

PROFESSIONAL REMEDIAL SERVICES LTD.

ESTABLISHED 1981



Reg No: 1537169 Cardiff

VAT No. 306 1315 07

POSTAL ADDRESS:

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DATE:

Monday 8th June 2020

REF NO:

RMN/KS/200234

PROPERTY: Apartment 3 - The Wentwood, 76 Newton Street, Manchester, M1 1EW.

CLIENT: Please advise

Tel No:

Email:

SURVEYED BY: Mr Robert Newman CSRT CSSW

DATE OF SURVEY: Wednesday 3rd June 2020

WEATHER: Dry and sunny

TIME/ACCESS: 9.00am - Access by keyholder on site

INSTRUCTION: The building is listed and therefore a straightforward replacement is not an option and we are anticipating a form of resin repair to the beam ends. To this end we require in the first instance a detailed survey of the original timbers to determine the extent of the problem and then recommendations for their repair. The following is a brief of our requirements:

- Check all bearings of the original beams for presence and extent of any wet/dry rot.
- Recommend type and extent of remedial works required, bearing in mind the historic building context and the need to retain as much of the original timber as possible.
- Check new floor joists for moisture content bearing in mind the constantly moist environment within the basement as a consequence of the flooding from the well.
- Comment on any protection that may be required to the new timbers, advising on appropriate products a required.
- Check moisture content of particle boarding spanning over joists and comment on whether excessive moisture is likely to have affected the integrity of the product.
- Comment on any protection that may be required to the floor boarding, advising on appropriate products a required.

We would therefore ask you for a quotation in two parts, namely the initial survey and a report containing your recommendations for the first stage and then your quotation for undertaking the required repairs for the second stage.

We thank you for your valued enquiry and now take pleasure in submitting our report and quotation in respect of remedial treatments to the above property, the report should be read in conjunction with our attached guidance notes and prelims. All rooms are designated in order that they can be permanently identified and for this purpose, all directions are based on viewing the front elevation from the outside. Identification of items, i.e.: joists/windows are given counting from right to left or front to rear and are designated numerically in the report and sketch plans, unless otherwise stated.

All surveys are of the exposed and accessible areas inspected only. Restrictions on our inspection are contained in our report and further inspection of these areas is recommended once the areas have been exposed or made available either during any proposed works or in the future when access is practical.

UNIT 8, PARKSIDE IND ESTATE, EDGE LANE STREET, ROYTON, OLDHAM, OL2 6DS.

TEL: 0161 620 0545

EXTERNAL

Whilst viewing the external from the ground, the following defects, and anomalies, which could give rise to potential water ingress, were noted. There are soil stacks buried on the green roof covering which may cause water to flow through or around the pipes.

CONSTRUCTION

The area inspected is a basement below the apartment, accessed via a section of the floor removed for building works access.

DAMP PROOF COURSE (DPC) REPORT

This section is a record of our investigation for the effects of Rising Dampness above the assumed level of any original (if any), or installed DPC, in line with the British Standards Institute (BSI) 6576 2005. We advise on the appropriate course of action and the necessary ancillary works. The protection of timbers at risk is not dealt with in this section please refer to the timber report.

As an initial appraisal, a visual inspection and testing using electrical conductivity type moisture meter where necessary of the exposed and accessible walls is undertaken. The Protimeter SM meter used is capable of testing on and below a wall surface. This is a non-destructive test that defines patterns of relative readings that may be attributable to various forms of damp and enables our surveyors to form an overall impression of the cause of any damp found. In order to establish true moisture levels the use of destructive testing (calcium carbide tester, and/or Laboratory analysis) may be recommended as a result of this inspection and/or carried out upon our client's instruction. No provision for making good is included in our survey.

Rising damp is defined as ground water rising by capillarity through the substrate.

Condensation is defined as free moisture condensing on surfaces below the Dew point.

Penetrating damp is defined as water ingress from an external source commonly a building defect.

Lateral penetration is defined as water ingress below ground level.

OBSERVATIONS / RECOMMENDATIONS

The timbers have evidence of wet rot to the joist ends, this is above where the original DPC would have been installed, I assume that the walls are affected by rising damp. Often in building where flooding is apparent such as this basement this can be cold bridging at the joist neds. So, I cannot confirm due to the previous high moisture levels that raising damp is present.

As the basement is vented the walls may well dry sufficiently for the moisture levels to reduce and the issue would then be resolved.

TIMBER REPORT

An inspection of the structural timbers has been undertaken in the following areas detailed in our report to conform to BSI 5268 part 5 and CP 102, in conjunction with the Property Care Association (P.C.A.) (formerly the BWPDA) Code of Practice. We are inspecting for evidence of fungal infection and/or wood boring insect infestation.

The inspection is restricted to the visible and accessible timber in the requested area. Concealed areas, which give rise to concern, can be further inspected at our client's request.

No inspection of external joinery subject to weathering has been undertaken unless specifically advised.

ORIGINAL GROUND FLOOR TIMBERS

OBSERVATIONS / RECOMMENDATIONS

The basement area is a deep area below the ground floor, the original floor has been replaced to the gable elevation with new timber joists and chipboard flooring. The chip board is coloured green which would indicate that this grade is suitable for the application. The timbers appear to be soft wood and no preservation treatment has been notified to me. For this application pre-treated timbers would usually be required.

A large section of the other timbers has been cut out and there are additional supports and new timbers.

In the centre area there is a sump and pump which is used to empty the basement of excess water during flooding, the pump has been laid out beside the sump, so I assume this is not an automatic system.

If we go down the resin repair route, the ends of the timbers can be probably be cut away and a permanent shutter installed in either timber or using the brick work as a base. This will depend on the amount of decay found in the timbers. Fixing carbon fibre rods to bond the timber to the resin will form a suitable repair if the decay is to the ends only. At this stage we would consider this inspection as a initial guide and would prefer to make this a three stage contract, initial inspection as stage one, exposure and calculations as stage two, and stage three as repair and treatment. Please consider this report as interim subject to further work on site.

1. The main support beam to the short span is supported by a stanchion that runs through the building. This is substantially affected by both wet rot and dry rot to the bearing ends and mid span. I would think this is due to the rise and fall of moisture content of the area. The condition of the bearing on the stanchion is undeterminable as it is within a steel shoe which encloses the timber.

There is a wall built up off this beam, the wall sits on top of a steel RSJ that is on top of the timber. The RSJ is built into the masonry at one end but not at the stanchion end.

If the steel is fitted to the stanchion plate the support would be sufficient.

The timber can be treated in situ to preserve the timber.

The bearing ends can be isolated from the masonry by removal of bricks and inserting resin to the decayed section.

The bricks could then be replaced. This would maintain the timber in its current condition.

2. The retained timber floor to the internal support wall has been repaired with new timbers supporting the area to the right-hand internal wall, the original joists are decayed with wet rot and wood boring weevil. Where the timbers have not been replaced, these remaining old timbers are also decayed and require new support. The main beam supporting these joists across the middle of the basement is in turn supported by steel stanchions.
3. There is a section of flooring partially cut back to the front elevation, the joist is decayed by wet rot fungal decay and is not actually supporting any timbers. This comes off the main beam across the basement. Most of the original timbers in this section have been cut out and this is left in what appears to be a partial repair/cut out? If this is to be retained a suitable steel plate to the end is recommended if these timbers are to be retained.
4. New Timbers, the moisture content (MC) of the timber can be controlled by the installation of a humidity control to enable the ventilation system to operate automatically, this will keep the environment within acceptable tolerances i.e. below 20% MC. I noted that the well appears to have a good quality sump pump and permanent pump, this is not fitted with an automatic water level activation system. If a system were installed the pump would prevent flooding to the basement, this in turn will keep the MC levels to a reasonable level. The new timbers should be pre-treated timber within this environment, if not they can have a suitable preservative applied to the surface by spray application. These are the best options overall.
5. The particle board used as a floor covering is green coloured and this signifies the suitability for this application. Further treatment is not recommended, over spray for the joist application is fine but no full treatment is recommended as they are treated during the manufacturing process.
6. All decayed and exposed timbers original that are required to be retained should be treated with a suitable fungicidal wood preservative. Where practical they should be suitably supported and cut back from any damp brickwork.

As a standard spray application will protect the surface of the treated timbers. A boron gel applied to the surface will give more in depth protection, this is usually applied to large section and exposed timber ends.

These are the general discussion points, below is the current outline specification for recommended works.

MAIN CENTRAL BEAM

PRS Limited: Apply boron gel to all sections.

GENERAL WORKS

Main Contractor: Install a float switch system to the existing pump, this will enable the water level to be maintained.

Install a humidity control to the ventilation system within the basement. (if not existing?).

Supply mobile tower access to the area to form working platform/inspection access.

PRS/OR OTHERS Expose the beam ends by removal of brickwork report and check type of feasible repair to the beam ends.

RETAINED TIMBER FLOOR SECTION (right hand internal wall)

PRS Limited: Surface spray application to retained and new timbers.

Main Contractor: Complete the installation of new support timbers, cut back original timber joists from the masonry.

NEW FLOORING GENERALLY

Apply by spray application to new joists and floorboards a fungicide timber preservative.

SHORT MAIN BEAM

To Be Agreed: Install to a steel shoe/support either bolted or welded to the existing steel RSJ's to form independent support to the upper floor walls built off the beam. Engineers design and calculations required. This is to be attached to the stanchion, this will enable the support to not be reliant on the beam.

Expose the beam ends by removal of brickwork, inspect the ends cut out decay where preservation is not possible.

Apply borne gel as a preservative to retained timber. Isolation from the brickwork may require resin or simply DPM.

Reinstate brickwork.

We trust we have interpreted your instructions correctly and hope this report will be of use to you, however, should you have any queries please do not hesitate to contact our office.

Please ensure you read the guidance notes attached to this report along with our standard contract preliminaries.

Yours faithfully



**Mr Robert Newman CSRT, CSSW.
Surveyor for PRS Limited**

GUIDANCE NOTES TO BE READ IN CONJUNCTION WITH THE ATTACHED DPC REPORT

PLASTER – INCONJUNCTION WITH A DPC INSTALLATION

As a result of rising damp salts are deposited within/on the plaster surface. These salts are hygroscopic and will absorb moisture from the air. This can give the impression that rising damp persists after a DPC has been installed. Renewal to our specification of affected plaster is an integral part of the overall treatment.

Plaster renewal should be carried out to a minimum of 300mm above the last visible signs of dampness or one metre above the proposed line of the DPC, whichever is the higher. To avoid having split responsibility for the DPC installation and replastering, both the B.B.A. and B.S.I. advise that the DPC contractor carry out both operations.

We recommend that under no circumstances should plasterboard be applied directly to exposed masonry in conjunction with remedial DPC works or to areas of damp penetration / previous water ingress etc, either an independent dry lining framework or treated battens should be fixed, the wall lined with a cavity drain membrane or a scratch coat of render should be applied - PRS can supply further guidance and/or a specification. Similarly, lightweight plasters must not be used in these circumstances. The choice is dependent upon the vulnerability of the plaster in the proposed treatment area. Where aggressive salts and or chronic damp exists, further advice can be obtained from our surveying staff with regards specification and suitability of any proposed reinstatement.

Where PRS are undertaking the replastering then we have included for a nominal coat of plaster/render up to 20mm thick, in properties where the depth required is greater than this, additional 'dubbing out' coats are charged at our standard rate. This is a common problem in older properties (particularly stone built). We may advise that the render should be checked for overall depth. Where this problem exists, consideration is given to the overall benefits of dry lining and thermal efficient plasters. These types of plaster can be used to counter the effects of thermal loss and condensation associated with thick dense renders.

Where plastering is undertaken and PRS are not contracted to carry out re-plastering, for the benefits of our guarantee a scratch coat of render can be applied by PRS and the whole area finished by your own contractor. Alternatively, PRS can supply further detailed information of acceptable re-plastering methods. The detailed specification and guidance notes of which can be found in Wykamol Detail Sheet 7 and/or the data sheet for Wykamol integral waterproofer No 2, (this waterproofer can be supplied by PRS at an additional cost in 5 or 25 litres).

In relation to replastering works to internal chimney masonry or to locations of chimney breast removal etc it is advisable that sulphate resistant cement is used, contact PRS Limited for further guidance.

ASSOCIATED TIMBERS

Where rising damp is present, the damp masonry may be in contact with the stair string, door casings, skirting boards and flooring timbers, these timbers are at risk from decay due to the moisture within this area. When dealing with fungal decay, during strip out works ensure that all redundant and or decayed embedded timber fixings and plates should be removed and inspected for evidence of fungal decay.

Removal is required in all circumstances at all levels where exposed by the remedial works. A post strip out inspection for decay can be carried following removal of the required items,

The installation of a DPC alone will not necessarily prevent fungal decay, additional treatment or protection of the timbers may be required, please refer to the timber report for advice on this problem.

Joinery items such as skirting boards, door casings and architraves quarter space landings may need removing to facilitate the installation of the DPC. Where sound the joinery can be treated and re-instated or renewed with pre-treated timber.

Where practical a new installed DPC will be installed below the floor timbers, if this is not practical due to ground levels or access, the timbers will need to be independently protected from damp masonry.

Use no timber fixing plugs anywhere. 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.

UNSTABLE MASONRY AT DPC LEVEL

Unstable masonry that may not be capable of receiving treatment on the level of DPC installation should be taken down and be rebuilt. This should be carried out to our specification and would be at additional cost if completed by PRS Limited.

GUIDANCE NOTES TO BE READ IN CONJUNCTION WITH THE ATTACHED TIMBER REPORT

TREATMENT OF TIMBER DECAY AND WOOD BORING INSECT INFESTATION

WOOD BORING INSECT INFESTATION

The eradication of these insects is necessary if there is evidence of recent activity, as the life cycle is more than one year it may not be possible to determine from the evidence of the infestation if it is active. In such cases the economic factors will need to be balanced as to the necessity for treatment.

WET ROT

The treatment to control this infection will need to include renewal of the infected timber, fungicidal treatment of the masonry and surrounding timbers. The work is to be in accordance with our specification and sketch plan attached to this report. The elimination of the cause of infection is necessary to reduce the timber moisture levels and thereby preventing a re-infection.

DRY ROT

The Mycelium growth of the fungus **Serpula lacrymans** has the ability to travel distances over and through masonry substrates and below solid floor construction in search of further nourishment. To eradicate the Dry Rot fungi, it is necessary to establish and remedy the cause of the infection. Exposure of the infection is required to establish the extent of the mycelium growth, this may include removal of plaster, together with infected timber and adjoining timber which will remove the food source. The use of chemical treatment may be necessary to prevent reoccurrence of activity prior to the area drying out. Exposure and treatment are required to be carried a nominal distance past the last signs of infestation to ensure containment.

PLASTER & TIMBER

Plaster and timber in infected areas will require removal and renewal to trace the full extent of the fungal infection. Once the exposure work is completed the fungal activity could be more extensive than was possible to determine at the time of our initial inspection. PRS therefore reserve the right to submit a further specification and quotation, should this prove to be the case. A full exposure of the area may prove beneficial prior to the main contract being undertaken.

PARTY WALLS AFFECTED BY DRY ROT

As the dry rot mycelium has the ability to travel through masonry, both sides of party walls require treatment at the same time. Where full treatment is not practical or possible, paint and/or renders containing a fungicide needs to be used, as a physical TOXIC barrier to prevent re-infection. Should these treatments be omitted, and the party wall reverse side remains untreated, by a competent company, the guarantee is restricted and would not include any reoccurrence due to a re-infection from the adjoining property.

PREVENTION OF TIMBER DECAY

Where timbers are embedded in solid masonry, they are at risk from damp penetration, if no decay is evident and renewal is not advised the treatment of these timbers may be advised as an economical way of protecting the timber from possible decay. Where timbers are below the ground level or adjoining damp masonry, renewal, or the isolation from masonry to keep the timber dry is the required option.

When dealing with fungal decay, during strip out works all timber fixing plugs should be removed and inspected for evidence of fungal decay. 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. A post strip out inspection for decay can be carried following removal of the required items. Where sound the joinery can be treated and re-instated or renewed with pre-treated timber.

CONTRACT PRELIMINARIES

VARIATIONS/RESTRICTED ACCESS

Where access is of a restricted nature further inspection can be undertaken upon receipt of our client's instruction, as such this report should not be considered final. Surveys are would normally be of a non-destructive' nature. It may be advised that further destructive type tests are completed, where destructive tests are completed please note that reinstatement/making good may be completed by PRS Limited at your cost.

ELECTRICITY, WATER AND WELFARE FACILITIES

Access to 110/240v-electricity supply and an adequate supply of clean water, will need to be provided free of charge, for the duration of the contract. PRS Limited reserves the right to charge as appropriate for the provision of these services should they not be provided.

To comply with Health and Safety Professional Remedial Services must ensure that our employees have access to washing and WC facilities. Therefore, where the Client/Main contractor does not allow or there are no facilities for our work force to use within the property, we would arrange to hire a Portable WC and pass the cost on to our Client/Main Contractor when invoicing.

PROGRAMMING OF WORK

Professional Remedial Services work a standard 5 day working week, unless prior arrangements are made to include weekends or out of hours, this would incur additional costs at the appropriate rate. Where the item of the contract works is external this may be weather dependent and may result in the need to reschedule this item of the contract.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

On the 6th April 2015, the Construction Design & Management Regulations 2015 replaced regulations. For the first time this imposes responsibilities on the Domestic Client as a duty holder, to ensure that any contractor who they employ has the following in place:

- 1. All Projects Must Have:**
 - Workers with the right skills, knowledge, training and experience
 - Contractors providing appropriate supervision, instruction and information
- 2. Projects where more than one contractor is involved (domestic or non-domestic) must cover the points listed in section 1 plus:**
 - A Principal Designer and Principal Contractor must be appointed
 - A Health & Safety file must be prepared which includes Method Statements and Risk Assessments
- 3. If the work is scheduled to:**
 - Last longer than 30 working days, have more than 20 workers simultaneously at any point or exceeds 500-person workdays then the Client must notify the Health & Safety Executive.

Professional Remedial Services Limited is willing to take over the responsibility of the CDM regulations on behalf of the client. We must be nominated by the client and then we will produce the required method statements and risk assessments required to cover the health & safety requirements.

PLUMBING AND HEATING

The normal removal and re-installation of plumbing fixtures will be carried out by staff experienced in this type of work; this does not warrant that items dealt with are in working condition. Where defects are noted these will be reported back to you in due course. Where the removal and re-installation requires special attention or additional works PRS should be advised in writing to ensure the correct procedures are adhered to. You should consult your usual servicing contractor for advice, or at your request a qualified contractor can be employed at your cost, to check the system prior to any work being undertaken.

DECORATIVE FINISHES, FIXTURES AND FITTINGS

All fixtures and fittings, items of furnishings, carpets, floor coverings etc. within the working/access area, must be removed from the area prior to our arrival on site and only reinstated after PRS Limited have completed the works. This element is to be completed by the client/main contractor/others duly appointed, unless specifically indicated otherwise within our report and/or estimate. No provision for re-instatement of these items or to any decorative finishes; tiling etc. is included in our contract unless itemised in our estimate. On completion of our works, reinstatement of the items above would be our clients' responsibility.

Following re-plastering and DPC installation the plaster/wall requires time to dry out. The drying of walls will vary dependant on prevailing condition as a guide the walls dry out at 25 mm per month per wall thickness. As such internal decoration using heavy vinyl decoration should be avoided until drying is complete, temporary decoration can be carried out when the wall surface is visibly dry using water-based emulsion-based paint usually 4/6 weeks. Where walls are tanked with cement-based products, no vapour impermeable decoration should be used; permeable decoration is required to allow the wall to dry out. Further advice is available upon request.

Forced drying of the walls should be avoided as this may result in cracking of the plaster and/or delaminating of the plaster coats. A high level of humidity should remain constant in the area for at least two weeks and then slowly reduced.

TREATMENT OF PARTY WALLS

Where work involves drilling in to or underpinning a party wall, you are required by law to inform and obtain the consent of the adjoining owner/s as to the nature of work involved, prior to the commencement of work. Unless we hear to the contrary, we will assume that this has been done. If any necessary consent is refused, then treatment and any subsequent guarantee may be of a limited nature. We would be happy to undertake this task on behalf of our client if we are requested to.

STATUTORY APPROVALS/BUILDING REGULATIONS

If there are alterations to the building foundation, drains or use of the property, you should clarify the position in regard to any regulations that may apply. In connection with structural work you may need to consult a Structural surveyor in regards loading calculations. It is likely that your proposals may necessitate Local Authority approval. This element shall be attended to by either the Client or others duly appointed (i.e. an architect) or PRS (only where itemised / included within our estimate costings). PRS Limited. shall not accept any responsibility for failure to obtain approvals.

GENERAL MAINTENANCE

All regular maintenance and any recommendations within the body of our report are to be undertaken and completed as soon as practical. If no other time is specified, the work should be completed at the latest within three months of the issue of our report.

Chimney stacks, Pointing, Lead Flashings, Rainwater Goods, Soil Waste Pipe work etc. These areas should be carefully checked, and the useful life considered and should be repaired/renewed/replaced as deemed necessary, as either part of routine maintenance or during refurbishment. All existing areas of water ingress are to be remedied by the main contractor, the client or other persons duly appointed if not included in our estimate. Failure to adequately maintain a building or property particularly in relation to water ingress may invalidate any guarantee(s) issued by PRS Limited.

PRS LIMITED CESSATION OF WORKS

Where our clients are in breach of any of our terms and conditions and/or health and safety legislation, PRS Limited reserve the right to cease all and every contract with the client and remove from any and all working areas/sites all equipment and materials until the required payment, contract conditions, are met all at our client's cost.

HEALTH & SAFETY

REGULATIONS

Construction Design and Management Regulations 2015 (CDM Regulations) replaced the 2007 edition of the Regulations. These new extended regulations impose responsibilities on all work on site including the Domestic Client. The client is responsible for health & safety on site, to ensure any contractor who they employ has the following in place.

All people working on site should have the right skills, knowledge, training, and experience to carry out their part of the work competently and safely.

Duties to include but not exclusively:

- To provide the appropriate supervision, instruction, and information for safe working
- Principal designer and principal contractor must be appointed
- A health and safety file which includes method statement and risk assessments must be contained in the file.

Under our contract Professional Remedial Services may be engaged on your behalf to be elected by agreement to take over the responsibility of the CDM Regulations on behalf of the client.

Projects where more than one contractor is involved on site at the same time must cover the same points and may involve additional cost. This should be discussed with the surveyor issuing the estimate.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH Regulations 1988)

All treatments recommended will comply with COSHH Regulations 1988 and the Property Care Association Code of Practice and must be justified in the opinion of the attending PRS Remedial Surveyor. The chemicals specified for use are all registered with the Health and Safety Executive and are safe for use on site, when used by our trained PRS Remedial Technicians in accordance with the Manufacturer's instructions. Immediately prior to the commencement of treatments, the PRS Contract Manager and/or attending PRS Technician will carry out a further inspection and risk assessment.

The presence of animals, pets, children and people with respiratory problems may require additional precautions and should not normally be in or adjoining the treatment area. If any special health/safety considerations need to be allowed for, please contact our office in writing prior to our attendance on site.

Further information is available regarding any necessary precautions to be taken by other trades or persons present within occupied properties.

ASBESTOS

At any time of the inspection or undertaking of the remedial works where PRS Limited become aware of Asbestos within the property the owner will be notified of its existence and if works have commenced these will cease and the homeowner will be informed to arrange an asbestos inspection via a qualified asbestos contractor and obtain a written report of the findings the cost of which will be incurred by the homeowner.

CUSTOMER CARE POLICY

Our customer care policy is to maintain and improve our standards of workmanship and service to our client. PRS reserve the right to alter and/or amend any part of our report, specification, as a result of anomalies of the building structure, or as site conditions dictate and for health & Safety and/or where changes are in the interest/benefit of our client.

We shall always endeavour to respect and to take care of our client's property, if requested we can supply clean dust-sheets, we reserve the right to charge for the cleaning of these items.

Protective sheeting or screens can be supplied to ensure the nature of our work causes as little disturbance as possible, these items will be included in our works only if itemised in our estimate.

Should any accidental damage occur, any item/s damaged must be retained for inspection and our office notified as soon as possible, this should be followed up in writing, addressed for the attention of our customer care manager.

All our staff engaged on site work carries identification, this can be verified by contacting our office during normal business hours.

Where variations differ from the time of our original survey, any amendments will be documented and forwarded as a supplementary report to the Client or his Representative as soon, as is practically possible. All documentation should be filed with our original report and specification for future reference and the guarantee attached when issued. This report and any supplementary reports are all inclusive of our standard terms and conditions, guidance notes and prelims.

TERMS AND CONDITIONS

DEPOSIT

DOMESTIC CLIENTS, NEW CLIENTS

On receiving your signed acceptance for works to be undertaken by PRS a 25% deposit invoice will be raised by ourselves and forwarded to you.

The deposit amount is required to be paid a minimum of 5 working days prior to our commencement of works. **(Please Note:** the deposit payment will include 20% VAT in addition to the nett price quoted on the estimate.)

Your deposit is covered by the Property Care Association **PCA Promise** in that all deposits and work in progress will be secure.

Please read the attached leaflets for an explanation of the scheme or for more information go to http://www.property-care.org/Homeowners.PCA_Promise.asp

PAYMENT OF ONGOING / COMPLETED WORKS

DOMESTIC CLIENTS

Invoiced on completed of works. For any works spanning over a one-month period an '**Interim Invoice**' will be raised at the month end for works so far completed. Payment is due on receipt of your invoice. (Please note all invoices will be forwarded to your email address provided unless you have otherwise stated on your acceptance.) Late or non-payment PRS will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms. PRS reserves the right to charge interest on all overdue accounts at 10% above bank base rate until full and final settlement has been made. Interest is accrued daily.

COMMERCIAL CLIENTS WITH ACCOUNTS

All invoices/applications are strictly payable 30 days following the invoice/application date. Discounts and retentions are only acceptable by prior agreement and if payment is made on time. From 1 November 1998 the late payment of commercial Debts Act 1998 enables PRS the right to charge interest on all overdue accounts at 8% above bank base rate until full and final settlement has been made. Interest is accrued daily.

COMMERCIAL CLIENTS WITHOUT ACCOUNTS

A 20% deposit is required with the placing of your order, the balance due on completion or by monthly stage payments for large contracts.

METHODS OF PAYMENT

PRS accept bank transfer, bank details are on all invoices. Payment can also be made by Debit and credit card Visa/MasterCard. **(PLEASE NOTE: PRS NO LONGER ACCEPT PAYMENT BY CHEQUE)**

GUARANTEES

PRS Guarantees: These are issued for any relevant guaranteed works at no additional cost to the client. Tanking/Structural Waterproofing DPC, Timber and Wall tie, guarantees are issued for a period of 10 years subject to prevailing terms and conditions.

Guarantee Protection Insurance: All clients have the option of insurance cover to protect you and subsequent owners of the property should PRS cease trading for the duration of the guarantee term. The insurance cost is a once only premium as listed in a separate section within your report. The insurance cover runs concurrently with the PRS guarantee.

The cover is placed with Guarantee Protection Insurance Limited. As Appointed Representatives the following two statements are required to be included in all our quotations and estimates. For more information www.gp-insurance.co.uk

Demands & Needs Statement relating to the offered Insurance: This product is the only insurance product of its type currently available and meets the demands and needs of those who wish to ensure that the guarantee provided by the contractor who has treated wood boring beetle, dry rot, wet rot, rising damp, or who has provided replacement wall ties, lateral restraints or structural waterproofing is fully secured.

Should you have any queries on the above or any complaint against the Appointed Representative regarding the Insurance, please contact Guarantee Protection Insurance Ltd, PO Box 26332, Ayr, KA8 9FG. Tel: 01292 268020

Multiple Registrations of Insurance Guarantees: Where a property is divided or being converted into multiple dwellings, a separate registration fee is payable per dwelling for each section of works undertaken. Ownership of the premises by one party does not constitute the issue a single guarantee for the whole property.

Issue of Guarantees: The relevant insurance proposal forms are prepared by PRS at the time of completion of work. An invoice is issued for the premium along with the PRS invoice for completed work. Return premium forms along with a separate cheque made payable PRS Limited. Full payment is required before guarantees can be processed.

All guarantees (PRS & Insurance) require a further 14 working days from payment for processing. You must allow for this when making payment in order that all relevant documentation is in your possession at the correct time.

It is important to store all guarantees along with previous documentation relevant to the work under guarantee.

Claims for works Currently Guaranteed: If during the term of guarantee the client requests a re-inspection of the areas currently guaranteed PRS or their agents, reserve the right to charge a re-inspection fee. Such fees shall be refunded in full should a valid claim under guarantee exist. In the event of a dispute and or default on the contract/guarantee both parties shall have the option of arbitration.

TRUSTMARK

PRS are registered with the TrustMark scheme through our trade association the PCA the scheme is supported by Government to help property owners find reliable and trustworthy trades people to undertake home improvements. For further information about TrustMark visit www.trustmark.org.uk

COPY RIGHT

This report is the copy right of PRS Limited and is submitted in confidence for the sole use of the client, their agent and/or representative. The report should 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 must 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.

If completed work is not to client satisfaction, PRS must be informed immediately. Withholding payment while failing to advise PRS of any issue at all will result in the addition of the late payment penalties.

Additionally, any stored items must be removed from areas of work prior to PRS 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 PRS work area prior to PRS commencing work there. PRS are to be notified in advance where this is not possible, and controls agreed prior to PRS commencing work there.

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

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 enough containers for the adequate storage of our materials and equipment for the duration of the works.

Unhindered access to the working area is to be made available and exclusive possession of the working area shall be given to PRS for the duration of our operations. The area must 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. PRS requires 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 PRS 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 PRS 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 PRS control result in late practical project completion, PRS cannot be held responsible for any associated liquidated damages or penalties imposed in full or part thereof.

Notice: PRS 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 PRS 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 £ 1,200.00. Revised start dates after cancellation or postponement must be agreed by PRS.

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 PRS will apply unless the Main Contractor has specifically notified PRS 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. Overtime, night work and weekend working are chargeable as extra to our price and is calculated at PRS rates.

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. PRS 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 PRS works, PRS 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.

Should the Client or Main Contractor consider the use of tenting to maintain the contract programme then the responsibility and all costs associated with the provision, hire, erection, maintenance, heating, humidity control, ventilation, transportation on site and dismantling shall be borne by the Client or Main Contractor. Tenting must prevent rainfall accessing any part of an applied waterproofing system during the curing process, and repair of damage caused by water is chargeable.

The agreed works shall be solely carried out by PRS. If the Main Contractor undertakes any of the works or permits any third party to attempt any of the works, either prior, during or after completion all PRS works without the permission of PRS, then the company's liabilities and/or guarantees under the contract shall be invalidated.