

Trade	Insulation (Traditional)	Revision	A
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Project Overview:
Brief overview of the project, site or phase providing relevant information

A. Product Selector				
<u>Products must be purchased through our Group National Suppliers.</u>				
Code	Item	Included	Product Selector Item	Product
A	1	✓	Insulation - Cavity (blown fibre) & Loft - Primary Contact	Knauf Insulation Ltd: James Hulbert - james.hulbert@knaufinsulation.com ; commercial.support@knaufinsulation.com
A	2	✓	Insulation - Cavity (blown fibre) & Loft - Secondary Contact	Knauf Insulation Ltd: Matthew Prowse - matthew.prowse@knaufinsulation.com
A	3	✓	Insulation - Distributor Supply Route - Primary Contact	CCF: Ryan Clarke - ryan.clarke@ccftd.co.uk Encon Insulation: Darran Batsford - d.batsford@encon.co.uk Minster: Reece Bailes - reece.bailes@minsteronline.co.uk SIG: Kevin Bagnall - KevinBagnall@sigplc.com
A	4	✓	Insulation - Distributor Supply Route - Secondary Contact	CCF: Craig Hayward - craig.hayward@ccftd.co.uk Encon Insulation: Colin Hartley - c.hartley@encon.co.uk Minster: Dean Styles - dean.styles@minsteronline.co.uk SIG: Lucy Furnival - lucyfurnival@sigplc.com
A	5	✓	Builders Merchant: Primary Contact	Travis Perkins: Neil Henderson - neil.henderson@travisperkins.co.uk Jewson: Clare Hadfield - clare.hadfield@sgbd.co.uk
A	6	✓	Builders Merchant - Secondary Contact	Travis Perkins PLC: Greg McBain - greg.mcbain@travisperkins.co.uk Jewson: Wayne Brett - Wayne.Brett@jewson.co.uk

B. Key Information				
Code	Item	Included	Scope of Works Item	
Quality & Compliance				
B	1	✓	Supply all labour, tools, equipment, materials and fixings to carry out all insulation works in accordance with the relevant site specific drawings, details, schedules and below details:	
B	2	✓	Materials and workmanship to comply to current:	
B	2.1	✓	NHBC standards and recommendations.	
B	2.2	✓	British standards code of practice	
B	2.3	✓	TW UK Construction Specification and details	
B	2.4	✓	Framework Agreement	
B	2.5	✓	House type working drawings	
B	2.6	✓	Standard details	
B	2.7	✓	Manufacturer instructions	
B	2.8	✓	Supafil Best Practice Guide	
B	2.9	✓	TW Customer Quality Approach (CQA) document,	
B	2.10	✓	TW Production Manual,	
B	2.11	✓	Current TW Health & Safety Manual.	
B	2.12	✓	Customer Service Policy for contractors and suppliers	
B	3	✓	If there is a conflict between building regulations, British standards, NHBC guidelines and TW UK construction specification. The contractor is to contact and confirm with the TW BU Technical department prior to installation.	
B	4	✓	You must provide supervision and ensure all works are fully checked and completed prior to offering to Taylor Wimpey Site management. TW Build Quality Checklist (BQC) must also be signed by the contractor and TW.	

B	5	✓	Contractor is not permitted to vary the design without first obtaining prior written approval from the regional technical teams.
B	6	✓	The contractor to examine the drawings and specifications, and any questions should be raised prior to contract start.
B	7	✓	It is essential that the Contractor liaises with all other trades associated with the Works to ensure details are constructed correctly and appropriately prior to following work being carried out.
B	8	✓	All Cavity wall insulation should be based on a 100mm clear cavity width unless stated on house type drawing.
B	9	✓	The Contractor is responsible for ensuring that the house is ready for the insulation to be installed as per Supafil best practice guide.
B	10	✓	The contractor must use the test box prior to installation to complete a density check to calibrate the machine settings. The test box should be completely filled with a specified weight of product as per manufacturer's instructions.
B	11	✓	The Contractor is responsible for reporting to the Site Manager if the plot is not in an acceptable state, including roof tiling not being complete, windows not installed or meter boxes not installed. Under no circumstances is the Contractor to carry out work in these scenarios, unless written dispensation is received by TW.
B	12	✓	On completion of each operation on each unit, the Contractor must offer work for inspection and issue a certificate of completion for the Site Managers approval, confirming that all work has been carried out in compliance with the requirements of the appropriate regulating bodies.
C. HSE			
C	1	✓	Please refer to the HSE Manual.
D. Materials & Logistics			
D	1	✓	The subcontractor will be responsible for all material handling applicable to their trade. TW will make available, where possible, a forklift and driver. The driver will not be responsible for sorting, loading, unloading or any other activity on behalf of the Subcontractor. Sufficient resources shall be allowed by the subcontractor for this purpose.
D	2	✓	The contractor is to coordinate with the site manager/material controller for material requirements daily. No claims for delay due to lack of materials will be accepted.
D	3	✓	It is the contractor's responsibility to ensure that all surplus materials are correctly stacked on pallets to either be moved back to the compound or moved on to a following plot.
D	4	✓	All materials and fixing/restraints supplied and installed by a Knauf insulation Partner installer in accordance with the product manufacturers recommendations.
D	5	✓	It is the Contractor's responsibility to check the supplied materials for any damage, colour variation and correct quantities prior to installing. Should significant quantities of damaged materials be identified, it is the Contractor's responsibility to replace it and address with the suppliers themselves.
E. Waste			
E	1	✓	All waste to be segregated appropriately and working area to be left in a clean and tidy state. Excess materials to be removed from site. Any material movement to or from site must comply with waste regulations, transfer tickets must be made available, and the weight or volume of waste taken from site must be made available to TW upon request.
E	2	✓	It is the contractor's responsibility to ensure minimal wastage of materials. TW reserves the right to levy charges against the contractor in the event of excess materials wastage.
E	3	✓	The TW Site Management team should be made aware of any surplus material for reuse in other plots.
F. Cleaning & Protection			
F	1	✓	Please refer to Protection Guidance in S21 of the Production Manual.
F	2	✓	It is the contractor's responsibility to ensure that all their work is suitably protected, in line with S21 of the Production Manual.
F	3	✓	Should the contractor feel that adequate protection has not been provided by other trades for them to safely carry out their works, it is the responsibility of the contractor to notify the TW site manager.

Project Tasks			
<i>Note to TW - where a section is highlighted, there is a choice, please pick the relevant options to be included in the scope using the drop downs.</i>			
Code	Item	Included	Scope of Works Item
G. Quotation & Inclusions			
G	1	✓	Quotation to be broken down in labour & materials.
G	2	✓	Price to be fixed for a minimum of 12 months'.
H. Project Tasks			
H	1	✓	External walls - Drill access holes in the blockwork walls and inject blown fibre cavity wall insulation in line with manufacturers' guidance on drilling pattern.
H	2	✓	Separating walls - Drill access holes in the blockwork walls and inject separating cavity wall insulation in line with manufacturers' guidance on drilling pattern.
H	3	✓	Injection access holes to be pointed up and left in a tidy manner.
H	4	✓	Room In the Roof - Insulation supplied and fitted by others.

H	5	✓	All insulation to be tight fitted with tight butt joints.
H	6	✓	Where recessed downlights fitted as customer extras, loft insulation is to be laid over the downlights and not lapped down the side.
H	7	✓	Due care and attention must be taken in roof voids to prevent damage to ceiling boards or plumbing and electrical carcassing. Insulation must be secured neatly around the loft hatch access to prevent insulation from preventing access or falling out of place. The Contractor must ensure downlights are not covered.
H	8	✓	The Insulation Contractor must ensure that insulation is inserted between the last 'I' beam and the wall face.
H	9	✓	Thermal imaging to be conducted to 3 of the first 10 plots constructed on any given site and then 1 in every 5 plots constructed thereafter. Please refer to build phase plan for scheduling details. The reports from the Thermal Imaging Surveys must be submitted to the local TW Technical department unless otherwise advised.
H	10	✓	The Contractor must provide the product information for each plot to TW, to be passed on to the customer for warranty purposes.

Open text box - to be used to capture any comment or amendments to be assessed and included on future SOWs.

Item	Included	Scope of Works Item

Date:

Signature: