

## **Stock Condition Surveys**

### **How the contract would work**

MKCC will provide a prioritised programme identifying what work is required where. Delivery against the programme will be a tracked performance measure linked to contracted requirements.

Data will be managed as per the programme which will include:

- Time frame for relevant documents to be received by MKCC in the way specified
- Information following on site works to be with MKCC within the time frame set within the performance indicators
- Information is to be titled as per MKCC instruction such as “BLOCK NAME” “BLOCK NUMBER” – “UPRN” – “SURVEY TYPE (ASBESTOS RI, FRA ETC) – “Survey Reference” - “DATE” (Block name must match format of contract list provided)
- Information to be submitted as required which may include any of the following; MKCC Housing Management System (NEC), MKCC email account, MKCC share point location, other system
- Information to be the right way up and legible

Management and oversight:

- Contractor will provide a name individual to manage the contract and remain responsible for performance
- Contractor to share a training matrix for key positions which will be updated 6 monthly
- Contractor not anticipated to subcontract works out, if this becomes an issue, contractor to request of MKCC in advance where the same standards and terms will be expected to be applied
- Regular meetings will be set up as per the performance indicators which are expected to be face to face. Meeting frequencies will vary according to volume of work and performance
- Performance indicators will be established that will be required to be reported against regularly
- clear escalation processes will be established and adhered to in event of any issues found on site or elsewhere
- invoicing is to be monthly valuation submissions for approval prior to invoice submissions.
- work done is subject to an MKCC audit – this will feed into valuation review and approvals
- contractor to undertake own audits against the specification and address any issues promptly

Remedial works:

- Contractor to provide report on all remedial requirements and actions arising from their discipline including risk profile and recommended timescales for completion via the monthly reporting.
- Any immediate hazards should be reported to the MKCC H&S Team by phone at the time of inspection/survey with a follow up email, detailing the problem and recommended remedial action

Enabling access:

- Where access is required to individual dwellings, the access process is to be managed in line with MKCC Access Protocol.
- MKCC will share an access process for contractor to work through. This will include contact to residents, carding, letters and then referral to MKCC

Performance will be managed through regular meeting and performance indicators. The indicators are likely to include:

- submission of information as per the specification covering timeliness and quality
- providing performance reports as required
- health and safety, data security and management
- availability of key role holders

## Stock Condition Surveys

<b>A</b>	<b>Activity</b>
	Undertake Stock Condition and Surveys and Energy Performance Assessments to independent dwellings, flats and blocks.
<b>B</b>	<b>Property Type</b>
	Dwelling to include:
	Houses and Bungalows
	Flats and Maisonettes
	Total stock for above property types is 10,998
	Blocks - 828 No.
<b>C</b>	<b>Supplier Credentials/Accreditations</b>
	Members of the Royal Institute of Chartered Surveyors
<b>D</b>	<b>Survey/Inspection Frequency</b>
	Each property to be visited once every five years.
<b>E</b>	<b>Estimated Volume</b>
	One fifth of the property portfolio as detailed under item A per annum.
<b>F</b>	<b>Anticipated Contract Duration</b>
	2 - 3 Years
<b>G</b>	<b>Brief Scope</b>
	Surveys will be undertaken using MKC's asset management database.
	Data to be collected in a pre-determined format at site level to support MKCC's 30 year budget planning.
	Data to be collected in a pre-determined format at site level to support MKCC's planning with regard to Decent Homes Standards.
	Condition surveys to:
	Either, check and overwrite existing condition data if present ensuring accuracy of key criteria.
	Or, collect new condition data if no existing data exists in line with key criteria.
	Key Criteria
	Component type - as per MKCC condition structure.

	Component age.
	Component renewal year.
	Repair type.
	Repair quantity.
	Relevant notes and observations
	Collect HHSRS data identifying category 1 Hazards by exception and associated relevant notes and observations.
	At the same time as the condition survey:
	Undertake Energy Performance Assessment and produce Energy Performance Cert
	Provide energy survey data in an Excel format to be determined at the pre-contract stage.
<b>H</b>	<b>Programme</b>
	MKCC will provide a full programme at the tender stage.
<b>I</b>	<b>Operational Process</b>
	The operational approach will follow MKCC Outline Process
<b>J</b>	<b>Reporting Specifics</b>
	See Outline Process.