

YOUR PROJECT WORKBOOK

Address

Date

Name

*“Make Better Happen
with YOOP Architects”*



YOOP Architects
yooparchitects.co.uk
02089546291

YOUR PROJECT WORKBOOK

Part A - The Process

4+4 Steps to Success

Part B - Client Support Information

Important learning for homeowners

Part C - Visual Finishes Schedule

Your decoration choices written down

Part D - Support Schedule

*Information for Builders about
responsibility and quality*

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Process to Success

Achieve Your Dream Home in 4 + 4 Steps

Planning 4 Steps

Step 1: Your Dream

Everything begins with a conversation. Our favourite projects are the ones that start with your family and the understanding of the needs and dreams you are looking to achieve. A meeting in your home is essential so we can start to explore some initial ideas right away and open the door to what solutions might be possible to make better happen.

Step 2: Scribbles

This is where the fun and adventure begins! From our earlier discussions, the brief that we will help you to write, and a measured survey (if necessary) we will draw up some initial options. Then, together with you and your family we will start to unleash the magic of potential and narrow down which of these options will best work for you. All of our customers love this part of the process, and so do we.

Step 3: Meet the builders

After decades in the construction industry we have worked with some great builders and can help you find someone who you can trust with your home. We will introduce you to a few, or you might have one or two of your own in mind, and we'll get some ballpark costings on paper for you. **Important Note:** Meeting some builders super-early in the process is key to getting the

result that you want at the end. You are looking for budget advice.

Step 4: Planning

The first official stage is the Planning Application . Don't worry, we will submit these on your behalf and chase them up until we get the OK. Planning "Granted" is always a great moment. How will you celebrate?



**4 + 4 Steps:
4 Planning Steps
& 4 Delivery
Steps**

Process to Success

Achieve Your Dream Home in 4 + 4 Steps

Delivery 4 Steps

Step 1: Building Regulations Information

With a successful planning approval, a set of drawings is now required to achieve compliance with all the building rules and regulations. Once again, this is done by us, and not something that you need to worry about at all.

Step 2: Construction information

Together we will agree on the materials and a plan of how everything will proceed. The construction stage is where we relay this information to your builder so they know what is going on too. You will also now need a Structural Engineer. See Section 8 on what an engineer does. We will get the quote for you.

Step 3: Choose a Builder

You met a bunch of builders in Planning Step 3. So you have known them for many months. Hopefully developed a relationship with the one you communicate well with. You know who is a good fit for you and your project.

All the Contractors can receive the information including finishes information (what tiles on the floor, Socket style etc). They can all come back with a formal quote. This is called the Tender Process. From there, you can assess each quote on a like for like basis.

Step 4: Contract Set Up

Now you have everything set, you may even have a Contractor, but there needs to be some paperwork.

The paperwork should cover some basics;

- Who you are, Who they are.

You would be amazed how many people hire builders they know little about beyond a mobile number.

- Contract value, Contract documents.
- Time frame
- Program.
- Payment schedule.
- A simple contract.

There will be more detailed information on this further in the Workbook. This is the simple overview.

Summary

So we have covered the 4+4 Steps to achieve your dream extension. This is the overview and we can now get into a bit more detail. There is also the summary table at the back of the workbook for easy reference.

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Client Support Information

1.0 Preamble

The purpose of this section is to give homeowners an overview of things that can be encountered while renovating and extending.

Understanding of various terms will aid in communication to your architect, engineer and builder.

The better the homeowner understands the process, the more control of time and money. This also leads to reduced anxiety and stress that a project may create.



2.0 Building Regulations Documents

What are building regulations?

The Building Regulations are minimum standards set out for construction and alterations to virtually every building to ensure the safety and health for people in or about those buildings.

Building regulations approval is different to planning permission. You might need both.

What happens if I don't comply with building regulations?

- The person doing the work could be prosecuted and fined
- Your local authority could make you remove the faulty work/ pay for it to be fixed
- Without approval you will not have the certificates of compliance you may need when you want to sell your home

<https://www.yooparchitects.co.uk/planning-permission-and-building-regulations/building-regulations/>

3.0 Construction Set

These drawings differ from Building Control Drawings as their main focus is to show the builder how it all goes together. Detailed sections show where the roof meets the wall and where the wall meets the foundation, the relationship to the ground etc.

These drawings should also show steel positions and how they are insulated or decorated, ie wrapped in plasterboard.

A lot of Architects will show all the information together. So it looks like one set of drawings. Hence the confusion with Building Control information.

So why would you split Building Control and Construction information?

We produce the Building Regulation set. Then issue this to the Building Inspector, Home Owner, Engineer, Contractor (if known). Its usually quite quick, This allows;

- The Inspector to comment on it and ask any questions or clarifications.
- Allows the Home Owner to change things when is still easy, update furniture layouts, look at lighting positions, utility tweaks, roof light tweaks etc. These changes are usually cheap as the building work has not started and engineering is not finished.
- Allows the Structural Engineer to design the structure and foundations including roof structures.

All the comments come back to the Architect. The changes can be now incorporated and the job can be completed by creating the Construction Drawings. This has more detailed information and will take the Architect more time to create. This also means it is a harder set of information to change. So it makes sense that everyone should comment prior to this set being produced. The

In Summary;

Building Control set is faster to create and allows everyone to receive information quickly and each can progress with what they have to do. In contrast to the Architect producing the Construction Drawings incorporating the Building Control Information. Everyone would have to wait for this information. Once received, the Home Owner, Engineer, Building Inspector may want changes! So then the Architect would have to amend what was a finished set. Potentially resulting in delays.

4.0 Build Over Agreement Information

Firstly, this is really normal and is not a big deal.

This is when your waste pipe connects to a pipe that is shared with neighbours. Typically it's a pipe that runs along the rear of the property in your garden.

By adding a rear extension you may be building close to or actually over this pipe.

So the Water Authority (who owns the pipe!) do not want you to break it or damage it. This is usually everyone's goal.

How do you know you have a shared pipe in proximity? We can call Thames Water Developer Services and ask (although they will not always know). Also if you have a manhole which is lining up with a neighbours manhole and no manholes going out to the front this can be a good clue.

What to do?

We can submit to the Water Authority on your behalf, a Build Over Agreement. We show where the pipe is and we include details

showing how the builder will not put pressure on the pipe. Think of a door underground that the pipe goes through.

Tip: just a note, what is in the ground is sometimes a mystery and even the Water Authority do not know with certainty. So sometimes you need to allow things to unfold when building on site. You will always have the watchful eye of the Building Inspector. If you are on a tight deadline or time sensitive, we can also just submit a Build Over Agreement (it costs £335). This will be refunded if not required. This can avoid delays and uncertainty on site.

5.0 Advice on Party Wall

A great source of anxiety for people. When we submit for planning, the application is a public and visible set of documents. Your neighbours could be receiving a letter from Party Wall Surveyors trying to get a job by creating anxiety.

What is a Party Wall? It's a wall shared between two properties, typically can be seen in a terrace house or semi detached. But also if you build foundation with 3m of other foundations then you may require a Party Wall Award.

You do not actually require an award. Why get one? Well it will protect you and your neighbour if something goes wrong.

A surveyor will undertake a schedule of conditions of your neighbour's wall, recording any cracks etc. So that way you will not get any claims against you which are not fair. Also the Award can agree how your property will join another. Like a join in a roof etc.

Best plan is to discuss this with your neighbour. If an award is proposed, then get your neighbour to suggest a Party Wall Surveyor, and then that surveyor will act for all parties. Remember

you pay the bill and your neighbour has the right to have their own surveyor at your cost!

A surveyor is independent and is in fact working on behalf of the wall, strange as that sounds. But you get the pleasure of paying the bills!

Hope that helps.

6.0 JCT Homeowners Contract Document

<https://www.waterstones.com/book/jct-building-contract-for-home-owner-occupier-who-has-not-appointed-a-consultan/9780414050365>

Buy this contract, its super easy to use and we suggest to get it from Waterstones, support UK business and local business.

It's super easy to fill it out. There is a copy for the contractor and one for the homeowner. It covers who each party is. Do you know where you Builder lives or actual registered address? The amount of money, time and what drawings/ information describes the job.

If you let someone else fill in the form, chances are that you will not understand it.



7.0 Scope of Works Document

A basic list of items referred to by the drawings. These are usually produced on large and complex jobs. On smaller jobs the information is covered by the specification on the Building Regulation and Construction drawings. The finishes are in the YOOP Visual Finishes Schedule.

The YOOP Visual Finishes Schedule is described in Section 14.0

So what is the YOOP Visual Finishes Schedule?

This is a list of typical finishes and fitments where you define the items of sanitary wear, kitchen and finishes to all rooms.

It is very helpful if you use it to track all your choices. If it's important to you, write it down. You will not forget, it will be costed and known by the builder and yourselves. Omitting any items is easy, adding can be harder and more expensive.

It is set out room by room so making decisions will be easier.

8.0 Engineers Information

So the Engineer is necessary to design the structure. We usually get a quote from our good value and preferred Engineer for you to approve. You can also get your own.

The Engineer will design the;

- Foundations
- Beams and opening
- Box frame scenarios for big openings
- Roof structure
- Any large holes like roof lights

They provide both drawings and calculations.

Drawings

They show beam sizes, connection details, foundation details.

The Calculations

The calculations prove that the beam sizes and such are correct and meet the minimum standards. Typically the key thing is not holding up the building it's the amount of movement allowed. The more movement, the more cracking of things that can not move occur like bricks and wall linings.

Both the drawings and calculations are required by the Building Inspector.

9.0 List of Drawings

These will be the final drawings produced by YOOP Architects, The Engineer and also any support schedules including the Visual Finishes Schedule by the homeowner.

Final list of documents;

List of Drawings are;

- Approved Planning Drawings (produced by YOOP)
- Building Control Drawing Set (produced by YOOP)
- Construction Drawing Set (produced by YOOP)
- Engineers Drawings and Calculations (produced by Engineer)

Support Schedules are;

- Visual Finishes Schedule (produced by Homeowner)
- Other

Other Drawings and Information

Any information by Specialists like kitchen designer/ supplier

10.0 Client Responsibilities

Insurance

The Contractor should cover Insurance of Public Liability and to cover damage to the property of the adjacent property.

Also we recommend you do not rely upon their insurance should something happen. We suggest you get a separate policy to cover the works. Your normal household insurance policy will not cover the works. Any structural alteration will make your current policy void.

Some suggested people to contact.

Gary Philip

GPS Insurance

07900825535

gp@gpsib.com www.gpsib.com

Jo Barker, Cert CII

Account Executive

Renovation Plan

jo.barker@renovationplan.co.uk

www.renovationplan.co.uk

13.0 Client Generated Information

This is where your input is required.

What will be on the floor in each room? Walls? Paint? Wallpaper?

Kitchens, bathrooms. They all need some very personal input. The products, styles and textures are all on line. Choice is probably too

much these days. Houzz, Pinterest, Instagram have an endless supply of looks.

We also recommend IdealHome magazine. This is an excellent and practical magazine with prices and products. Real life stories from people that have finished the process.

14.0 Visual Finishes Schedule

A finishes schedule is the name given to the list of what is on the floor and walls etc. Interior Designers and Architects use this term.

We provide a template. Populated room by room. Everything is easier room by room. Start with the big items like the flooring.

Sockets, doors, door handles, front door and more.

There is lots of useful websites on the form also. Populate and drop in images from the web of the items you have chosen. It builds the interior of your new home. You can also detail or write down any special requirements like under stairs storage, shelves in a specific location etc. A special lamp in the hall that is heavy. Add the information in this document just so the builder is aware.

15.0 Trees

Everyone loves trees until it affects your house or well being.

Trees in proximity to new foundations will require those foundations to be deeper. Also if you are in highly shrinkable clay, this can generate deeper footing to your extension.

If you have both a tree and highly shrinkable clay you can run in to specialist foundation types. Willow trees are particularly thirsty so coupled with highly shrinkable clay can lead to raft foundations or pile foundations.

The Engineer should advise early on so this can be priced up front and it is not a surprise on site and lead to delays.

It does not hurt to send an email to the Engineer when they are appointed to look for any trees are in proximity.

16.0 Contractors Quotes

What the Builder Should Provide.

So you have a bunch of Builders. We hopefully introduced you to a few.

You give them;

- Building Control Set
- Construction Set
- Building Over Agreement Information
- Any Party Wall Award Information
- Visual Finishes Schedule
- Project Support Document (this document)

They should give back to you in 2 weeks or time agreed. The following list of documents.

16.1 Pricing document

A breakdown on the project. It is their interpretation of all the information.

16.2 Program

A written down program of what happens in each week. This allows you to know that they are on track and have done what they said they would do. This is important for payments.

16.3 Payment Schedule

Dates when they want paying and how its linked to the Program/ progress

16.4 Insurance

Do they have the necessary insurance? Do they have the required Health and Safety knowledge to comply with the current regulations?

17.0 Contractors Responsibility

Contractor to set out on site prior to construction. Contractor to set out in plan and heights to ensure the design fits within the site. Fits within key elements of eaves, party walls, boundaries, any retained windows, doors etc.

Contractor to ensure the correct internal room space is created also.

Any discrepancies in the drawings or any information to be reported to the Architect.

This is to ensure any boundaries or discrepancies are identified before work starts.

Notes:

Note to Homeowner:

Remember nothing is perfect, especially your existing house. So there are times where best fit is required. Your house is not a car or an iPhone assembled in factory conditions. It is not a spreadsheet that can be correct to many decimal places.

It is a large collection of custom situations that require many custom solutions and decisions. So we suggest that when you visit Builders previous extension work you establish your agreed level of “perfect” for your house and your budget.



18.0 Important Roles

Building Control Inspector

It is the Clients responsibility to ensure the Building Inspector is appointed prior to works starting on site. (Yoop will get you a quote).

It is the contractors responsibility to engage with the Building Inspector at key times. Liaise with the Inspector/Architect when changing any specification.

Building Inspector for this project is;

Company

Name

Phone

Email

Structural Engineer

Clients responsibility to ensure the Engineer is appointed prior to works starting on site. (Yoop will get you a quote)

Structural Engineer for the project is;

Company RM DMS

Name Richard Millar I Eng AMI Struct E

Phone +44 203 553 2808

Email rm@rm-dms.co.uk

Other

Company

Name

Phone

Email

19.0 Well Being/ Surviving the Build

Extending and remodelling is rewarding yet stressful. Some top tips on how to survive/ thrive and style it out.

Tip: Write how you will feel living in your new home. Its great to review this every morning during the build!

Tip: Plan a holiday at the right moment to escape the build, or move out if you can.

Tip: Try not to move back too soon, let the builders finish all those small jobs.

Tip: A happy build crew is a productive one. Bring them cakes and biscuits or similar!

Tip: Be nice to everyone! Its good for your wellbeing, focus on how you will feel in your new home.

Tip: Give yourself a list of 5 challenges that have not happened yet. Be mentally prepared to tackle them in a positive way. This will make you react in a positive way if and when there is an issue. Avoid assuming everything will be perfect by chance.

Tip: Keep a site book and get the principle site person to note things each day, progress, any decisions or changes etc.

Its an opportunity for the builder to shine and let you know all those small things homeowners are unaware of. They can take a photo of the day and send to you. The feeling of progress is great for all involved.

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SUPPORT SCHEDULE

This schedule is a general schedule to define minimum quality. It is aimed so that contractors and homeowners have the flexibility to find best value and cost for their project rather than being restricted to a defined specification.

EXTERNALLY

External Services

Contractor to identify any alteration required for domestic incoming services at tender stage and inform the client and Architect of the implications.

Site Works

Any items damaged by the contractor in the course of construction to be made good, otherwise the scope of potential liability to be in agreement with the client and agreed in writing.

Parking

Client to advise Contractor of restrictions to parking on the street and in the area.

Welfare Facilities

All sites have workers and these works should have minimum facilities. A good WC, running water and shelter.

Client should ensure that the Contractor has provided these or agreed what can be used on site.

Fire fighting equipment and first aid equipment should also be available. These are hall marks of quality builders.

Care of Adjacent Buildings

Due care should be taken on the part of the Contractor to ensure that noise, dust, dirt & inconvenience to occupants of adjoining buildings is kept to a minimum.

Where damage or nuisance is caused to an adjacent property as a result of the Contractor's failure to take reasonable precautions, the Contractor will be expected to make good such damage at his own expense to the satisfaction of the client.

Scaffolding , Safety and Access Equipment

The main Contractor is to provide and be responsible for all necessary scaffolding, ramps, ladders etc. to carry out the works within the specification. The main Contractor is responsible for carting away all demolished & redundant items & waste and cleaning the completed site.

The Contractor will be the "Principle Contractor," as defined by the Construction (Design and Management) Regulations 2015 (CDM 2015) and will carry out all the duties required therein.

Structural Alterations (subject to Building Control approval)

Refer to Structural Engineers design. All structural questions should be addressed to the Engineer.

Setting Out

Contractor to set out on site prior to construction. Contractor to set out in plan and heights to ensure the design fits within the site. Check it fits within key elements of eaves, party walls, boundaries, any retained windows, doors etc. No elements including gutters to over-sail boundaries.

Contractor to ensure the correct internal room space is created.

Any discrepancies to be reported to the Architect.

This is to ensure any boundaries or discrepancies are identified before work starts.

INTERNALLY

Structural Elements

The look of structure is important. A beam that replaces a wall will be visible in the room when boxed in. This is called a “downstand” beam.

If you want the beam to disappear then it needs pushing up into the floor. This takes more skill and time for the builder and can cost more. Homeowners need to ensure what they are getting from the contractor.

This extends to any structure in the walls. Contractors should clearly state what they are pricing for.

Thermal Comfort

How well your home keeps the heat is related to the insulation in the house. This will be specified by the architect in the drawings and checked by the Building Inspector.

This includes insulation to new walls, floors, roof, and upgrading any existing elements where appropriate. Also external doors and windows.

Air tightness is also very important. So skim coats and where there are holes in the walls or roof. These should be sealed well.

Finishes

The client ideally should provide all finishes to the contractor before works start. Or in good time. (A copy of the YOOP Visual Finishes Schedule)

Services

The contractor is to engage with the homeowner and agree on the state and condition of service elements to define if they will be replaced, upgraded, or no change. Including;

- Boiler
- Radiators
- Any ventilation
- Alarms
- Other heating systems
- Underfloor heating (electric and wet)

Underfloor Heating

This is getting more popular now and can be easily included in a new floor. Systems for existing floors are also available.

Homeowner to discuss the fitting of underfloor heating to existing floor as this requires either the removal of the floor or using a thin system on existing floors.

Electric systems require insulation to be placed under to make sure the heat goes up and not into the structure.

Please note Combi Boiler is not usually suitable for a wet underfloor heating system.

Heating System

Contractor to check whether the position, capacity, efficiency and age of the central heating boiler is suitable for the enlarged space and additional bathrooms.

Electrical Installation

Contractor to visit the property and inspect the condition of the wiring system, before pricing, though contractor to assume a full rewire is required.

Contractor to agree the scope of services carried in the media plates, e.g. audio – visual comms etc.

Socket and switch type defined.

Any other Client requirements?

Drainage and Plumbing

The contractor to assess manholes and drainage connections prior to pricing. Lifting of manholes and checking invert levels to ensure they are comfortable with the drainage design. Any issue to be reported to Architect.

Building Fabric

The contractor shall use all good practice and workmanship to ensure that all damp proof courses (DPC), damp proof membranes (DPM), cavity trays and vapour control layers (VCL) are installed and to manufacturers instructions.

General Decoration

All new ceilings and walls to be skimmed and then painted as appropriate.

Paint or varnish all wood work as appropriate.

Paint finish to be a good quality and finish.

Doors

Any doors marked as a FD30 is a 30minute fire door. This is a system and as such all door furniture needs to be FD30 compliant including intumescent strips behind the hinges.

Skirting and Architraves

All skirting and architrave to be renewed throughout to match existing or direction from client. Client to inform contractor to extend of new skirting or match/ make good on existing.

Where engineered floor is specified, then the skirting and architrave to be positioned to allow the engineered timber expansion gap.

Tiling

All tiling should be onto an appropriate substrate. Tiles to timber floors should be onto a suitable substrate to ensure they do not move or crack.

Bathroom and Rooms with Moisture

Ensure that all light fittings are the required rating to comply with a damp environment.

Rooms to include extractors with over run function and isolator switch. Check with client for make and model.

Ensure all paint finishes are fit for purpose in damp environment.

All plasterboard in moist environments should be suitable for this purpose.

External Works

Any works to drive and patio is to be defined prior to construction.

Landscape and Trees

Use of the front and rear garden by contractors should be discussed. Any area that requires to be protected should be hoarded off.



Soak aways

Flooding is a big issue in society. Some councils and Building Inspectors are now requiring soak aways. Contractor to price for a soak away as appropriate in case this happens and is required by the Building Inspector. 1 cubic meter of soak away per 19sqm of roof as a rule. Refer to YOOP A3 page on soak aways.

Stairs

Any new stairs especially to loft should be checked on site before ordering. Any issues or questions to be directed to the architect. All stairs should be 850mm clear minimum.

All stairs need to comply with current Building regulations.

Asbestos and Hazardous Materials

Contractors to inform the relevant authority or specialist and client if any Asbestos or Hazardous materials are discovered.

Windows and Doors

All windows and doors should be checked on site prior to ordering. Trickle vents to be included as standard. (trickle vents are the small vents in new windows)

All windows and doors to ground floor or easily accessed should be PAS24 for safety and security.

Health and Safety

This is important as the home owner and contractor have responsibilities.

Homeowners should download the document at the web link below to ensure they know their responsibilities and contractor responsibilities.

https://www.hsa.ie/eng/Publications_and_Forms/Publications/Construction/Guide_for_Homeowners.html

Homeowner Check Sheet

A summary sheet of things to do.

1. Appoint an Engineer (YOOP will send quote)
2. Appoint the Building Inspector (YOOP will send quote)
3. Resolve any Party Wall Situations 2 months in advance of starting on site.
4. Resolve any Build Over Agreements if required (YOOP will advise if required)
5. Arrange Insurance for the works (do not rely upon the builder)
6. Finish your YOOP Visual Finishes Schedule (get the pages or word document)
7. Ensure you have visited a project Builder has finished to check quality of finish. You meet them early so this will be possible.
8. Provide contractors with Planning Set, Building Control Set, Construction Set, Visual Finishes Schedule
9. Agree what services are being replaced upgraded (for example the boiler and radiators)
10. Buy and complete with Builder JCT Homeowner Contract
11. Agree sensible program and payment schedule.
12. List of 5 challenges that have not happened...mind set for currently unknown challenges.

Contractor Check Sheet

A summary sheet of what contractor should provide.

1. A pricing document with breakdowns
2. What is not included (exclusions) Also what items and elements the homeowner is providing or is responsible for.
3. Any provisional sums - a price for what may be required but might not be. For example, a soak-away.
4. Start and finish dates
5. Program and payment schedule
6. Copy of Insurances
7. Complete with the owner a Builder JCT Homeowner Contract
8. A promise of a clean and tidy job site and that all workers and visitors have a safe environment.

