiveness of the TRACE Remedial Building Services works will be negated.

The damp proofing and treatment chemicals proposed for use in this property are water emulsifiable concentrates, slurries or bodied paste type products and are from the range of chemicals manufactured by Safeguard Chemicals Ltd.

It is likely that Asbestos containing Materials (ACM's) are present in properties; in the event that we so uncover suspected asbestos containing materials, Trace may have to suspend the work to have the material investigated for asbestos. We will stop work, seal the area and immediately inform you. Any asbestos related costs would be passed on to the client.

The specialist treatment and damp proof course works will be subject to TRACE Remedial Building Services guarantee, which is backed by both professional indemnity insurance and product (guarantee) insurance.

TRACE Remedial Building Services will offer the G.P.I. backup insurance guarantee, which will be issued if the fee is paid by the client. See estimate. Upon completion of the TRACE Remedial Building Services work and settlement of the TRACE Remedial Building Services account, TRACE Remedial Building Services will forward the guarantee insurance documents to the G.P.I., who will process them and submit them direct to the client for signing.

Specimen copies of the guarantees are available upon request.

Terms & Conditions:

All Contracts made by North West Damp Proof Service (T/A TRACE BASEMENTS and TRACE REMEDIAL BUILDING SERVICES) shall be deemed to incorporate these terms and conditions. No other terms and conditions will apply unless specifically agreed in writing by TRACE.

Where a 'Main Contractor' is referred to, this may be replaced with 'client'.



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Payment: Applications are made on a monthly basis (where projects span over such periods) or at practical project completion where shorter. Invoices are due for payment upon receipt. Should payment become more than 30 days overdue, the total outstanding balance shall become immediately payable, together with a further administration fee of £50.00 under the terms of the late payments of Commercial Debts (interest) Act of 1998. We retain the right to charge interest at the rate of 6% above base rate.

In the event that completed work is not to client satisfaction, TRACE must be informed immediately. Withholding payment while failing to advise TRACE of any issue at all will result in the addition of the late payment penalties outlined above. Payment may be made via cheque or electronic transfer to Acc. No. 39601803 Sort code: 010541.

TRACE's responsibility is restricted to the work as detailed within the TRACE report and quotation.

No discount or retentions can be applied unless specifically approved in writing BY TRACE, prior to commencement of the works. Non-payment of retention (to TRACE) when due, will void the guarantees until such a time that the outstanding retention and interest, rates and terms as previously advised herein, are passed to TRACE.

Provision of Services/Facilities: The quotation assumes that the client will afford all necessary facilities to TRACE including storage of materials, parking, welfare facilities (W.C., warm running water, drinking water), continuous 13amp 220/240v or 110v mains electricity as appropriate with sufficient number of points to suit programme. It is assumed that this will always be provided and in the event that it is not, clients accept that the associated extra costs will be passed back to them. This includes circumstances where we have safety concerns in running cables long distance etc.

Additionally any stored items must be removed from areas of work prior to TRACE attending site. Any items/fixtures/fittings/finishes left within areas of work are at client risk unless otherwise expressly stated within the report. Other contractor's tools and materials are to be removed from the TRACE work area prior to TRACE commencing work there. TRACE to be notified in advance where this is not possible and controls agreed prior to TRACE commencing work there.

Proposed TRACE work areas are to be left fully prepared and free of site debris prior to commencement by TRACE.

The Main Contractor shall be responsible for and provide all necessary traffic management, barriers, diversion systems, signs and lighting, together with all necessary protection to adjacent workforce, personnel and structures.

The Main Contractor shall provide suitable safe heated storage facilities and sufficient containers for the adequate storage of our materials and equipment for the duration of the works.

The Main Contractor shall provide suitable access for placement of generators, compressors and any other equipment deemed necessary by TRACE for provision of our works. This shall include suitable parking or access for surface preparation vehicles where required.

Electrical power, lighting, water, scaffolding and access towers shall be provided free of charge by the Main Contractor, when required to carry out the agreed works.

The Main Contractor is responsible for identification, marking and making safe of any services within the proposed areas of work. Any instruction or requirement to obtain specialist equipment, such as for finding cable locations or other services is chargeable.

Diagnosis: Unless specifically stated to the contrary, our offer to carry out works does not constitute a diagnosis. In any event 'free surveys' and 'quotations' do not purport to be a diagnosis of the problem. Diagnostic surveys and sample analysis are available on a fee basis.

Specification Amendment: We reserve the right to amend specification and design details subject to factors which may come to light after the commencement of works. Where such changes affect the price of the work and/or if additional works are required, these will be subject to a further quotation.

Extra Works: No variation, additions or omission to the contract works will be carried out by TRACE, unless instructed to do so, in writing, by the Employer chain, and this will constitute a variation to the contract, for which a charge will be made. Extra works must include mark-up for over-heads and profit; and must not be assumed on an 'at cost' basis.

Acceptance periods: Prices quoted are net (including of any discount) and exclude VAT, and are valid for a period of 60 days from the quotation date. Orders should be submitted in writing by fax/email/post, on signed company letterhead, confirming the accepted order total.

Working Times & Access: Our contract assumes that TRACE will have access to be able to complete the work during a continuous working period, this being between 7am and 4pm (this partly including travelling time). Where working times outside of these hours are required they are subject to overtime or nightshift charges. By restricting or altering these working hours, the client



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accepts the additional associated costs. Works such as breaking or hammer drilling which can create high levels of noise and vibration, are undertaken between 8am and 4pm.

Unhindered access to the working area is to be made available and exclusive possession of the working area shall be given to TRACE for the duration of our operations. The area has to be accessible, safe, well lit, or correctly prepared or this will result in an abortive visit, standing or waiting time for our operation teams caused by unavailability of the work area. TRACE require that the complete area of work is made available to us at any one time, unless agreed within the programme. Where abortive visits, standing or waiting times do occur, our site staff will advise the site chain in writing, with a copy to TRACE for confirming officially with the employer chain.

Delays/Minimum Day Charge/Abortive Visit: Should the client or other occupant/stakeholder delay commencement or completion, or cause standing or waiting time for our operation teams for whatever reason, this shall incur an hourly charge - see day-work rates below. The minimum day charge for an abortive visit is £200.00 per two man team. Any loss to TRACE resulting from additional expenses must be paid for by the client as an extra. Furthermore agreed completion dates may be forfeit.

Where issues outside of TRACE control result in late practical project completion, TRACE cannot be held responsible for any associated liquidated damages or penalties imposed in full or part thereof.

Notice: TRACE requires a minimum 3 working weeks' notice period from receipt of order for the delivery of materials. This applies to each site visit. The Main Contractor may give advance notice of a start date, but the date must be confirmed in writing at least 3 weeks before TRACE are due to arrive on site. Cancellation or postponement of a start date must be issued in writing at least 3 days before the originally programmed start date. Cancellation or postponement during the three days prior to the programmed date will incur a mobilisation charge of £1200.00. Revised start dates after cancellation or postponement must be agreed by TRACE.

The Main Contractor shall make adequate allowances in the works programme for our work to be carried out as a non-critical activity. No charges or costs for delays against TRACE will apply unless the Main Contractor has specifically notified TRACE of critical working and critical periods of completion before the order is placed.

Our price is based upon a five day working week, Monday to Friday (40 hours/week) and makes no allowance for critical activity working. Over time, night work and weekend working is chargeable as extra to our price and is calculated at TRACE rates.

The number of visits to be undertaken to complete the works is noted under Qualifications in this document and any further visits shall be subject to additional mobilisation charges of £1500.00 per team visit.

Weather dependent works (Temperature/Rain): All cementitious or other liquid applied systems require five degree Celsius and rising temperatures, and generally no rainfall for 24-48 hours on any exposed treated area for each coat of the application. TRACE reserve the right to vary the agreed start date based upon the prevailing weather forecast noted the day before due date of commencement of works.

Whenever weather conditions or conditions arise because of weather that affects TRACE works, TRACE can suspend work due to weather for as long as the company considers necessary. No liquidated & ascertained damages nor any other costs or charges will apply because of delays to our works caused as a result of the weather or conditions arising from the weather.

General: All measures, dimensions and method of measurements shall be agreed prior to commencement of any works.

TRACE reserve the right to carry out credit checks on you. Subject to the results of checks TRACE may request a deposit of up to 50% before commencement of works. This deposit must be received and cleared prior to any works being commenced. The maximum amount of Liquidated & Ascertained Damages and/or other costs and charges that can be levied against TRACE under any contract agreement shall be limited to 5% of the order value of TRACE work. Any bond or any other form of security is excluded.

All Contracts entered into by TRACE will be executed by hand. No contracts will be under seal with a value less than £1million.

The Company will require your nominated site representative to sign off areas of completed works to enable the Company to apply for stage payments.

Property and goods supplied by TRACE to the Employer for incorporation into the permanent contracted works shall not pass to the Employer until such times as the goods have been paid for in full.



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TRACE will not commence work until a programme of work has been agreed with the Employer, giving specific commencement and completion dates. Such a programme, together with an order to proceed must be in writing. Such agreement shall not be unreasonably withheld. TRACE will not be responsible for any delays in the programme arising from abnormal weather conditions, fire, civil commotion, strike, lock-out or accident. TRACE reserve the right to charge for any delay occurring outside their control.

TRACE are unable to guarantee any penetrations that are installed by others. Penetrations must have a suitable collar of flange and must be at least 50-100mm apart.

No responsibility will be accepted by the Company for the standard of works undertaken by builders or other third parties. No responsibility is accepted by the Company for any blemish which may occur to any surfaces as a result of overspray in areas where works are to be executed. Whilst all practical care shall be exercised, it is the client's responsibility to ensure effective coverings are laid in positions to protect adjacent surfaces, prior to the work commencing.

Where we are called upon to execute works to party walls or within terraced, semi-detached or properties in multi ownership, it is the responsibility of the Client to inform the owners of the adjacent properties as to the proposed works, to ensure there are no objections and to avoid any possible damage to fixtures or contents. (This is a requirement of the Health & Safety Executive and the party wall act).

TRACE will not be liable for any loss or damage however caused or occasioned unless due to negligence or other failure of the Company to perform its obligations under this Agreement or under the general law.

Insurance Backed Guarantees are issued to one property address only. Multiple properties will have individual guarantees issued.

The Company operates a complaints procedure which, in the unlikely event of a complaint, must be adhered to in order to identify the problem and to be able to solve the complaint or dispute in the speediest fashion. No claim for alleged damage or misconduct will be entertained unless our procedure is followed. (Details available on request).

It is the responsibility of the client to ensure that all electrical circuits and installations within the areas to be treated are located marked, safe and are in good order prior to the commencement of any work.

Defects identified are not an exhaustive list to the property as a whole, and we can only comment upon visible defects. Where intrusive investigations are carried out, we can only comment on safely accessible timbers.

Reports issued by the Company are in the context of quotations for treatment work and should not be construed as structural survey reports.

Day work and out of hours rates

(a) Charges extra to measured works for overtime working are

Weekday (i)	From 1730 to 2100 hours	£40.00 per man per hour
Weekend (ii)	From 0800 to 1730 hours	£55.00 per man per hour
Weekday night- time	From 1730 to 0800 hours	£60.50 per man per hour
Weekend night-time	From 1730 to 0800 hours	£60.00 per man per hour

(b) Day work

Weekday (i) Applicator- normal working hours	£30.00 per man per hour
Overtime (ii) Applicator from 1730 to 2100 hours	£40.00 per man per hour
Weekend (iii) Applicator from 0800 to 1730 hours	£35.00 per man per hour
Overtime (iv) Applicator from 1730 to 0800 hours	£40.00 per man per hour

(c) Day work rates: Plant

Van and pump including spray equipment	£400.00 per day
Van and pump including spray equipment	£45.00 per hour

(d) Day work rates: Materials cost plus 15%

Part materials will be charged per full container and no part containers as unused material cannot be re used.

Legal Liabilities, Service Contract, Guarantees and Insurance

We ask that our clients take time to read and understand this document clearly. If you have any queries please don't hesitate to speak to us. It is important because it involves the **client protection** we offer.



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With the **Insurance Mediation Directive (IMD)** in force from January 14th 2005, implemented to stop people and companies misleading the public, those offering true insurance to the public must comply with the Directive and this has implications on how TRACE inform, deal with and protect their clients.

Guarantees: This Contract is subject to the law of England and Wales.

North West Damp Proof Services Ltd t/a TRACE REMEDIAL BUILDING SERVICES/TRACE BASEMENTS, issues long term Guarantees for its specialist works (guarantees are for ten years unless otherwise stated), and subject to Terms & Conditions of Guarantee, warrants that in the event of a Trace defect, will undertake such work as the Company may deem fit to remedy such defects.

Terms and Conditions of Guarantee where offered:

1. Nothing contained under the Terms and Conditions of the Guarantees shall be construed as depriving either the beneficiary or the Guarantor of their respective rights under common law.
2. Subject to compliance with the Terms & Conditions, the Guarantees shall apply during the periods in force to any owner or owners of the property treated. Formal written notice of change of ownership should be made to the company, whereupon, and subject to payment of the Company's current charge, a note shall be made of the interest in the warranty and new Guarantee Certificate issued for the balance of the guarantee period.
3. The acceptance by the Guarantor of any claim for re-treatment under the Guarantee shall be conditional upon:
 - a) payment of the Company's current re-inspection fee (refundable in full, if the claim proves to be the responsibility of the Company);
 - b) the satisfactory execution of any structural or other alteration recommended by the Guarantor;
 - c) the full and proper maintenance at all times of all water systems and other services in the property (the client is responsible for arranging this - maintenance of TRACE'S system to be undertaken by TRACE and not third parties (unless agreed by TRACE in writing));
 - d) all reasonable precautions being taken to protect the property from dampness at all times, both internally and externally.
4. The Guarantee shall not apply to:
 - a) any areas not fully treated in accordance with the Guarantors specification, due to the Client's instructions or to circumstances beyond the Company's direct control;
 - b) any parts of the guaranteed areas which are repaired, altered or added to after completion of the guaranteed treatments, or in the case of tanking or membrane installations - piercing or invasion through the systems.
 - c) Defects arising due to subsidence, fire or flood. (Flooding above ground or exceeding pump flow-rate capacity).

Insurances: TRACE maintains £2.5m Professional Indemnity Insurance (for any one claim) covering advice given on the property. This basically protects both the client and TRACE in the event of a claim.

What the public do not realize is that 98% of the other 2,500 or so purported specialist remedial companies in the UK keep them in ignorance of the fact that in the event of a claim when not insured, the company's guarantees are only as good as their often inadequate net assets.

Whilst TRACE continues to trade you have the protection of our Professional Indemnity insurances, but how can you protect yourself in the unlikely event that TRACE ceases to trade?

To cover even this remote possibility we offer Guarantee Protection Insurance (GPI) insolvency insurance, please see the attached Leaflet and Policy Summary for your consideration.

The GPI Policy summary follows.