	Prducts and Services Required	Reqd by law	Reqd by	Start Date	Delayed	Completion	BG Comments
1	Pre-Demolition						
	Asbestos R&D survey completed - Required by law	Yes	Trustees/EBC				
	Remove asbestos (licensed contractor) - Notify HSE if applicable		Local authority				
	Site Office (steel box 12ft x 8ft)		Contactors				
	Potaloo		Contactors				
	HSE (depends on survey)		EBC				
2	Notify utility providers and disconnect services						
	Gas	N/A	Demolition Company	2024	N/A	2024	Gas Board have confirmed that the supply has been dissconected at the street level

	Water	N/A	Demolition Company				The demo contractor advised that he would disconnect and seal off the single cold water supply, probably proved a standpipe for builders use.
	Electricity	N/A	Demolition Company	Sep-24		Nov-24	The supply has been moved to an external kiosk with an external 13amp socket outside the new buildings curtilage
3	Demolition						
	Engage a demolition contractor, agree a price for demolition, agree a start date.		Trustees				
	Submit Section 80 Notice to Local Authority (demolition notice) - Required under Building Act 1984 (AT LEAST 6 WEEKS BEFORE START DATE)	y	Trustees or Demolition Contractor				

	Receive Section 81 response from Local Authority - Conditions for demolition may be included.	y	Trustees or Demolition Contractor				
	Engage Local Architect to produce detail drawings for BC		Trustees/EBC				Architectural fees are normaly a percentage of total cost of the project
	Building Control detail drawings	y	Trustees and EBC				Agree a cost and what will be provided
	Engage Building Control Services, this is carried by Elmbridge Building Control Services Ltd.	y	Trustees				We need to have a full specification of all materials and construction method to be used with particular ref to insulation materials to meet standard req'd

	Secure the site (fencing, signage, safety). Comply with CDM 2015		Trustees and Contractors				Fencing being supplied by demolition contractor within qutation
	Prepare demolition method statement & risk assessments. Submit to HSE if required.		EBC/HSE				Demolition Contrator to supply method statement
	Asbestos R&D survey completed - Required by law (This should confirm no asbestos in the existing building)	y	EBC				
	Remove asbestos (licensed contractor) - Notify HSE if applicable	y	Trustees/Demo Contrator/EBC				Depending on survey this may not apply
	Phase 2						
	Demolition executed safely by a competent contractor - Must follow approved method		Trustees to check contrator has relevat licences ect				Contractor on hold pending notification and exceptance of qutaion.

	Manage and dispose of demolition waste properly - Must follow environmental regs		Trustees/Project Manger to confirm				Check that our contractor is licenced by local authority to dispose of materials
	Final site inspection (clearance & safety) I assume so - Ensure suitable for construction start		Trustees/Project Manger to confirm				
3	Pre-Construction						
	Discharge all pre-commencement planning conditions		Trustees/EBC				Local Planning Office confirmed by email 29/04/25 that all conditions have been discharged and the project can progress according to original planning permision
	Appoint Principal Contractor and Principal Designer (CDM 2015)- Statutory requirement.						The Design Contractor is D4S
	Appoint architect to draw up Building Detail plans		Trustees/EBC				

	Submit Full Plans and Building Notice application to Building Control - Must be approved before building work begins						**Trustees to submit detail drawings to BC**
	Appoint principal contractor for fabrication and erection of LGS structure.						**JPSE - Recommended by LGS, intial contact has been made with Barry Heyne**
	Receive Building Regulations approval - For compliance with structural, fire, access, etc.						**Trustees**
	Issue Notice of Commencement to Building Control - Must be done 48 hrs before starting work						**Trustees**

	Notify neighbours if the Party Wall Act applies - Required if close to boundaries						BG suggested a more less formal "gentlemen's agreement" might be possible with the two known immediate neighbours
	6 metres of any part of a neighbouring owner's building where any part of the v						
	Obtain drainage/sewer connection approvals (Section 106/104 if applicable) - From the water company/local authority.						Not requiered, services exist from old building
	Prepare site and install welfare facilities- HSE-compliant setup						Part of the general contractor's set. up. We have paved the way for Local Authority agreement for tempory use of the rear land

4	**Construction Phase**						
	Foundations		**Tustees to appiont ground works contractor**				**The revised D4S design suggests a block and beam floor and assume that it be installed by ground works contractor to DPC stage along with services**
	Excavate and pour foundations - Building Control inspection required before concrete. Install drainage and underground services. - Building Control to inspect before covering.		**Trustees/Contractors**				**This expected to be all part of ground contractors work but needs to be confirmed**
	Supply and fit – and Beam concrete floor		**Trustees/Contractors**				**This may be part of the Footings contractors quote**
	Build superstructure (walls, floors, roof)- Inspections for structure, insulation, and fire stopping.						

	Erection of scaffolding around the entire perimeter to the ridge		Contractors				This may not be requiered for LGS construction but will need to be conformed. Hoever, it will be requierd for roof coivering, gutters, down pipes and cladding
	Engage a roofing contractor, agree on a fixed price, and set a start and completion date.		Trustees/Contractors				
	Engage a contrator for Installation of Solar Panels. Agree a price and start date.		Trustees/EBC Planning				Solar panels under some question? LPO advises these are part of the original plan but do we use conventional or Solar tiles
	Dissmantel Scaffolding						
	Engage a double-glazing contractor, agree on a fixed price, and set a start and completion date. First fix (plumbing, electrics, HVAC) - May require mid-phase inspections.						We have yet to decide upon a main contractor route who would look after everything, or having an on-site manage

	Engage a brick cladding contractor, agree on a fixed price, and set a start and completion date. Engage a timber cladding contractor, agree on a fixed price, and set a start and completion date.						As Above
	Guttering and downpipes		Trustees/Contractor				
	Internal finishes and partitions - Ensure fire, acoustic, and thermal standards are met		Trustees/Contractors				As Above
	Engage a carpentry contractor, agree on a fixed price, and set a start and completion date.		Trustees/Contractors				As Above
	First fix (plumbing, electrics, HVAC) - May require mid-phase inspections. Engage an electrical contractor, agree on a fixed price, and set a start and completion date		Trustees/Contractors				Do we need external lighting and an external tap
	Air Source Heat Pump		Trustees/EBC planning				

	Engage a plumbing contractor, agree on a fixed price, and set a start and completion date. (This should include sanitary ware.)		Trustees/EBC planning				
	Engage an electrical contractor, agree on a fixed price, and set a start and completion date.						Confirm we will use the same electrician who dealt with supplying a consumer unit and external power socket to the kiosk. This should not need a building inspector's visit as the electrician is part A qualified.
	Second fix (switches, sanitary ware, lights) - Final checks of building services						Plumber and Electrician to return for second fix
	Decoration, joinery, and final finishes - Include fire signage and escape route signage if needed						Agree a cost and start date
	Provied Heavy-duty floor covering between						Agree a cost and start date

	External works and landscaping- May require planning condition compliance						**Agree cost and start date. May requier agreement with LPO and Surrounding neibours**

Quoted Price	Actual Price	Notes		
432				
		May not be reqd if asbestos survey proves negative		
		This item can be obtained as a direct purchase as a heavy duty steel shed. See option A and B		
		May not be reqd is survey is negative.		
		This has been checked buy the Gas Board		

2418				
		Contractor has agreed an estimated price and is currently on hold		
		This notice will be obtained and sent to the LPO/BC once we have agreed a start date		

		Contractor will be advised once section 81 has been recived and ackknolged by LPO/BC		
			JPSE (if engaged) will provied building detail drawings for BC. The detailed drawings for the remainder of the building will need to be aranged.	
		We have recived a quote from Mark Webb of Elmbridge Building Control Services		

		We are considering purchasing Heras Fencing as a and alternative to hiring. This could be sold on after completion		
		A cursory inspection was carried out by the demolision contractor but not certificated		

14370				
		In progress		

		3 metres of any part of a neighbouring building where any part of the work would go deeper than the neighbour's foundations, or 6 metres of any part of a neighbouring owner's building where any part of the work will meet a line drawn downwards at 45 degrees in the direction of the excavation from the bottom of the neighbour's foundation.		

vork will meet a line drawn downwards at 45 degrees in the direction of the excavation from the b

		If JPSE is engaged then this section is included within the quoted price		
		As above		
25000	**24000**	**As above**		
		As above		

		Needs resolving		
		If we choose JPSE we will not need project management. Each contractor will be resposible for the part of the project		

		As above		
		As above		
		As above		
		As above but we will need to decied on external lighting before we request a quote		

		This may be just tidying up around the building foot print		

ottom of the neighbour’s foundation.
