

REQUIREMENTS FOR REFURBISHMENT PROJECTS

The following are the principles to be followed by the project management and design team and contractors working for Shaftesbury.

Legislative compliance

The Company's consultants and contractors are required to have regard to all current UK environmental and health & safety legislation. A register of legal requirements is updated and reviewed and issued annually to all the above.

- **Planning application**

When Shaftesbury makes planning applications to restore buildings or to change uses, the Company and its consultants should engage with all relevant statutory bodies including as a minimum English Heritage, the Local Authority where applicable and local community groups.

- **Design**

In the design of developments and during refurbishment, Shaftesbury issues detailed checklists to its project teams and expects its managers and consultants to consider the following:

ENERGY

General: Detailed consideration at design stage of methods to achieve adaptation to climate change such as optimising natural light, orientation, passive design, thermal response and control strategies and the suitability of renewable energy technologies to maximize opportunities

Heating: Avoiding over-specification and consider fuel sources, temperature controls, types and positions of heat emitters.

Lighting: Making best use of daylight, selecting efficient fittings and bulbs, installing time clocks and switches and avoiding excessive use of lighting in unoccupied areas.

Cooling & Ventilation: Maximising natural ventilation, install time clocks, temperature controls and humidity controls.

Insulation: Minimising air gaps to windows and doors, insulating roof voids, cavities and solid slabs. Avoid excessive glazing and consider secondary glazing and use of low emissivity glass.

Controls: Install efficient control systems generally and apply minimum settings commensurate with work.

WATER

Storage: Assessing requirements for efficient storage and include options for rainwater and greywater systems.

Efficiency: Selecting water-efficient appliances such as taps, showers, WC's and urinals, etc.

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Meters: Ensure effective water meters are installed to allow monitoring and leak detection systems are included within the design.

MATERIALS

Refurbishment: It is preferable to refurbish rather than rebuild where relevant and feasible.

Demolition: Consider recycling and disposal of demolition and other waste as well as salvage and re-use of materials, in particular timber.

Construction: Avoid inefficient construction techniques.

Specification: Use reputable materials specification guide for timber and timber products (source from certified sustainable sources), blocks and bricks, plasterboards, paints and varnishes, floor finishes and other building products.

Environmental Impact: Obtain impact data from manufacturers and suppliers on extraction, – manufacturing, processing, transport and in-use performance.

Waste: Minimise material wastage at both design (by selecting standard modules, etc) and construction stages.

HEALTH, COMFORT & WELLBEING

General: Ensuring optimal comfort levels in lighting, thermal comfort, indoor airquality and ventilation in accord with the health and wellbeing criteria under BREEAM.

Noise: Minimising noise levels during construction and applying noise level criteria during construction and occupation.

Pollution: Minimising air, water and ground pollution and nuisance during construction and adherence to the Considerate Contractors Scheme.

CDM Issues: Ensure that CDM issues are properly integrated at all stages from planning to design and construction.

Sick Buildings: Review and evaluate 'sick building' factors – e.g. legionella. **Service Routes:** Design access to aid maintenance and cleaning.

BIODIVERSITY

Vegetation: Retain existing trees and vegetation and where feasible consider use of plants and landscaping where relevant. See matrix of recommended planting. All planting should adhere to the Wild West End principles (www.wildwestend.london)

Habitat creation: Identify opportunities for use of green/brown roofs and/or walls and use of bird boxes.

TRANSPORT

General: Consider transport issues where relevant including provision of cycle parking and associated facilities.

Service & Deliveries: Ensure efficient facilities are provided for servicing and delivery vehicles.

Suppliers: Using of local suppliers where possible to minimise transport impacts.

POLLUTION

General: Minimising air, water and ground pollution and nuisance during construction.

D. Contractors requirements

The following are to be followed by all contractors working for us.

CONSIDERATE TO THE COMMUNITY

- The contractor shall show consideration to occupiers of neighbouring properties and local communities.
- No vehicles in pedestrianised streets after 11am.
- All rubbish and debris to be removed only between 8am and 11am.
- No skips shall be permitted.
- The street outside the site and common parts shall be cleaned each night.
- Shopfronts to be washed down on regular basis.
- Contractors signboards shall not be permitted.
- Rubbish/debris shall not be stored on the street or common parts but shall be loaded directly from the site or scaffold.
- At least 48 hours' notice shall be of any disruptive work. This includes noisy and dirty works. This is to allow adjacent tenants to be notified accordingly.
- Operations on site shall be confined only to the contract area, unless prior approval is granted.
- Engage with community partners where appropriate or on schemes of more than [] weeks.

STAFF WELFARE

- The contractor shall comply with any other additional requirements set out in the tender documents or pre-tender health and safety plan.
- Adhere to the labour standards required by Shaftesbury in the main body of the policy in the employment of suppliers and subcontractors working on the portfolio. Ensure all are offered a safe workplace free from discrimination, harm, intimidation, harassment or fear.
- Ensure the implementation of payment of the living wage throughout the supply chain and that all suppliers and contractors comply with the payment of the living wage to their employees. Consider signing up to the Living Wage Foundation. Where possible pay the London living wage.
- Ensure that all suppliers and contractors working on the Shaftesbury portfolio never use forced, compulsory or child labour.

ENVIRONMENTAL PROTECTION

- The contractor shall register with Community Repaint Scheme for disposal of unused paint.
- Ensure that all relevant contracts complete an appropriate Site Waste Management Plan.
- Ensure that emissions to air and water are prevented through appropriate use of protective measures e.g. use of spill kits and dust suppression measures.

Considerate Constructors Scheme (CCS)

If the scheme is above the threshold of £150,000 and/or 3 months duration of works, the contractor should ensure that the scheme is registered with CCS and comply with all of the requirements as appropriate. In addition, contractors are encouraged to register as a company with the scheme and follow the principles for all development