

REHABILITATION DESIGN BRIEF

Project Title: _____

Site Location: _____

Authority/Association: _____

Architect: _____

Housing Manager: _____

Date of Issue: _____

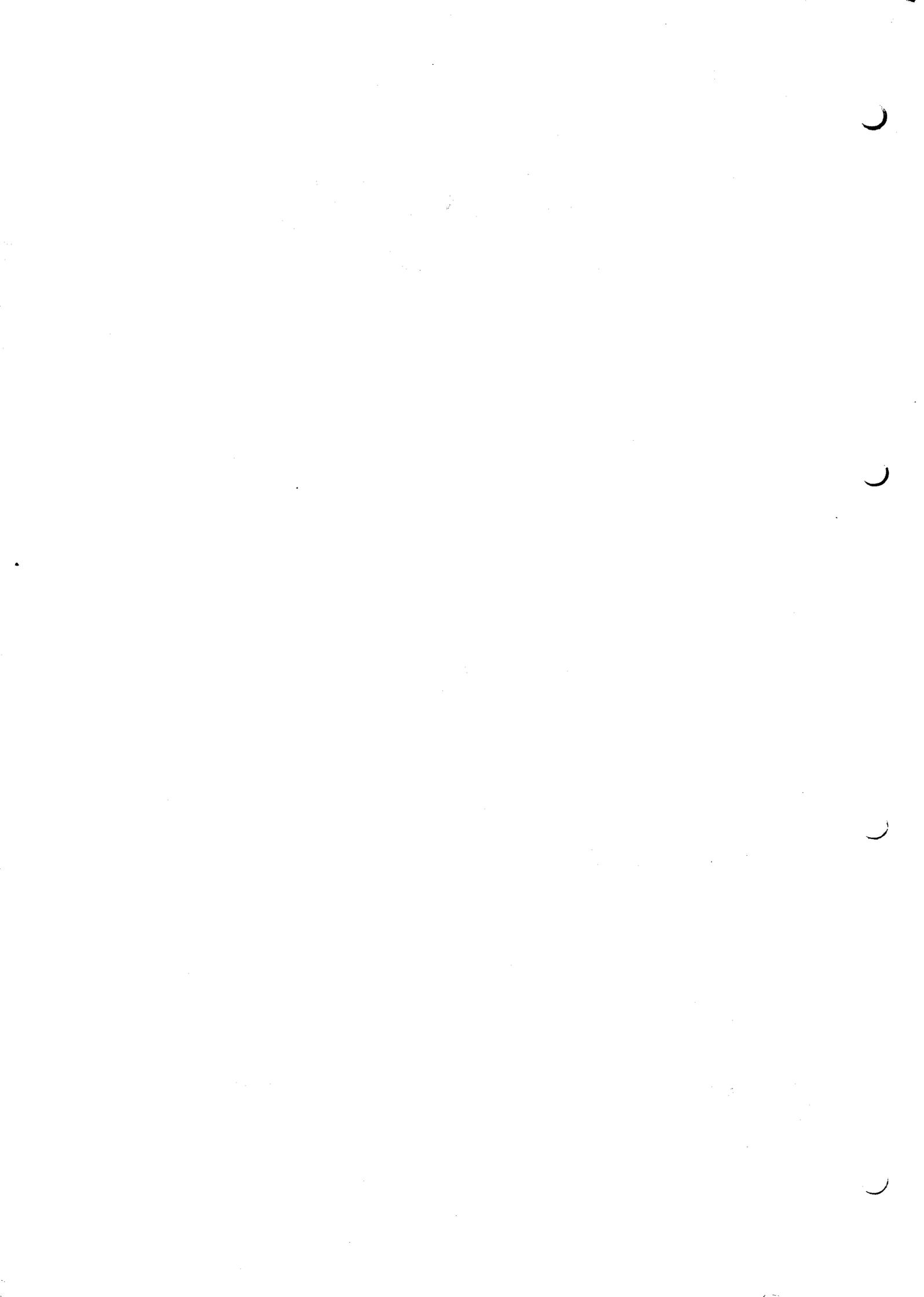


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REHABILITATION DESIGN BRIEF

Introduction:

This standard brief is intended for use by the housing managers of Local Authorities, Housing Associations or other Clients to build up a clear set of guidelines for the Architect appointed to design a rehabilitation scheme.

This document is not designed to identify or evaluate the viability of rehabilitation, but it may help in that process.

Following a decision to pursue rehabilitation, the investigative procedure standardised by this document can be used by the Client, with the Architect to build up a clear picture of the requirements of a scheme, ensuring that all the major issues will have been covered.

The document is intended to be used progressively and can be divided broadly into two parts. The earlier sections (L, E and D) require the Architect to review the situation and it is anticipated that he will report back to the Client so that policy lines can be established. The remaining sections deal more specifically with standards and equipment.

The standards it contains are based on those in "Homes For The Future" published jointly in 1983 by the Royal Institute of British Architects and the Institute of Housing. Although it is thus aimed primarily at the public sector, the briefing procedures are equally applicable to the private sector.

Using the Brief:

The brief is set out in the format of standard instructions to be handed to the Architect at the initial design stage.

In most circumstances, it will be necessary for the Architect to report back to the client after an initial evaluation exercise and it will be necessary for the Client to define how far the Architect should go at this stage.

When policy guidelines for the scheme have been set, the remainder of the brief can be firmed up in detail.

The briefing items listed are general in nature and will require supplementing by further details specific to the particular properties and site in question and to suit individual Client requirements. Extra blank pages have been included for this purpose at the end of the brief. Explanatory notes have also been provided to indicate the type of additional information which will be required.

The briefing 'Clauses' have been set out under three categories of importance:

Essential Standards—identified by bold type

Desirable Standards—identified by italics

Suggested Standards—identified by light type

Whilst it is open to a Client authority to modify or delete any of the briefing items, it is strongly urged that the 'Essential' or 'Desirable' standards should be adopted wherever possible to help encourage high quality rehabilitation schemes.

Follow-up Action:

The preparation of a clearly thought-out brief is only the starting point in the design, construction and management process. Briefing and feedback should be regarded as a continuing process between the Client and his Architect as a scheme develops. This standard document should not therefore be regarded as a rigid framework but as a set of principles to be applied flexibly in the best interest of the ultimate Client, the tenant or owner of the house.

SECTION ONE

LAYOUT	L/01
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REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
	Proposed Rehabilitation Scheme	(See note 1)

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
2.	Definition of Public and Private Spaces	(See note 2)
2.1	ANALYSE THE CURRENT LAND USAGE TO DETERMINE IF USES ARE DEFINED. MAKE RECOMMENDATIONS FOR CLIENT DECISION. 'BEFORE' AND 'AFTER' SITUATIONS SHOULD BE SHOWN ON PLANS TO DETERMINE RELEVANCE TO THE SCHEME.	
2.2	WHERE POSSIBLE ALL DWELLINGS SHOULD HAVE DEFINED PRIVATE AND DEFENSIBLE SPACE. Choose forms of division which are effective both practically and aesthetically. Consider the importance of scale and materials in making decisions about this.	
2.3	Investigate the opening up or combination of private spaces, particularly for student/elderly housing schemes.	
2.4	PROVIDE SECURITY TO GARDENS AND PRIVATE AREAS AND ENSURE SURVEILLANCE OF COMMON AREAS.	
3.	Form and Layout	(See note 3)
3.1	<i>Review the existing layout to identify significant groupings. Consider the impact of demolition or new buildings on this layout.</i>	
3.2	<i>Examine pedestrian and vehicular routes and proposed improvements. New styles of housing may require modelling of existing area patterns.</i>	
3.3	<i>Consider the distribution of accommodation relative to the existing dwelling types in order to provide the most effective use when set against the demand for different types of accommodation.</i> <i>Consider whether radical alteration, i.e. removing upper storeys or altering distribution between floors or transforming contents of building into alternative dwelling type would be appropriate.</i>	
3.4	<i>Consider whether existing layout features are to be retained or enhanced.</i>	
3.5	<i>Consider access and warden service needs for elderly and disabled people.</i>	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
4.	Orientation and Outlook	(See note 4)
4.1	<i>Consider the aspects of primary living spaces and the influence of adjoining structures. Consider solar gain. Consider removal or addition of structures to improve aspect and sunlight penetration.</i>	
4.1	Consider 'active' and 'passive' views particularly in relation to privacy.	
4.3	Consider building form. It is appropriate to add or remove blocks or parts of blocks to improve outlook or orientation.	
5.	Car Access and Accommodation	(See note 5)
5.1	ANALYSE THE CURRENT SITUATION IN RELATION TO CURRENT NEEDS. DEFINE OPPORTUNITIES TO IMPROVE OR CREATE NEW AND BETTER ACCESS AND PARKING.	(See also E/03 Section 5)
5.2	<i>Consider proposals for parking on vacant sites. Ensure adequate supervision by overlooking.</i>	
5.3	Consider adoptive or maintenance implications of proposals to change the existing situation.	
6.	Footpaths	(See note 6)
6.1	CONSIDER EXISTING NETWORK—MAKE PROPOSALS TO IMPROVE PEDESTRIAN ACCESS—DETERMINE REAL DESIRED ROUTES.	
6.2	Consider changes in level and steps. Can access be improved, particularly for the disabled or elderly.	
6.3	<i>Existing footpaths often bring the public close to houses allowing little or no defensible space to occupants. Consider relocating or redesigning footpaths to provide or improve on defensible space provision. This may apply to both rear accessways and also modification or redistribution of public space between dwellings.</i>	
6.4	<i>The gradient for footpaths should generally not exceed 1:10 or 1:8 for paths with handrails. Generally a maximum gradient of 1:12 should be adopted, particularly for elderly person access and 1:20 for disabled person dwellings.</i>	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
6.5	<p>INCLINED PATHS SHOULD BE PAVED WITH MATERIALS WHICH OFFER GOOD GRIP. IF KERBS ARE BEING RENEWED, DROP PAVEMENT CROSSINGS SHOULD BE PROVIDED AT ALL ROAD JUNCTIONS WITH CHANGE OF LEVEL INDICATED BY TEXTURAL CHANGES FOR THE VISUALLY HANDICAPPED.</p>	
6.6	<p><i>Path widths should wherever possible have a minimum width of 900 mm. Consider alterations to achieve this.</i></p>	
7.	<p>Children's Play</p>	(See note 7)
7.1	<p>PLAY PROVISION WILL BE MADE SPECIFIC TO PARTICULAR AGE RANGES AND DETAILED ACCORDINGLY. PARTICULAR SITES WILL HAVE TO BE DEFINED IF THEY ARE AVAILABLE AND REQUIREMENTS TO BOTH PROTECT CHILDREN AT PLAY AND NEIGHBOURING RESIDENTS FROM INTRUSION BY NOISE DEFINED. FOR EXAMPLE, EXPOSED GABLE ENDS SHOULD BE PROTECTED FROM BALL GAMES.</p> <p>Inserting play areas into an area of existing development is a particularly sensitive matter and proposals must be made available for discussion with residents.</p>	
8.	<p>Landscaping</p>	(See note 8)
8.1	<p><i>Soft and hard landscaping design should be used to reinforce security and privacy to dwellings and to soften the austerity of rigid street patterns and long terraces of houses.</i></p>	
8.2	<p><i>Schemes should be designed to need little maintenance and should include protection to planting during establishment periods.</i></p>	
8.3	<p><i>Maintenance responsibilities must be clearly defined. Whenever possible planting should be sited within residents' curtilages (with their agreement) so that they can carry out any necessary maintenance themselves.</i></p>	
9.	<p>Street Lighting</p>	(See note 9)
9.1	<p><i>The design should be carefully reviewed to ensure that the installation is compatible with the area being rehabilitated and that the character of fittings is appropriate to the location.</i></p>	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
9.2	The lighting scheme should ensure visual security to all public or communal areas and that all areas in need of supervision are particularly well lit.	
10.	Street Furniture	(See note 10)
10.1	<i>Free standing street furniture should be kept to a minimum and located to reduce or eliminate a sense of clutter. Overhead cables should be avoided wherever possible. Litter bins should be robust and sited at points of greatest need. (By shops, cafés etc.).</i>	
10.2	<i>Designs of street furniture should be in keeping with the style of the area.</i>	
10.3	<i>Street nameplates and direction signs should be clearly visible and be fixed at a height where they are not easily defaced or damaged.</i>	
10.4	Some provision of seats may be appropriate in public areas, however, siting must be carefully considered so that they do not encourage gatherings which may cause nuisance. Usually they should be associated with some public facility such as a play area or Post Office where mothers or the elderly are likely to use them.	

SECTION TWO

EXTERNAL
CURTILAGE

E/01

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
1.	<u>Privacy and Security</u>	(See note 11)
1.1	PRIVACY MUST BE RECOGNISED AS AN IMPORTANT FACTOR IN ENHANCING ENVIRONMENTAL QUALITY. Where possible gardens and living rooms should not be closely overlooked. Where private areas are adjacent to public areas which are heavily used, physical protection should be given. Substantial walls and fences capable of withstanding wear and tear and the removal of graffiti should be provided.	
1.2	Well used public areas should be adequately lit and dense planting of trees and bushes in close proximity to footpaths which might hinder visual security should be avoided.	
1.3	Accessways on tunnel entries should be secured at the public end and corridors and hallways should be well lit with no hidden recesses. Common entrances open to the public should be avoided or access controlled (e.g. by a door entry system). By careful design some upper floor dwellings can be given a private entrance and front door from ground level instead of sharing common accessways. Others can be given a private open space at ground level with full protection.	
1.4	MATERIALS SHOULD BE ROBUST BUT ATTRACTIVE AND EASY TO MAINTAIN	
1.5	Consult the local Crime Prevention Officer about any new security proposals.	
2.	<u>Gardens/Private Areas</u>	(See note 12)
2.1	ALL EXTERNAL SPACES SHOULD BE REVIEWED. SOME MAY APPROPRIATELY BE ALLOCATED TO PROVIDE PRIVATE ENCLOSED CURTILAGES FOR INDIVIDUAL DWELLINGS. All private gardens should be enclosed with a fence.	
2.2	<i>For elderly persons, smaller garden areas will be acceptable, but where the layout permits, each garden space should be flexible so that it can expand or contract with adjacent soft landscape areas.</i>	
2.3	REAR FOOTPATH ACCESS TO PRIVATE GARDENS IS ESSENTIAL WHERE THERE IS NO ACCESS FROM FRONT TO REAR WITHOUT PASSING THROUGH LIVING AREAS OF THE DWELLINGS.	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
2.4	Paving slabs should be provided adjacent to ground floor windows to facilitate cleaning and they should also be provided under or adjacent to clothes lines and rotary driers.	
3.	Fences, Walls and Hedges	(See note 12)
3.1	<i>The provision of all existing walls, fences and hedges should be reviewed and discussed with the residents. Alterations to be agreed with regard to each property. Action may range from removal to completely new provision in new locations.</i>	
3.2	Brick walls should have robust copings with well detailed damp proof courses and low porosity bricks, i.e. Class B semi engineering facing quality.	
3.3	Where privacy is required a maximum 1.8 metre high close boarded fence or wall should be provided. Gates should match the heights of walls or fences.	
3.4	All enclosed gardens should have gates designed to prevent removal by vandals.	
4.	Provision for Clothes Drying	(See note 13)
4.1	This should be easily supervised by residents of the accommodation and be immediately accessible to the dwelling.	
4.2	Dwellings with private gardens should have suitable provision including adjacent paved area (see above).	
5.	In-Curtilage Parking	(See note 14)
5.1	SATISFACTORY CAR PROVISION IS A KEY FACTOR IN SUSTAINING REHABILITATED HOUSING IN VIABLE USE. PROVISION SHOULD BE MADE WHEREVER POSSIBLE FOR TAKING THE CAR TO THE DWELLING AND FOR PROVIDING FOR ITS STORAGE WITHIN THE CURTILAGE.	
5.2	Where private provision cannot be made, carefully considered parking spaces should be incorporated where they can be seen by residents.	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
	Cars can be accommodated in rehabilitated layouts in many locations viz in front gardens, in back gardens, in lay-bys, in echelon under trees, in ranks at end of blocks, in rear areas, under, on top of and inside buildings and on empty sites.	
5.3	IN CERTAIN PARKING BAYS, PROVISION SHALL BE MADE FOR DISABLED PERSONS CARS AND AN EXTRA WIDE BAY PROVIDED.	
5.4	FOR DISABLED PERSON DWELLINGS, A CARPORT OR GARAGE ADJACENT TO THE DWELLING IS PREFERRED WITH DIRECT ACCESS FROM IT TO THE MAIN ENTRANCE DOOR.	
5.5	<i>Dropped pavement crossings should be provided between footpaths and parking areas.</i>	
5.6	Attention should be drawn to the local authority required standard provision which is identified in the planning brief.	
5.7	Where public parking conflict with private provision, consider the use of lockable bollards.	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
1.	Space Standards	(See note 15)
1.1	<p>THE PRINCIPLES OF PARKER MORRIS SPACE STANDARDS SHOULD BE REFLECTED IN THE SOLUTIONS FOR ALL DWELLING TYPES RETAINED. INEVITABLY, THE CONSTRAINTS IMPOSED BY THE DESIGN OF EXISTING BUILDINGS WILL MEAN THAT IT MAY NOT BE POSSIBLE TO ACHIEVE THESE STANDARDS IN EVERY CASE, (see section 10). PROPOSED LAYOUTS WILL THEREFORE BE ASSESSED IN RELATION TO ACTIVITIES RATHER THAN STRICT FLOOR AREA STANDARDS.</p>	
2.	Layout	(See note 16)
2.1	<p>ALL FLOOR PLANS SHOULD INDICATE FURNITURE LAYOUT, RADIATOR POSITIONS, ELECTRICAL POINTS AND KITCHEN EQUIPMENT.</p>	
3.	Entrances	(See note 17)
3.1	<p><i>The main entrance should open into an enclosed lobby or hall if possible and not directly into living spaces. The entrance door should be recessed or protected by a canopy or a porch added if appropriate.</i></p>	
3.2	<p><i>All first floor flats (where the scheme is limited to 2 storey) must have their own separate enclosed private entrance at ground level rather than a common staircase. Common staircases would only be accepted (for 3 storey and above) with an entryphone system.</i></p>	
3.3	<p><i>Rear doors which are the only access into gardens should open from a circulation area or kitchen, not a living room.</i></p>	
3.4	<p><i>Where the design allows for easy incorporation a draught lobby should be provided.</i></p>	
3.5	<p>WEATHER AND DRAUGHT STRIPPING TO EXTERNAL DOORS IS ESSENTIAL.</p>	
4.	Circulation Areas	(See note 18)
4.1	<p>In family dwellings, a space should be provided to park a folded pram or wheelchair without obstructing circulating areas.</p>	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
4.2	A suitable location should be provided for hat and coat hooks.	
4.3	Staircases should not pitch directly down to the entrance door where modification is proposed.	
4.4	Where staircases are to be renewed or provided in new locations, single steps and winders should be avoided and widths should be maintained sufficient to allow furniture to be manoeuvred.	
4.5	The position of windows, doorways, roof access traps, etc., should be carefully positioned to avoid the risk of falls, and ceilings over staircases should be adjusted, where cost allows, to be at a level easily accessible for decoration.	
5.	Kitchens	(See note 19)
5.1	Spaces in the kitchen should be identified for the following appliances where space is limited: large refrigerator, washing machine and cooker. If space allows future provision for the following appliances should be shown: split level oven and hob, deep freeze cabinet, dishwasher and tumble drier. In order to achieve this, a reduction in the number of built-in cupboards will be acceptable.	
5.2	The Parker Morris sequence of worktop/cooker/worktop/sink/worktop is preferred and hot and cold supply and waste connections should be left available for washing machine connection.	
6.	Utility Room	(See note 20)
6.1	<i>A separate utility room is desirable if space permits within the existing structure. A house improvement will be acceptable which incorporates a second w.c., general storage and pram space into such an area. A utility room may serve a dual function as a draught lobby.</i>	
7.	Bathrooms and w.c.'s	(See note 21)
7.1	<i>The provision of a second w.c. in five person dwellings and over is desirable. In three and four person dwellings, the w.c. should be in a separate compartment to the bath.</i>	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
7.2	<i>Bathroom design should facilitate use by the elderly and disabled. A platform at the head of the bath is particularly useful.</i>	
7.3	Partitions forming bathrooms and separate w.c. compartments should be sound insulated and capable of supporting grab rails and poles adjacent to the bath and w.c. These should be fitted where aged persons are to be resident.	
7.4	<i>Outward opening doors to bathrooms are desirable for elderly and disabled persons, but may not be feasible in existing buildings.</i>	
8.	Bedrooms	(See note 22)
8.1	The improvement of bedrooms should keep in mind the possibility of their use as a secondary living space.	
8.2	<i>As far as possible, double bedrooms should allow for their future sub-division.</i>	
8.3	Single bedrooms should accommodate a bed in more than one position if possible.	
9.	Storage	(See note 23)
9.1	OVERALL STORAGE SPACE AS SET OUT IN THE PARKER MORRIS REPORT SHOULD BE USED AS A YARDSTICK FOR JUDGING THE PROVISION IN ALL DWELLING TYPES , but the space may be planned in such a way that a proportion can either take the form of enclosed storage or be considered as part of existing large living rooms or bedrooms.	
9.2	Careful consideration should be given to the siting of radiators, power points and switches, door swings etc., to ensure the space can be easily adapted by householders.	
9.3	A balance is required between the storage space at ground and first floor levels and it should always be well distributed throughout the house.	
9.4	For those dwellings with gardens or entrances at ground floor level, an internal store accessible from outside is preferred to a detached external store.	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
9.5	A small proportion of storage space in the form of built in cupboards is desired and these are preferred in circulation areas where they are more easily accessible. (See also 'Wardrobes' C/03.5).	
9.6	Long narrow stores are not generally acceptable, but where unavoidable, should be provided with artificial light and an outward opening door.	
9.7	Where the general storage requirement of the dwelling is grouped together to form what is virtually another small room in order to aid flexibility of use as a study or utility room it should be provided with a window, lighting point and power point. This is particularly relevant to attic improvements.	
10.	Mobility Standards	(See note 24)
10.1	<i>All dwellings should incorporate mobility standards as far as possible. The minimum corridor width should be 900 mm with door sets of the same width where improvement is proposed. Thresholds to internal doors should be avoided and level entrances provided to all dwellings where entrances are being reconstructed.</i>	

SECTION FOUR

COMPONENTS

C/01

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
1.	Windows	(See note 25)
1.1	<i>Do not replace sound original frames if minor repairs will put them in good order.</i>	
1.2	<i>On all public elevations, new frames should be designed to fit the original openings. Where original openings have been altered detrimentally the opportunity should be taken to reinstate them in sympathy with the original design. The design of new frames should match that of original frames in terms of proportions of subdivisions and weights of transoms, mullions and glazing bars. On rear private elevations simplification of sub division by glazing bars will be acceptable.</i>	
1.3	<i>If new window openings are to be created they should be proportioned to match other windows in the property and its neighbours.</i>	
1.4	Set all window frames back from the wall face by the same amount as original windows.	
1.5	ALL WINDOWS ABOVE GROUND FLOOR LEVEL SHOULD ALLOW FOR CLEANING AND REGLAZING INTERNALLY.	
1.6	<i>The maximum acceptable reach from inside is 550 mm and fixed lights or side hung casements should be designed within this limitation.</i>	
1.7	<i>Catches to all windows must be reachable from a standing position and easily manipulated with one hand. In dwellings where residents are elderly or disabled, an appropriate window design should be selected which allows fasteners to be fixed at low levels.</i>	
1.8	<i>The design of windows should allow for trickle ventilation and provide for security. In living rooms, particularly in housing for the elderly, low window cills and avoidance of transoms at eye level are important.</i>	
1.9	HIGH PERFORMANCE WINDOWS WITH INTEGRAL DRAUGHT SEALS ARE ESSENTIAL WHERE NEW FRAMES ARE TO BE INSTALLED. WHENEVER POSSIBLE EXISTING RETAINED WINDOWS SHOULD BE DRAUGHT SEALED.	
1.10	The design of the window frame and sashes should allow for subsequent addition of secondary skin of glass or system of double glazing.	
1.11	<i>Ground floor opening lights should not project over pavement areas.</i>	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
1.11	<i>Wherever possible, keep and repair stone, terracotta or brick decorative arches, lintels, surrounds and cills. If they have to be replaced, attempt to match or copy the originals or adopt a sympathetic pattern based on neighbouring properties of a similar type.</i>	
2.	Doors	(See note 26)
2.1	<i>Wherever they are sound, keep and re-use existing entrance doors. New entrance doors should match the original or others on similar neighbouring properties.</i>	
2.2	<i>The design of entrance doors should place a high priority on security and glazed panels should have wired or toughened glass.</i>	
2.3	Keep existing fanlights and if possible any decorative glass.	
2.4	<i>Ironmongery to entrance doors should be in keeping with original fittings and knockers should be fitted where appropriate.</i>	
2.5	<i>Letter plates should have internal hoods and prevent access to doorlocks.</i>	
2.6	<i>Five-lever mortice dead locks or cylinder locks with latches should be specified; a security chain in housing for the elderly should be provided.</i>	
2.7	<i>A glazed panel or peephole is also desirable to allow occupants to see callers.</i>	
2.8	<i>Letter cages should be provided on front doors in housing for the elderly and disabled. These should be deep enough to prevent children leaning in.</i>	
3.	Linen Storage	(See note 27)
3.1	LINEN STORAGE SPACE OF 0.5 CUBIC METRES IS THE MINIMUM AIM FOR ALL DWELLINGS. Where they do not already exist linen cupboards should be positioned in circulation areas as far as possible and ventilated and fitted with a heater if not containing the hot water cylinder.	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES																																												
6. 6.1	<p>Electrical Installation</p> <hr/> <p>THE PROVISION OF ELECTRICAL SOCKETS SHALL BE AS FAR AS POSSIBLE TO THE NEW DESIRABLE STANDARD IN 'HOMES FOR THE FUTURE'.</p> <p>viz.</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th colspan="2" style="text-align: center;"><u>Number of Electric Sockets</u></th> </tr> <tr> <th></th> <th style="text-align: center;">New Desirable Standard</th> <th style="text-align: center;">Parker Morris Desirable Standard (New min. Standard)</th> </tr> </thead> <tbody> <tr> <td>Kitchen associated with work surfaces, plus general use</td> <td style="text-align: center;">4 2</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Dining Area</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Living Area</td> <td style="text-align: center;">6</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Living/Dining area combined</td> <td style="text-align: center;">8</td> <td style="text-align: center;">—</td> </tr> <tr> <td>First (or only) Bedroom</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Other Double Bedrooms</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Single Bedrooms</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Hall</td> <td style="text-align: center;">1</td> <td rowspan="2" style="text-align: center;">1</td> </tr> <tr> <td>Landing</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Bathroom—shaver socket</td> <td style="text-align: center;">1</td> <td style="text-align: center;">—</td> </tr> <tr> <td>Store/Workshop/Garage</td> <td style="text-align: center;">4</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Single study bedrooms</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Single Bedsitting rooms (non-family dwellings)</td> <td style="text-align: center;">8</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>		<u>Number of Electric Sockets</u>			New Desirable Standard	Parker Morris Desirable Standard (New min. Standard)	Kitchen associated with work surfaces, plus general use	4 2	4	Dining Area	4	2	Living Area	6	5	Living/Dining area combined	8	—	First (or only) Bedroom	4	3	Other Double Bedrooms	4	2	Single Bedrooms	4	2	Hall	1	1	Landing	1	Bathroom—shaver socket	1	—	Store/Workshop/Garage	4	1	Single study bedrooms	4	2	Single Bedsitting rooms (non-family dwellings)	8	5	(See note 40)
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6.2	<p>SWITCH AND SOCKET OUTLETS SHOULD BE LOCATED FOR EASE OF USE AND, WITH THE EXCEPTION OF KITCHEN OR WORKSHOP SOCKETS WHICH SHOULD BE LOCATED ADJACENT TO WORK SURFACES, SHOULD BE AT LEAST 600 mm ABOVE FLOOR LEVEL. THEY SHOULD BE OF THE SWITCHED TYPE, PREFERABLY WITH NEON INDICATOR LIGHTS.</p>																																													
6.3	<p><i>Circuit breakers should be fitted rather than rewireable fuses. Consumer units should be at a convenient height and positioned for easy access. Circuit breakers should be clearly labelled.</i></p>																																													

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
6.4	Earth leakage circuit breakers should be fitted to sockets likely to be used externally.	
7.	Telecom	(See note 41)
7.1	<i>Where there is no existing installation and new solid front ground floors are being installed a duct through the external wall should be provided for a telephone line and possible future communication system. Supply wiring in the duct with B.T. socket internally and an external joint box.</i>	
8.	Main Services	(See note 42)
8.1	<i>The water main stopcock, gascock and electrical mains switch should be readily locatable and easily operated.</i>	
8.2	<i>Distribution pipes should not be buried in floor screeds or behind dry linings unless in ducts with access covers.</i>	
9.	Sound Insulation	(See note 43)
9.1	A HIGH STANDARD OF SOUND INSULATION MUST BE PROVIDED TO PARTY WALLS AND TO PARTY FLOORS WHERE THESE ARE BEING CREATED BY SUBDIVISION OF EXISTING LARGE PROPERTIES.	
	PARTICULAR ATTENTION MUST BE PAID TO PARTY FLOORS TO LIMIT IMPACT AND STRUCTURE BORNE SOUND, ESPECIALLY WHERE EXISTING TIMBER FLOORS ARE INVOLVED.	
9.2	<i>Living rooms should as far as possible not be sited above bedrooms.</i>	

SECTION SIX

MANAGEMENT
AND
MAINTENANCE

M/01

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
1.	<u>Programme and Notification</u>	(See note 44)
1.1	THE CONTRACTOR IS TO BE REQUIRED TO PREPARE A FULL AND DETAILED PROGRAMME OF WORK SO THAT THE PROVISION OF INFORMATION TO RESIDENTS REMAINING IN OCCUPATION AND ARRANGEMENTS FOR DECANTING OF OCCUPIERS CAN BE PROPERLY CO-ORDINATED.	
1.2	IF RESIDENTS ARE TO BE DECANTED, SPECIFY THE MAXIMUM NUMBER OF PROPERTIES WHICH ARE TO BE VACATED AT ANY ONE TIME. ALSO INCLUDE A MAXIMUM PERIOD ALLOWABLE FOR WORKING ON EACH DWELLING.	
1.3	THE CONTRACTOR IS TO GIVE IN SUCCESSION 3 WEEKS AND 1 WEEKS NOTICE OF HIS INTENTION TO START WORK ON EACH PROPERTY, EITHER TO GIVE TIME FOR DECANTING ARRANGEMENTS TO BE FINALISED, OR TO GIVE DUE WARNING TO TENANTS WHO WILL REMAIN IN OCCUPATION DURING THE COURSE OF THE WORK.	
2.	<u>Protection</u>	(See note 45)
2.1	THE CONTRACTOR IS TO BE REQUIRED TO PROVIDE COMPLETE PROTECTION FROM THE WEATHER TO ALL EXISTING STRUCTURES EXPOSED BY THE WORKS. <i>Where occupiers will remain in residence during the course of the works the protection should be wind and weather proof to a very high agreed standard and subject to clear rules about replacement after work is executed by the various trades.</i>	
2.2	<i>The Contractor is to be responsible for any damage to residents' furniture or effects which are consequent on the carrying out of the works. He is to provide protection/storage facilities for property at risk during the course of the works.</i>	
2.3	<i>All occupiers who are to remain in residence are to be provided with an emergency telephone number which can be rung at any time and outside normal working hours. The Contractor is to provide an emergency service, which can respond to calls at any time, to carry out temporary repairs should a failure occur in weather protection measures.</i>	
2.4	Arrangements are to be made for the main Contractor to be responsible for maintaining and checking all existing flues and vents in proper operation and liaison with the appropriate service authority such as the Gas Board for inspection and overhaul of flues and appliances to ensure conformity with relevant current regulations.	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
2.5	WATER SUPPLIES, MEANS OF SPACE, WATER HEATING AND COOKING FACILITIES ARE TO BE MAINTAINED DURING WORK TO OCCUPIED DWELLINGS.	
2.6	Where the work involves new central heating or water supply systems the installations should be protected from frost damage and/or drained down while properties are unoccupied.	
2.7	Free access and facilities to all occupied properties are to be maintained at all times.	
3.	Handover Procedure	(See note 46)
3.1	At least two weeks notice is required of the date of practical completion and handovers should not be immediately before Christmas or other Public Holidays.	
3.2	The Contractor should allow for the viewing of refurbished dwellings by prospective tenants or occupiers as appropriate.	
3.3	Where the work involves the installation of new fixtures and equipment, the architect should arrange for the provision of one hour of user instructions to the occupier upon completion.	
4.	User Manual	(See note 47)
4.1	<i>A complete user manual is to be provided by the architect to the occupier of each dwelling which sets out details of the heating system and its controls the use of all appliances and fittings and maintenance requirements of the finishes and structure of the building.</i>	
5.	Defects	(See note 48)
5.1	Any defects which come to light after the handover of the work shall be attended to in accordance with the contract as quickly as possible. The Contractor shall be responsible for defects which become manifest during at least the first six months following handover.	
5.2	Occupiers are also to be provided with an emergency telephone number to ring during the defects liability period in case of leaks or bursts.	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
6.	As Built Drawings	(See note 49)
6.1	The architect shall supply information describing in full all the works as carried out not more than 12 months after practical completion.	
7.	Participation, Complaints and Inspections	(See note 50)
7.1	The architect is to be responsible for the provision to occupiers of information about the works proposed for each property and he is to deal with all enquiries or complaints about the work. To facilitate this he is to make himself available, on a regular weekly basis, to meet occupiers by appointment, to discuss any problems or complaints. He will also attend as necessary all public or resident group meetings to discuss the works.	
7.2	Prior to work commencing, the architect is to record the existing condition of the dwellings in conjunction with the occupiers, particularly where only partial works are proposed. These records are to be kept and included with the as built information.	

SECTION SEVEN

PLANNING REQUIREMENTS	P/01
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REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
	<p>Planning requirements relating to the particular scheme should be entered in this section. The following is a list of items which should be included:</p> <p>Location and boundaries of the scheme. Content of the scheme in its surroundings. Development constraints if extensions, additions or alterations are proposed.</p>	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES

SECTION EIGHT

TECHNICAL
SPECIFICATION

T/01

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES
	<p>Technical requirements relating to materials, components and equipment should be entered in this section. The following is a check list of items which should be considered:</p> <p>STRUCTURAL ELEMENTS External walls Internal walls Floors Stairs and Access Balconies Roof Structure</p> <p>COMPONENTS External doors Windows Internal doors Ironmongery</p> <p>FINISHES Exterior finishes Interior finishes Floor finishes Ceilings Roof covering.</p> <p>PIPED SERVICES AND DISPOSAL Soil, vent and waste systems and rainwater goods Gas and water supply Space and water heating Refuse disposal</p> <p>ELECTRICAL SERVICES Electrical installation Telephone installation Warden-Call system Television Fire alarms and equipment Lifts</p> <p>FIXTURES AND FITTINGS Kitchen layout and equipment Sanitary fittings Laundry equipment</p> <p>LOOSE EQUIPMENT Soft furnishings</p> <p>EXTERNAL WORKS Drainage Planting</p>	

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES

SECTION NINE

ADDITIONAL REQUIREMENTS	A/01
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REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES

**ADDITIONAL
REQUIREMENTS**

A/03

REF.	BRIEFING ISSUE FOR CONSIDERATION	CONCLUSIONS OR NOTES

SECTION TEN

EXPLANATORY
NOTES

EN/01

REF.	EXPLANATORY NOTES	NOTES
1.	<p>This section should be used to specify the extent of the scheme. Addresses of the properties to be rehabilitated and a description of the desired extent of works should be included as a minimum.</p> <p>Where it is proposed to carry out conversion work to create accommodation different to that which exists, the preferred dwelling mix must be specified.</p> <p>Where it is proposed to provide additional accommodation by extension of the existing properties, the requirements for this must be specified.</p> <p>Parking requirements, where appropriate must be specified.</p> <p>Where the Architect is to be required to investigate the potential for rehabilitation and is to report back to the Client with proposals or alternative schemes, this must be clearly defined. When a scheme has been decided on by the client, it should be clearly defined as above (see also notes 2-6).</p>	
2-6	<p>These are investigative sections requiring the Architect to analyse the existing situation and make recommendations to the Client. The Client must clearly define the limits of the Architect's investigations and the stage, relative to other activities, when he should make his report.</p> <p>The Client may have information on the views of residents about existing problems. This should be included so that it can be taken into account during the investigations.</p> <p>Based on the Architect's report, the Client will have to confirm a detailed brief defining the extent of work to be carried out.</p>	
7.	<p>"Homes for the Future" divides play provision into 'toddler', 'young child' and 'young teens'. Specific requirements for those groups will depend on existing or anticipated occupancy and adjacent facilities. An example would be:</p> <p>"On the cleared site by Amber Villas between 185 and 197 Winson Street, a toddlers play area will be required incorporating a suitable seat, a small climbing log and stepping stones etc. Care must be taken to ensure that it is not practical to play ball games and the gable to No. 1 Amber Villas must be protected from the possibility of nuisance arising from the use of the area by older children. The design must retain a clear overview of the whole site from properties on the other side of Winson Street".</p>	
8-11	<p>The detailed application of these standards can be refined during the development of the design.</p>	
12.	<p>Further information should be provided on the type of fencing and finishes required and their locations. For example:</p> <p>"All timber fences should be stained and not painted. Vertical poles should be protected from individual removal by continuous wires stapled the length of fence runs. At the rear of properties, only fences fronting onto public or communal areas are to be renewed in this scheme".</p>	

REF.	EXPLANATORY NOTES	NOTES
13.	<p>Details of particular site requirements should be provided. For example:</p>	
	<p>"Clothes drying facilities are only to be provided for the use of residents in flat conversions. Rotary driers should be avoided and clothes posts and lines be the standard provision".</p>	
14-17	<p>The detailed application of these standards can be refined during the development of the design.</p>	
18.	<p>Other standards should be specified.</p>	
19.	<p>Other standards should be specified. Preferred kitchen units (make and type) should be specified under 'Technical Specification' (Section 8).</p>	
20.	<p>Other standards should be specified.</p>	
21.	<p>Other standards should be specified. Preferred bathroom fittings should be specified under 'Technical Specification'. (Section 8).</p>	
22.	<p>Other standards should be specified.</p>	
23.	<p>Other standards should be specified, particularly finishes to cupboards.</p>	
24.	<p>Other standards should be specified, particularly preferred threshold arrangements.</p>	
25.	<p>Other standards should be specified, window design, type and materials should be specified under 'Technical Specification'. (Section 8).</p>	
26-31	<p>Other standards should be specified.</p>	
32-34	<p>Other standards should be specified, particularly types of insulation.</p>	
35-37	<p>Other standards should be specified.</p>	
38.	<p>Other standards should be specified. The preferred type and make of heating equipment and fittings should be specified under 'Technical Specification'. (Section 8).</p>	
39.	<p>The following are examples of the type of information which will be required:</p> <p>"Family dwellings: individual gas or electric heaters in each room or gas wet system according to owner's/occupier's preference. Flat conversion scheme: gas fired group heating scheme with individual meters".</p>	
40-43	<p>Other standards should be specified.</p>	
44-50	<p>These sections should be amplified to identify the particular administrative and operational requirements of the Client.</p>	



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