



Tenant In-Situ Requirements/Scope

GENERAL REQUIREMENTS:

The Building Contractor will be the Main Contractor and will be required to undertake the PSCS Role and will be responsible for the management, coordination, and programming of all the works.

The Contracting Strategy involves a Main Building Contractor (to include PSCS role), with domestic Subcontractors.

The Contractor will be required to facilitate Fingal County Council tenants as the dwellings are occupied and will remain occupied for the duration of the retrofit/upgrade works. Tenants may be elderly, have special needs, disabilities and or requirements and this should be taken into consideration by the Contractor. The Contractor will need to take into account phasing and scheduling of works due to services and utilities having to remain live at the end of each day. The Tenderer is to take account of this and all other requirements/observations as noted within this document and the tender documents in general when compiling the tender price.

The Contractor will be required to designate a Contractors Tenant Liaison Officer to be available for the duration of the project, and who will coordinate all activities between the Main Contractor and the tenants/residents and Fingal Co. Co. liaison officer.

- *The CTLO will be the Liaison between the contractors and the tenants.*
- *The CTLO will coordinate the necessary access for the individual properties in conjunction with Fingal County Council.*
- *The CTLO will deal with queries from the tenants regarding the extent, duration etc of the works in conjunction with Fingal County Council.*

The Contractor will be responsible for the programming of the works. The Contractor will allow for all coordination of all their sub-contractors, other contractors, and their works.

TENANT IN-SITU REQUIREMENTS:

Undertaking substantial construction works in a residential dwelling house while it is occupied by tenants presents unique challenges and requires careful consideration to ensure the safety, comfort, and well-being of the occupants. The following are some key considerations for Tenderers to consider when tendering for the Tenant In-Situ (TIS) works, however the list is not exhaustive:

By carefully considering these key factors and implementing appropriate measures, building contractors can successfully undertake construction works in residential dwelling houses while ensuring the safety and well-being of the tenants.

1. **Tenant Communication and Coordination:** Establish clear communication channels with the tenants to inform them about the construction schedule, potential disruptions, and safety protocols. Ensure they have a point of contact for any concerns or questions which in this instance will be the Contractors Tenant Liaison Officer appointed by the contractor.
2. **Tenants:** These properties are buy-ins from private landlords with tenants in-situ therefore there may be more tenants occupying a property than would otherwise be expected within standard Fingal County Council housing stock. These additional persons, if present, will potentially provide a more challenging environment in which the works must be undertaken, together with more belongings which will have to be worked around/protected and or moved.
3. **Tenant Presence:** No works can be undertaken when the tenant is not present within the property unless prior agreement has been provided by the tenant to the council that works can continue when they are not present within the premises. If no prior agreement has been provided to the contractor by the tenant all works must cease when the tenant leaves the premises and the works and any construction equipment, materials etc must be left in a safe state until works re-commence.
4. **Un-Attended Minors/ Vulnerable Persons:** If the tenant leaves an unattended minor/vulnerable person on the premises without a supervising adult present on the premises, all works must stop, and the contractor must vacate the premises immediately and the works and any construction equipment, materials etc must be left in a safe state until works re-commence. In the event of an un-attended minor/vulnerable person, the contractor will be obliged to vacate the premises, irrespective of whether they have an agreement to work in the absence of the Tenant's presence in the property. A minor is any person under the age of 18 years. The contractor will be advised of any persons who are considered vulnerable within the household in advance of works commencing. A booklet outlining our policy on working in and around children is available.
5. **Construction Schedule:** Develop a detailed construction schedule that minimizes disruption to the tenants' daily routines. Consider organizing work so that it does not clash with peak hours of household usage, i.e., meal times etc. Working hours are generally between 8am and 5pm, Mon to Fri unless by prior agreement.
6. **Safety Measures:** Implement stringent safety measures to protect the tenants from hazards associated with construction activities. This includes barricading construction areas, securing tools and materials, and providing clear signage to alert tenants to potential dangers.
7. **Noise and Dust Control:** Employ methods to minimize noise and dust generated by construction activities, such as using sound barriers, dust barriers, and scheduling noisy tasks for times when tenants are in other parts of the house.

8. **Access and Egress:** Ensure safe access and egress for tenants throughout the duration of the construction works. Maintain clear pathways and emergency exits and provide alternative routes if necessary.
9. **Utility Interruptions:** Minimize disruptions to essential utilities such as water, electricity, and heating. Coordinate with utility providers to schedule any necessary shutdowns or rerouting of services and provide advance notice to tenants. Where works necessitate that services are disrupted, such services shall be reinstated at the end of the agreed disruption period and in all instances shall be fully reinstated at the end of the working day. Ensure that a least one accessible toilet remains functional at the end of the work day.
10. **Protection of Property:** Take precautions to protect the tenants' belongings from damage during construction, such as covering carpets, furniture, blinds etc, and securing storage areas away from construction zones within the property. The contractor may be required to carefully move tenants' furniture and belongings to facilitate the works. Lifting and reinstate of floor coverings may be required.
11. **Health and Hygiene:** Maintain cleanliness and hygiene standards to prevent the spread of dust, debris, and contaminants. Contractor is to implement a 'Clean as You Go Policy' and communicate it to all employees and sub-contractors. Provide facilities independent toilet facilities for employees and sub-contractors. The tenant's toilet / washing facilities are not to be permitted for use by contractor's employees or sub-contractors irrespective of whether permission is granted by the tenant.
12. **Compliance with Regulations:** Ensure compliance with local building codes and regulations, as well as any additional requirements related to occupied premises. Obtain necessary permits and approvals before commencing work.
13. **Emergency Preparedness:** Develop a comprehensive emergency response plan in case of accidents, injuries, or other unforeseen events. Communicate this plan to tenants and ensure that all personnel are trained in emergency procedures.
14. **Contractual Obligations:** Review and adhere to any contractual agreements with Fingal County Council regarding the responsibilities and obligations related to construction works in occupied premises.
15. **Tenant Facilities:** Aside from the prohibition of contractor's employees and sub-contractors using the tenants toilet/kitchen facilities, contractors employees and sub-contractors are prohibited from using:
 - Electrical power including the use of power tools and phone charging.
 - Tenants water.
 - Wi-Fi connections
16. **Trip Hazards:** Protection of all wires to avoid slips, trips, and falls. In addition, care shall be taken with the location of the contractor's electrical generator.

17. **Power Tools:** A power tools and potentially dangerous equipment must be protected from use by minors/tenants.
18. **Material Storage:** Materials must be stored in a safe manner to avoid harm or injury to occupants. Contractors are required not to bring more materials to the property than they will use in the day/shift. Materials are not to be stored on the tenant's property outside of the contractors' working hours.
19. **Scaffolding & Fencing:** Where works are of a nature that scaffolding, hoarding or fencing is required, the contractor shall provide for safe access/egress to the property.
20. **Health & Safety Documentation:** The contractor shall provide H&S documentation for each property including sign-in / sign-out sheets for all employees and sub-contractors.
21. **Un-Authorised / Dangerous Works:** The contractor is obliged to report to Fingal County Council any un-authorised developments or dangerous works that they become aware of withing the property.
22. **Photography:** No photography, video, audio or other recording is permitted with the properties.
23. **Rule/Requirement Communication:** The contractor is required to communicate all of the above rules and requirements to employees and sub-contractors. Where appropriate these requirements shall be incorporated into the contractors Health & Safety documents.
24. **Queries:** If in Doubt, ASK