TC&D Construction

Construction
Refurbishment



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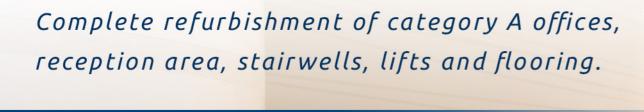
"TC&D Construction Ltd is an experienced family run contractor delivering a variety of high quality refurbishment and fit out work, both commercially and residentially for a range of clients.

We pride ourselves on our professional attitude & continuous high level of service, focusing on setting an industry standard for construction services nationwide. Our experienced and committed management team approach each project with the care and enthusiasm required to exceed our client's expectations, regardless of project size and value.

TC&D has an impressive portfolio of high end projects, completed always to our client's satisfaction, maintaining our superb reputation in the industry for providing a service over and above expectations in all aspects of the construction process, from inception to completion."

"We endeavour to surpass our clients specific requirements and using our team of specialists who have the knowledge and know, how we will transform your space into an environment that inspires you and encourages your aspirations."





SITE LOCATION: 60 Cheapside

CLIENT: William G Dick

CONTRACT SUM: £3,000,000

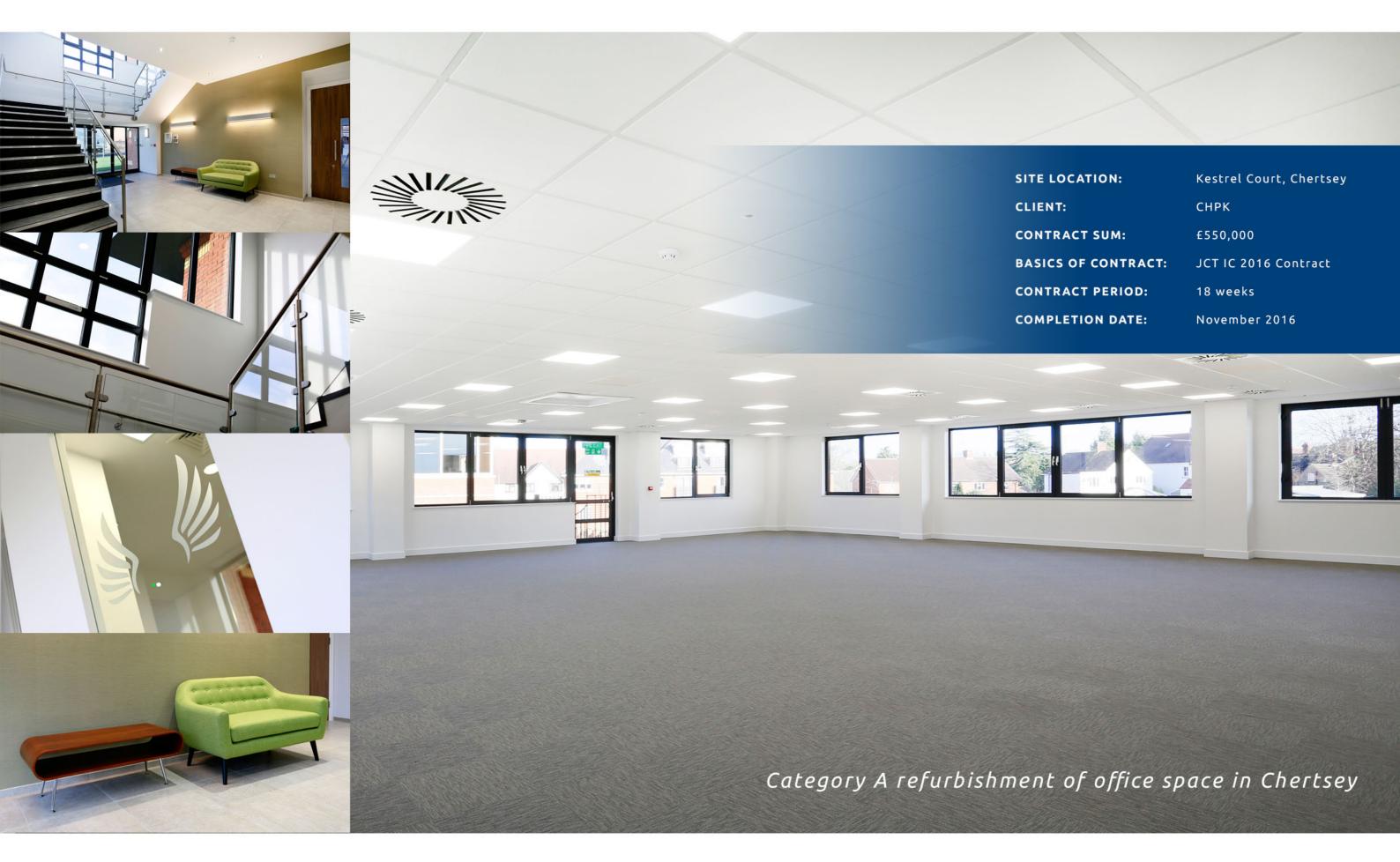
BASICS OF CONTRACT: JCT IC 2016 Contract

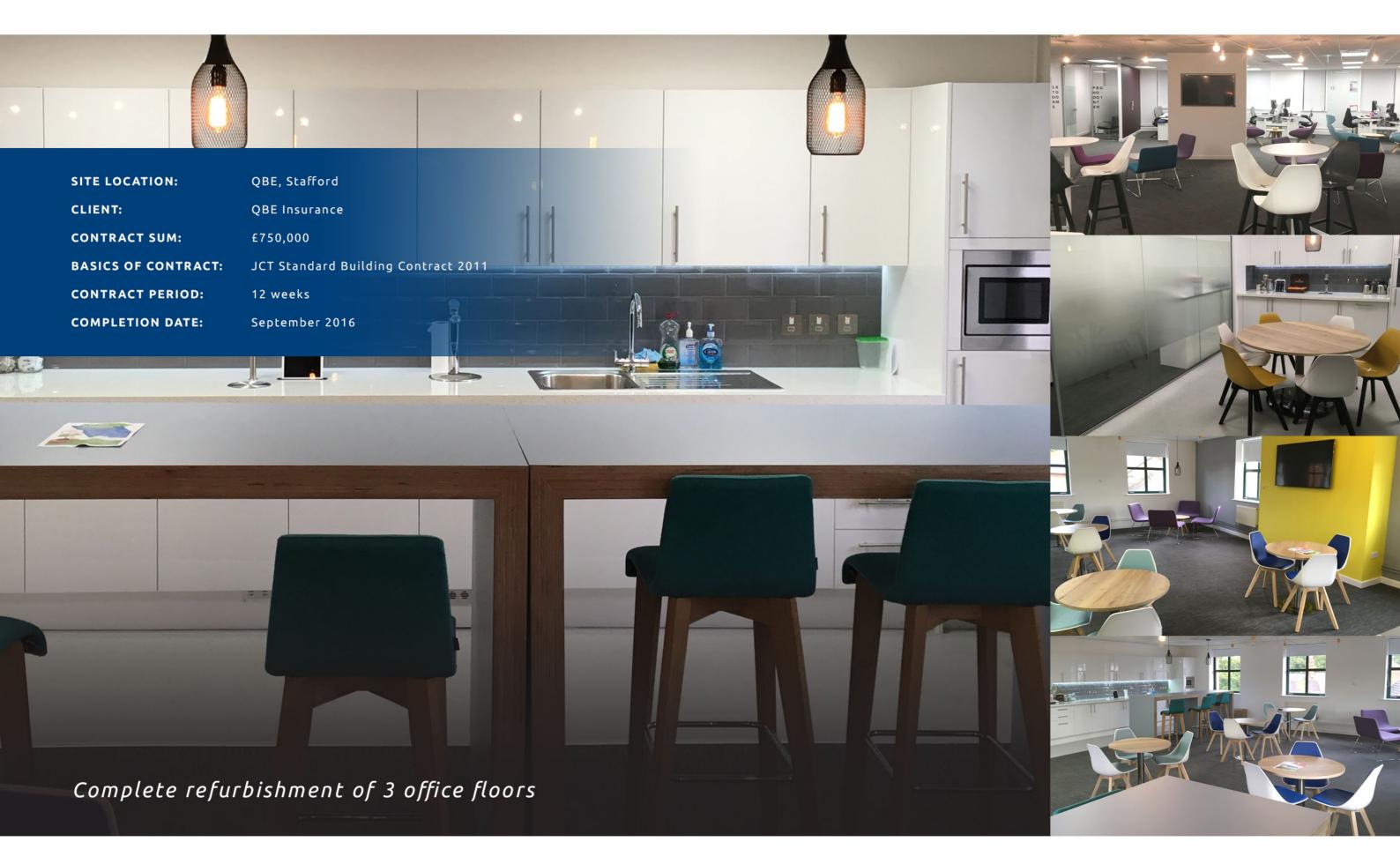
CONTRACT PERIOD: 60 weeks

COMPLETION DATE: Spring 2018



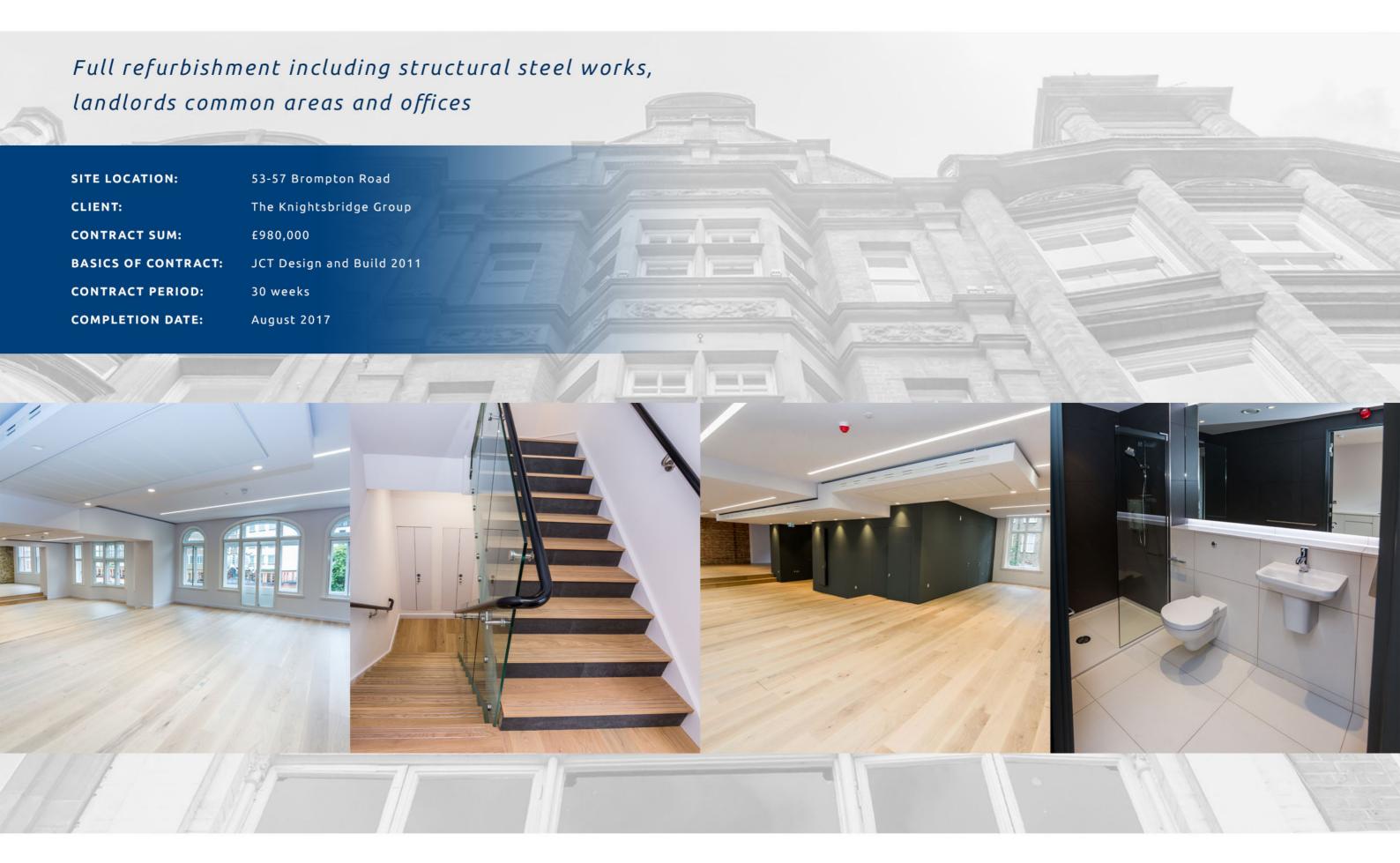


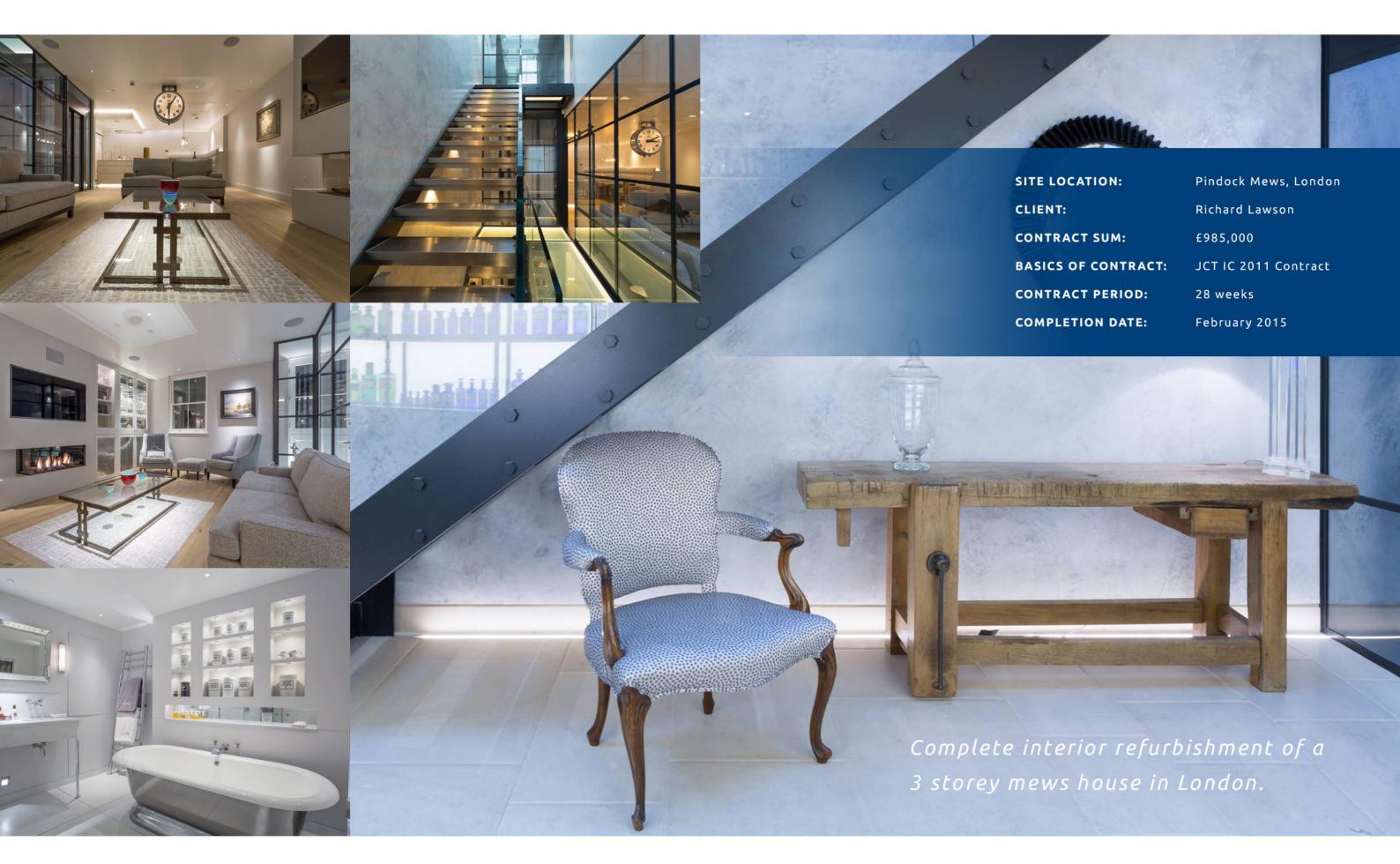


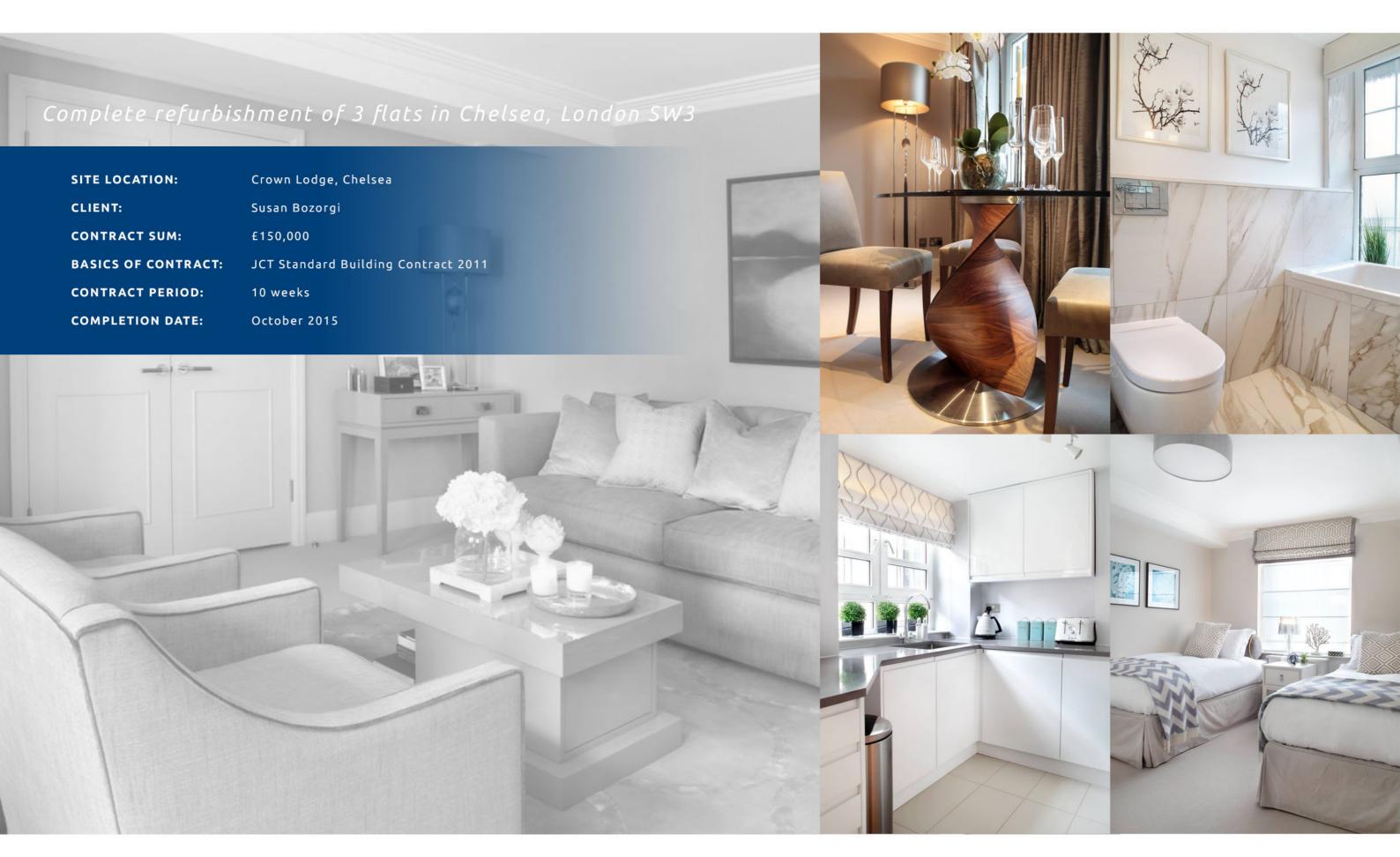












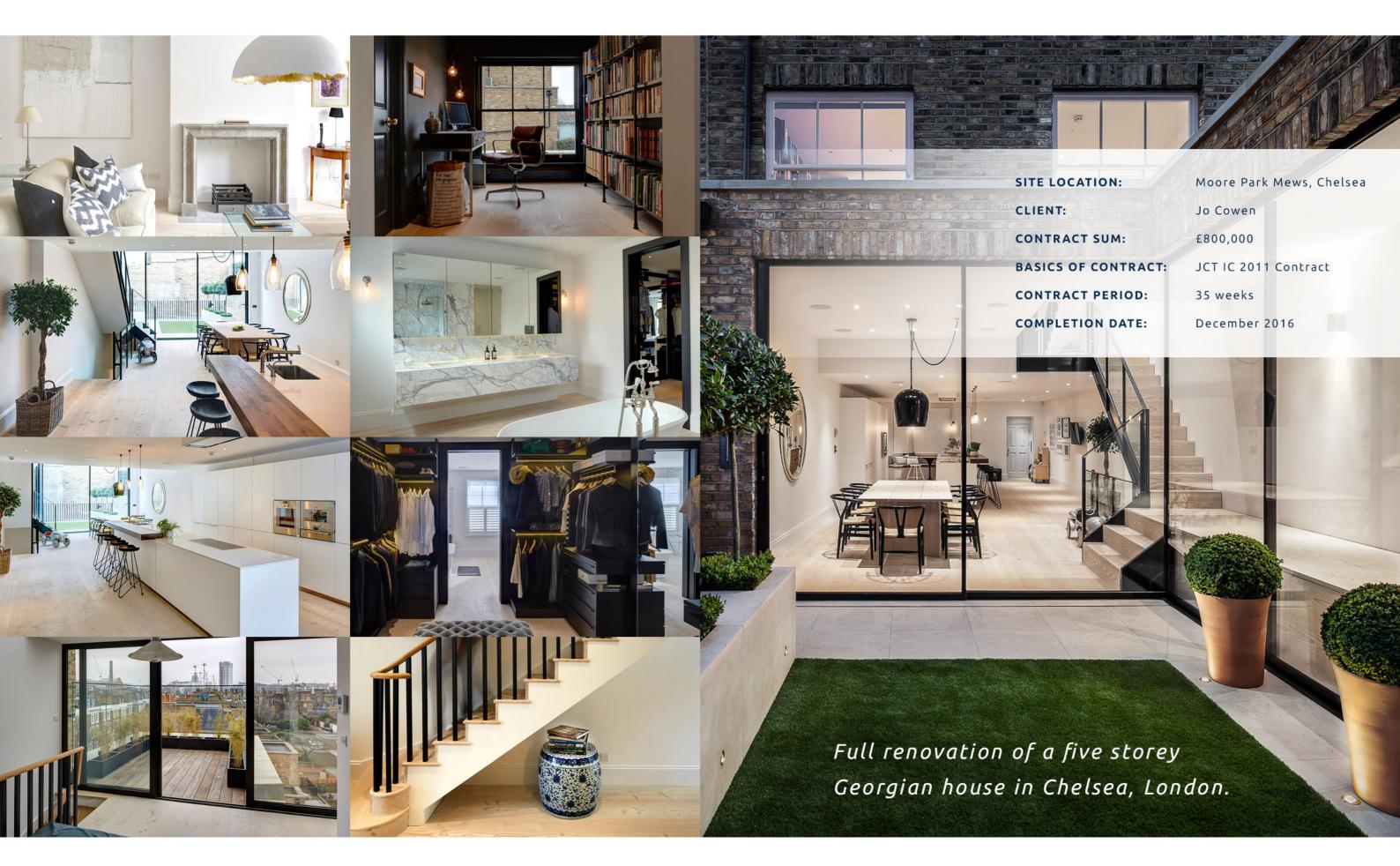


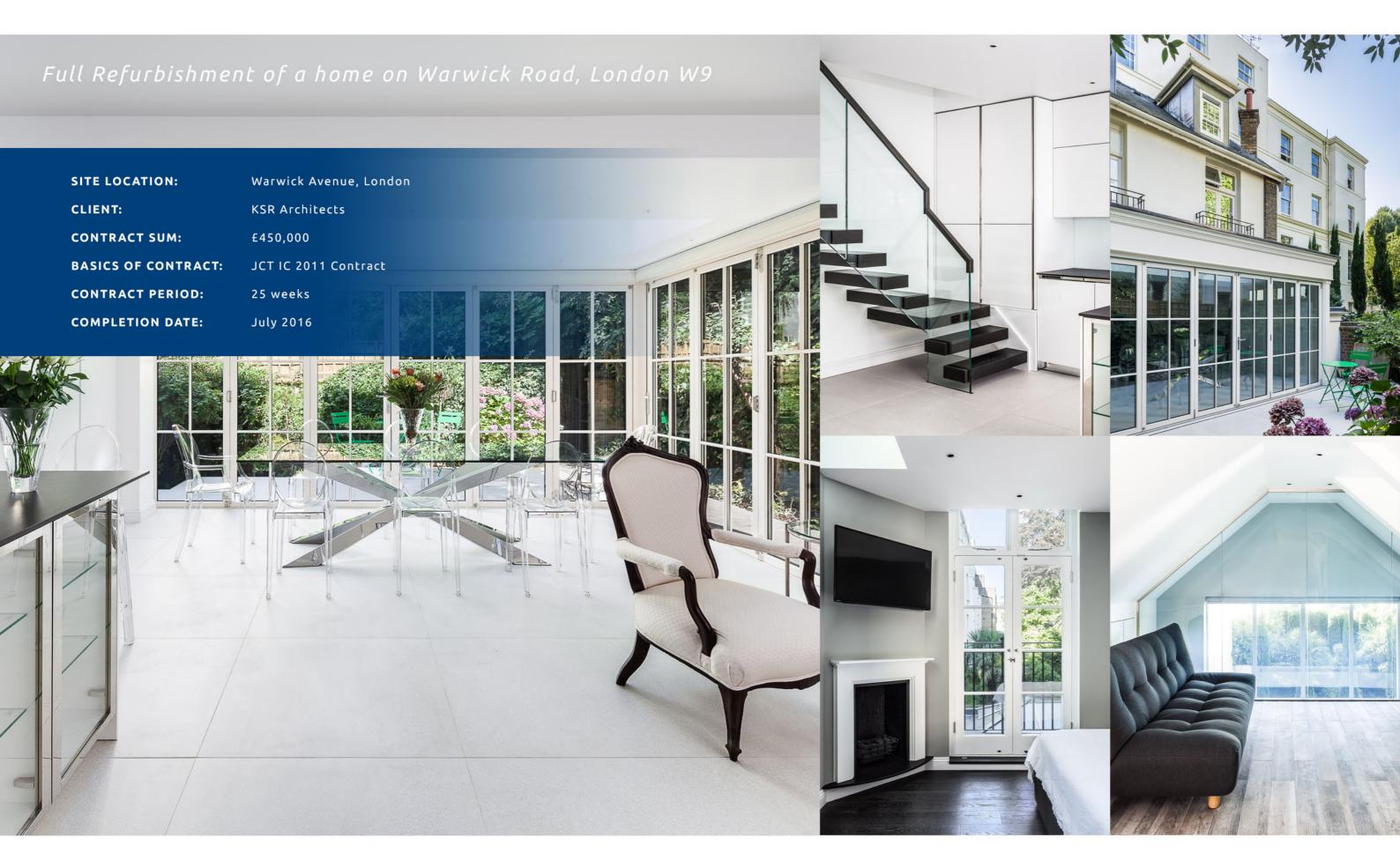


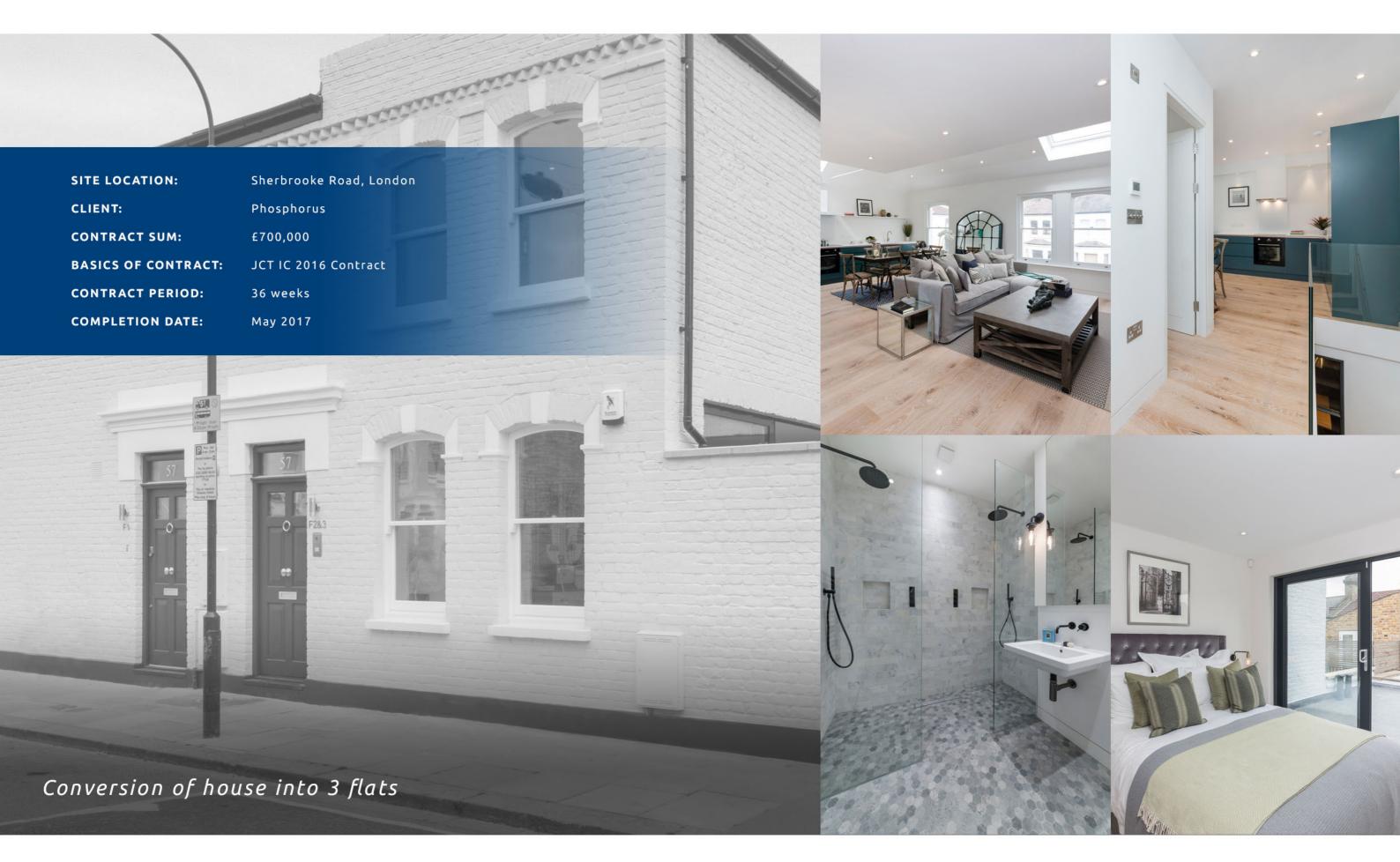


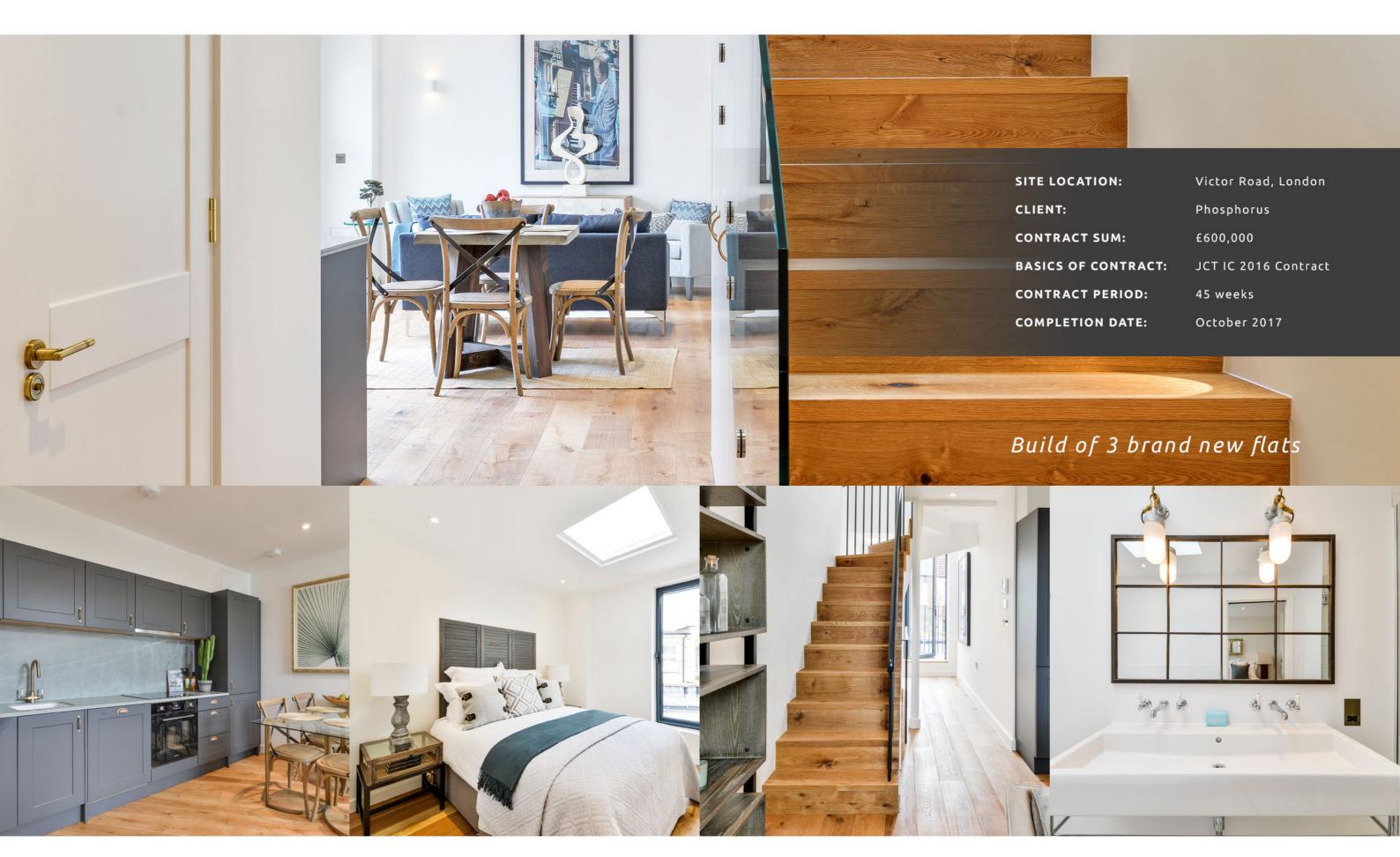


















At TC&D Construction, we have a long standing tradition of providing our clients with the highest standards of quality and we endeavor to meet their expectations at all times. In our view, quality is a way of thinking and acting to ensure that we deliver a defect-free, high quality product. With our experience and commitment we are confident that we have the ability to deliver the clients requirements for the fit out of any project.

Quality of the finished product is at the heart of our business and philosophy. Attitudes we bring include:

✓ Listening

✓ Meticulous planning

✓ Attention to detail

- ✓ Collaboration and co-operation
- ✓ Commitment throughout

We are totally focused on achieving an end product that we, our trades, the designers and the client can feel proud of. It is our role to create an environment in which the trades can perform to their best ability to achieve that end product.

As a BS EN ISO 9001:2008 registered company we have implemented processes and procedures that enable us to consistently deliver on our commitments to our clients. We will plan our quality control activities to comply with the specifications, schedules and drawings provided by the design team on behalf of the client. During the planning process of our quality control activities we will ensure that key supply chain members provide us with expert views on how best to control the activities being conducted.

As with all successful Quality Management Systems the control of our operations is modeled on the Plan - Do - Check - Act cycle.

- ✔ PLAN how we deliver the project
- ✔ DO what the plan outlines
- ✓ CHECK and analyse the results
- ✓ ACT on results to promote improvement



Planning our Site Quality Activities

Our project manager, will plan activities for the client projects documenting these in the contract management plan, including:

- ✓ Control of Contract Data
- ✓ Risk Assessments/Method Statements
- ✓ Health & Safety (inc Fire Prevention)
- ✓ Statutory Authorities, Site Establishment
- ✔ Progress Reports
- ✓ Records

- ✓ Planning & Programs
- ✓ Budget
- ✓ Environmental Management
- ✓ Contract Pre-start Meeting
- ✓ Meetings
- ✓ Site Operations Inspections

We will also produce a specific project quality plan particular to the contract.

"Every contractor we use must adhere to our quality management system and is expected to meet those standards on every project."

Managing Suppliers & Contractors

Contractors and suppliers will be procured for particular work packages, for example floor coverings or dry lining. They will be appointed in accordance with the procedure of our quality management system. Preference will be given to local SMEs, wherever practicable and cost effective.

We will use our sub-contractor pre-qualification process to make sure that:

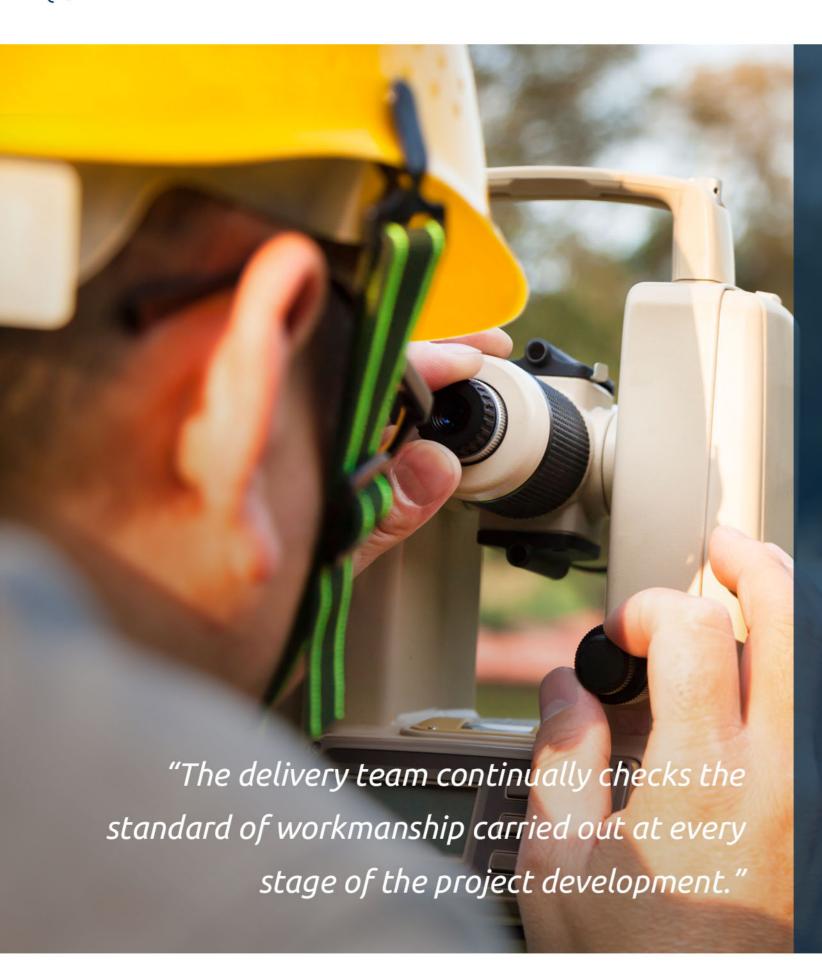
- ✓ They have a history of delivering the quality we expect
- ✓ Their culture & enthusiasm for quality matches our own
 - ✓ Their management systems are geared to eliminating defects

We will assess the staff the contractor is putting forward. We can also identify key individuals who are known for the quality of their work, and ring-fence them where necessary.

Each contractor and supplier must adhere to our quality management system and will be expected to meet the standards, specifications and requirements as detailed in their works package. Our site manager will hold regular meetings with contractors to track progress of their works and supporting documentation. Commitment and face-to-face communication are the keys to achieving zero defects. Communication is encouraged through:

- Ad hoc inspections by any of the project team with an agreed format to capture, review and clear any issues
- arsigma A 'no surprises' approach to raising issues as soon as they are observed
- ✓ An open door policy in the site offices





Controlling Materials On-Site

The Site Manger is responsible for checking all deliveries to site and off-loading the delivered items to a safe and secure location to prevent damage or deterioration. Materials found not to be in compliance with the standards and defined specification will be subject to the corrective and preventive action process as described later.

Workmanship Inspections

In process inspections will be carried out in accordance with the specification and the relevant British Standards; these will be outlined to each contractor at the appointment meeting and included in their sub-contract agreement. The project delivery team continually check the standard of workmanship as they go about their daily business. All results of in process inspections will be recorded and signed off by the inspectors on site specific inspection forms.

Auditing Quality

The quality audit has five main purposes:

- To enable new members of staff and contractors to understand our quality levels in detail and at first hand
- ✓ To determine common defects or problems
- To evaluate the quality of finished work of contractors to allow feedback and improvement
- ✓ To evaluate the performance of the TC&D Construction team in terms of finished quality
- ✓ To monitor contractor performance

Quality performance of the contractors is audited both in terms of documentation and on-site achievement against pre-determined criteria. Quality sign-offs will be required for construction zones and elements of the fit out to enable subsequent activities to progress.

Plant & Equipment

Our management procedures include systems for controlling the movement of all our plant and equipment, monitoring and fault reporting of this equipment, and records maintained of all maintenance and repair work undertaken.

Resolution of Issues

In our experience issues arising during project execution come from areas such as programme, design and poor communication. We will be proactive in highlighting and providing solutions as they arise during the execution of the project. By maintaining good communication channels with "the client" and their representative through technical meetings and progress meetings, we will ensure that they are aware of the status of all issues.

Any defects and nonconformity discovered are recorded and investigated and addressed in accordance with our formal procedure "Nonconformance, Corrective & Preventive Actions".

Our Site Manager will be responsible for ensuring that the workmanship on site is of a high standard that meets the expectations of the client and their design representatives. He will achieve this by following our project specific QA Plan and inspecting the sub-contractors and our work on a regular basis.

Operation & Maintenance Manuals

Your building management team cannot be expected to operate the building without accurate Operation and Maintenance information being in place. Early in the project we will agree the format of the manual with the design team and facilities team; a scope document will be drawn up and issued with the tenders so that all contractors are fully aware of the requirements prior to appointment. In particular, the scope document will need to identify how the base build record information is to be interfaced with that of the fit out.

The contractors will be encouraged to develop their draft operation and maintenance manuals during the early stages of the construction programme and will be incentivised to do so through the monthly trade contractor awards. These will be submitted to TC&D Construction without supplementary drawings and test certification for review by our team.

Detailed comments are returned to the contractor for inclusion and once this is undertaken, the manual is reissued to TC&D Construction. If all of the comments have been incorporated the document is forwarded to the design team for approval. The drawings and certification are submitted independently following the same procedure. Final record information will be in place before practical completion, subject to the provision of final certificates and drawings.

If sectional handovers are required prior to practical completion, the handover dates for these areas are prior to the due issue date for the operational and maintenance manual for the overall project, an interim solution will need to be implemented. This could be in the form of a separate temporary manual format such that it is compromised of separate volumes, thus enabling the volume for that section of the work to be completed early.





TC&D Construction take on the role of Principal Contractor on the majority of our projects and we have successfully delivered all of our projects since our foundation in 2006. We have built up an organization with the necessary expertise to carry out projects safely and to comply with all regulations including the CDM regs.

We inform our site team and trades what is expected of them and details how the project should be run so that work is carried out in a safe manner by trained operatives wearing the appropriate protective clothing.

We have developed a Health and Safety Management System, copies of which can be made available. The system contains a generic plan on which to base the project-specific health and safety plan which covers every risk to people working on or visiting site, and to the general public nearby. The plan also details back-up systems and procedures which support it.

Health and Safety ultimately relies on the vigilance of our management team and trades on site. This is encouraged through a highly health and safety-aware culture within our company, based on values such as:

- ✓ Ownership of issues and solutions to avoid risk
- ✓ Evaluating the risks which cannot be avoided
- ✔ Honesty and trust
- ✓ A hands-on management style to combat risks at source
- ✓ Dedication to the goal of an accident-free project

Safety is everyone's responsibility and we encourage an ethos of safe working and get everyone to participate. Creating awareness prevents problems and that is why each and every person entering one of our sites undergoes a stringent induction outlining potential hazards and the measures we have taken to minimize them.

The way we work is constantly changing and evolving. We are a dynamic company that embraces new working practices so in order for us to maintain our own high standards we employ the services of an independent health and safety consultant to keep us abreast of any changes in legislation or training requirements and who also conducts regular site safety inspections to supplement our own weekly in house inspections.

Everyone is responsible for Health and Safety at project level. We provide Health and Safety Induction training for everyone wishing to work on the project.

Trade Contractor Selection

We ensure that only competent operatives who can demonstrate the right experience and skill levels are considered for projects. At the end of every project, the trades' overall performance including their skills and approach to Health and Safety is assessed and fed back into our database. This information is then used when compiling subsequent bid lists.

Trade contractors with poor health and safety records are identified though our works contractor database and are not invited to tender. It is vital that the trades are made fully aware of the hazards on site and of their duties to their operatives and to others working on site.

Training

The team are specialists in their field and can demonstrate that they possess the skills to operate professionally. Each of our managers has an annual performance assessment and Health and Safety performance is one of the areas reviewed. Any skills updates or shortfalls are identified and corrective action implemented in the form of training.

Risk Assessments

Regulation 3 of the "Management of Health & Safety at Work Regulations 1999" requires employers to identify hazards involved in their work, and carry out an assessment of risks and implement suitable and sufficient control measures - a risk assessment. This is crucial to all planning of health and safety.

Prior to works starting, the sub-contractors appointed will carry out risk assessments for their scope of works. These will be job specific and specific to the project and site conditions.

The project manager will ensure that all sub-contractor risk assessments are reviewed before works commencing using the safety document review form. When reviewing risk assessments the 5 steps above should be referred to. If necessary sub-contractor risk assessments can be carried out on the TC&D Construction risk assessment form.

Risk assessment will be carried out in 5 stages:

- 1. Identify the significant hazards the sub-contractor should consider the job, how it will be done, where it will be done and what equipment, materials and chemicals are going to be used
- 2. Decide who might be harmed and how the sub- contractor should consider the operatives carrying out the task, other employees, other sub-contractors, members of the public, site visitors etc
- 3. Evaluate the risk and decide on what action to take the sub-contractor should ask if somebody is likely to be harmed. Where there is a risk of harm, then the sub-contractor should consider:
 - Can the hazard be removed completely?
 - Can the job be carried out in a different way?
 - Can the harmful substance be substituted?
 - If the risk cannot be eliminated can it be controlled by applying control measures?
 - Can protective measures be taken that will protect people?
- 4. Record the findings the findings of steps 1, 2 and 3 will be recorded on the Risk Assessment form.
- 5. Review the findings all risk assessments will be reviewed as site conditions may change, improved systems of work may be developed and the control measures identified may be inadequate



Method statements

Methods statements are not required by law, but have proved to be an effective method for identifying safe systems of work and adequate arrangements for health and safety of those undertaking the works. The method statement will set out how a job or process will be carried out, making reference to the risk and control measures highlighted on the risk assessment.

The project manager will ensure that all sub-contractors submit method statements prior to their works starting. Sub-contractor method statement should answer the question:

"How is this activity going to be undertaken safely?"

It will contain at a minimum:

- ✓ Name of the task for which method statement relates to
- ✓ Location of works & a clear description of the works including duration
- ✓ Full sequence of the works
- ✓ Access / egress requirements
- ✓ Details of plant and equipment being used, including leads, lighting, and hand tools
- Training requirements
- Third party considerations
- ✓ Requests such as isolations, relocation of access routes etc
- ✓ Supervisors name
- ✔ Permit requirements

Project manager will ensure that all sub-contractor method statements are reviewed. Method statements will be passed onto other sub-contractors if the works affects them.

All comments that the site team makes onto sub- contractors method statements and risk assessments will be communicated to the sub-contractor clearly, and recorded these will be incorporated prior to their works starting.

IMPORTANT

Works will not start unless an approved risk assessment and method statement are in place. The site manager will also make checks to ensure that the sub-contractors are communicating the contents of their method statements and risk assessments to their operatives.

Following a reportable incident (as defined by RIDDOR Regulations) or a near miss, the relevant Health and Safety advisor will be contacted and a Damage, Incident, Accident and Loss Report form will be completed immediately and sent to the Health and Safety department.

Any reportable accident (as defined by RIDDOR) will be reported to HSE within 10 days of the incident. We are concentrating on reducing our major injury occurrences by analysing each injury to spot any trends. Slips, trips and falls are still the largest category of accidents on our sites. We are working to increase awareness of the causes.

"Everyone is responsible for Health & Safety at project level. We provide induction training for everyone wishing to work on-site"



"We believe that our policy & experience in effective waste management will allow us to deliver a leading performance for the client." Sustainability Policies

Waste has become one of the most significant environmental issues of recent years. We have responded to this by setting targets to reduce our waste to landfill and by introducing site waste management plans on the majority of our sites.

The key points of our waste policy which will be implemented on the project are outlined below. We believe that our policy and our experience in effective waste management will allow us to deliver a leading performance for the client.

Implementation of an Effective Site Waste Management Plan

A project specific Site Waste Management Plan (SWMP) will be developed for this project in accordance with relevant guidance and will be made site specific prior to actual commencement on site. The plan details the opportunities for reusing existing materials and for reducing the amount of waste that is produced. This is regularly reviewed to ensure that all opportunities have been identified and all details are up to date. As well as maintaining legal compliance this plan will serve as a tool to assist the site management team in achieving resource efficiencies and cost savings.

Prevention of Waste in the First Place

In order to reduce waste at source, our experienced and trained staff will ensure that materials are accurately ordered and this in turn will prevent the wastage associated with over ordering. We will also arrange for just in time deliveries and will ensure that materials are stored securely on site to reduce the possibility of damage to materials.

Use of "Take Back" Schemes

We will investigate all local opportunities for supplier recycling and take back of waste streams such as plasterboard, carpet and packaging. Such schemes allow for waste product to either be put back into the manufacturing process or be recycled into a new product.

Segregation of waste

As space is limited on site, we propose to use receptacles which are designed to minimise occupancy space. We will also utilise skip signage in order to assist and promote the concept of segregating waste on site. Each receptacle will be clearly labelled as to the type of waste contained within. In addition, wastes from the site accommodation will be segregated as follows:

✔ Plastics	✓ Paper
✓ Cans	✓ General

At regular intervals the segregated waste streams will be collected and transported to a materials recycling facility so that ultimately they can be used to make another product.

Training & Communication

Guidance and information will be given to site operatives to facilitate their participation in the reuse and recycling of waste. During the induction process our site management team will highlight the receptacle segregation areas and inform operatives of their requirement to dispose of wastes to the correct receptacle. Regular environmental tool box talks will also be delivered to all operatives in order to help reinforce the recycling agenda to all.

We are realistic enough to understand that construction activities will always produce some waste, but this will be managed effectively, ensuring it creates the minimum negative impact upon the planet. Our focus on good waste management over the last 9 years has enabled us to lead the industry in this field. We are able to bring our experience in waste management to work to minimise the impact of this project on the environment.

Waste Reduction Strategies within Procurement & the Supply Chain

We will work with our suppliers and contractors to ensure that they do not over order materials and can return packaging for reuse. Furthermore, we may also be able to reuse packaging for the protection of finished works.

Additionally, we will also prioritize an early engagement with the selected waste management contractor in order to discuss our waste forecasts and to ensure an optimal receptacle strategy which ultimately maximises recycling.

To prevent damage and unnecessary rework we ensure completed works are adequately protected and create an environment of respect for other peoples' work. Programming and sign off procedures ensure rework is not created by having to revisit areas.

Pollution Prevention

The Construction Industry is the biggest polluter in the UK, with over 1000 incidents reported by the Environment Agency each year. It is therefore a priority to ensure that we minimise the amount of pollution that is created from our activities.

A range of detailed pollution prevention measures are communicated to our staff via our best practice manual, environmental training and induction and to our suppliers via the on-site induction meetings and environmental training.

Carbon Reduction

We are committed to ensuring we minimise our CO2 emissions wherever possible. We believe in reducing our carbon impact by managing our direct emissions.

We will work on your project to reduce carbon emissions by:

- Installing temporary lighting circuits that can be switched off when not in use
- Implementing a green travel plan to encourage the use of public transport
- Maintaining a strict delivery schedule to minimise vehicle movements and pollution



Green Travel Plan

A project specific green travel plan will be produced to ensure staff, operatives and visitors are encouraged to use public transport and minimise the project's carbon footprint. The plan will detail the local bus, train, tram, river and underground transport facilities that are available.

Sourcing Products Locally

Sustainable procurement is an important national policy priority, reconfirmed and emphasized in the UK sustainable development strategy. TC&D Construction understands that going beyond legal requirements and best practice guidelines will help achieve European directives on sustainable development.

TC&D Construction supports local communities by endeavoring to use local labour and local suppliers on projects. We invest in the local economy through procurement of local materials and supplies and enhance the local business community by supporting / creating market for small and medium enterprises (SMEs) and black, Asian and minority led enterprises (BAME) to better reflect the society in which we work and to create a more diverse supply chain.

All trade relationships are based on a fair and ethical approach considering the wider impacts communities in developing lands face.

Minimising Construction Disturbance to Neighbours

We recognise that strong neighbour relations are crucial during the construction process. This ensures the construction process runs smoothly and future neighbour relationships are not jeopardised. In particular, we will liaise regularly with local residents so they are kept up to date on our progress and any expected disruptions e.g. increased traffic in the area.

Considerate Constructors Scheme

We will register the project with the nationwide Considerate Constructors Scheme and will aim to achieve a minimum CCS score of 34/40.

We will adopt a methodical and experienced approach to the CCS from the startup of the project, covering all aspects of the Code of Conduct.

The Code forms part of our site induction and every member of staff and all site operatives are informed of our expectations. Site banners and posters from CCS will be displayed. Our daily site inspections, walk around and engagement with site operatives use the tenets of the scheme to ensure that everyone is working considerately. Our green, yellow and red card system ensures that everyone understands how important the scheme is to us.

A shift in client and public expectation has led to a demand for higher performance from buildings in terms of minimising environmental impact and providing a healthier environment for the occupants. Green or high performance buildings are intended to be environmentally responsible, economically profitable and healthy places to work.

















HellermannTyton









Daiva Staniukynaite **Managing Director**

TC&D Construction has been led by Managing Director Daiva Staniukynaite since its beginnings in 2006, demanding only the highest standards on every residential or commercial project we undertake, large or small.

Tom Cooper **Operations Director**

Tom is an experienced Operations Director with a strong track record in delivering a wide range of fit out and refurbishment projects. Tom has a flexible attitude toward project delivery and always ensures that Client requirements are incorporated into the programme without jeopardising quality.

Stewart Naish Project Director

Very much a 'hands-on' manager, Stewart has ultimate responsibility for the successful completion of the construction project and works closely with his teams. Stewart has an excellent professional reputation and has built strong external client relations throughout his career. He has excelled in bringing together project teams and delivering high quality projects.

Mindaugas Bernatavicius Commercial Director

Mindaugas will be responsible for all financial aspects, including the timely appointment of contractors and the formulation of reporting and change control formats to streamline the cost control process. Mindaugas understands the importance of achieving your vision within any budgetary constraints and has strong relationships with our supply chain to guarantee best value is maintained for you.



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George Johnstone Technical Services Manager

The role of the Technical Services Manager begins at the earliest possible phase of the project and he remains a focal point during the development of all technically related issues that arise during the contract programme.

Lyle Jeeves Contracts Manager

Lyle is the newest member of our team and already a great addition to the company. Despite his youth, Lyle already has project management experience dealing directly with clients together with extensive resident liaison and a good knowledge of the construction process from inception through to completion. With Lyle's wiliness to learn and sound construction foundation, we are excited to see him develop into an experienced Contracts Manager at TC&D Construction.

Arthur Kurkauskas Contracts Manager

Arthur has developed into an experienced Contracts Manager who has a good construction background together with site management experience to assist him in effectively overseeing projects for clients. Arthur is a reliable and valued team member at TC&D Construction and strives to complete all his project on time and within the clients budget.

David Knight Buildng Surveyor

Working with the team, David is responsible for developing our proposed strategy and will continue with its development during the next stage. He undertakes a proactive approach to planning and through attention to detail and incorporates all elements of design and procurement relating to the project activities.

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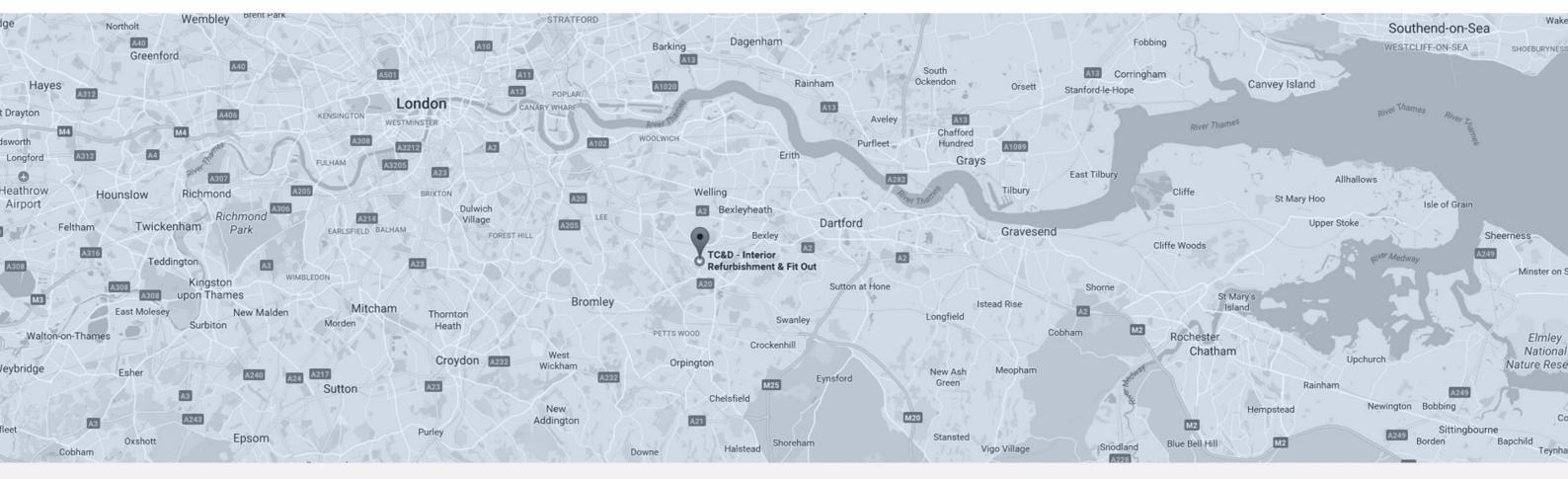
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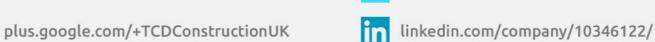
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