

Appendix 4

BREWSTER HOUSE AND MALTING HOUSE STRUCTURAL WORKS

THIRD PARTY ROLES AND RESPONSIBILITIES

Ref	Project Action	Wates- Contract award by LBTH	Specialist Subcontractor- contract award by Wates	Wilde Carter Clack- appointed by LBTH
1	Original outline structural design			Developed original design and specification
2	Development of the outline structural design	Overseeing the works on site	Development of the design and specifications following pilot installations on site	Monitoring and providing advice whilst the design is developed
3	Final structural design	Approval and sign-off of the specialist subcontractor final design and specification (This is now Wates' design and specification)	Proposal of the final design and specification	Due Diligence - comment and sign-off of the final design and specification
4	Mobilisation of the contract	Wates proposes the sequence of works. Wates responsible for the site establishment	Collateral warranty with the Council	Comment and sign-off of the sequence of works
5	Progress of the contract	Responsible for the specialist subcontractor's works and the overall site	Delivery as per the agreed design and specification	Ongoing monitoring and comment on the progress of the works
6	Resident consultation, management of furniture and belongings, respite and decant	Responsible for overall management	Liaises with Wates to ensure that agreed times, date and individual property requirements are adhered to	
7	Variations	Approves variations	Requests variations	Monitor and comment on variations
8	Interim valuations	Processes	Requests	Monitor and

		valuations	valuations	comment on valuations
9	Completion of works to individual flats	Checks and sign-off of completed flats	Offers completed flats for handover / re-occupation	Monitor and comment on completed flats
10	Completion of the external structural works	Checks and sign-off of completed elevations prior to EW1 installation	Offers completed elevations for handover	Comment on the completed elevations
11	Sign off of works as per agreed design and specification	Formal sign-off as per agreed design and specification	Proposes works completed as per the agreed design and specification	Comment on the formal sign-off.
12	Practical completion	Proposes site to Council for handover	Proposes works to Wates for handover	Comments on the handover
13	Making good defects	Proposes site to the Council as defect free	Proposes works to Wates as defect free	Comments on the completion
14	Final account	Processes final account	Requests final account	Comments on the final account

NOTE: Wates signs-off the actual installation. WCC will check that the installation is in line with the design and specification.