CONSULTANT'S REPORT

Guidance:

- Items 1 to 6 below must be addressed in any Consultant's Report.
- A full breakdown of all building costs, in sufficient detail that items can be identified and quantified, must be included in the consultant's report.
- Where the proposed works involve alterations/refurbishment within the existing building, the gross floor area of the portion of the building affected by the works must be stated.
- For applications in connection with mechanical, electrical and gas services the Consultant should consider all relevant building services Technical Guidance Documents (TGDs) and associated guidance documents and design notes as published on gov.ie. The report itself should comply with the guidance in TGD002, Sections 18.0, 18.1, 18.2 (Primary Schools) and TGD003, Sections 19.0, 19.1, 19.2 (Post Primary Schools).
- The Consultant's Report **must** be submitted in the format set out in the Template. Any variation may result in the school's on-line application being invalidated.
- The Consultant's Report **must** be provided to the school authority in word/PDF format in order to allow it to be downloaded as part of the on-line application.
- **Photographic evidence of the affected area is mandatory and must be included in the**

1. School Details – the following information must be provided:

School Roll Number	60263V
School Name	St Joseph's College
School Address	Lucan, Co. Dublin
Eircode	K78VW74
Contact Name	Bernadette Fitzgerald
Contact Number	01 628 1160
Contact E-mail	bfprincipalstjosephslucan@gmail.com

2. Describe the part(s) of the building for which the proposed project is required. Include, if applicable, details of number of rooms affected and the gross floor area of the building or portion of the building affected.

The new extension and refurbishment project at St. Joseph's College completed 2025 did not include for the replacement or remediation of external windows and doors in that part of the school building complex retained. The work proposed in this application comprises the replacement of all original aluminum windows and doors together with the replacement of original single skin coxdome roof lights relating to the existing school buildings. The existing aluminum windows and doors were installed in 2004 and are a simple double glazed powder coated aluminum system with friction type casement closers. The rooflights are single skin polycarbon Coxdome type on insulated upstands. Works proposed will include the provision of air tightness

taping, internal liners and window boards together with 3mm PPC profiled aluminum sills to be fitted over existing (and failing) concrete sills. While the recently completed school extension included for thermal upgrades to all existing flat roof areas and roof light upstands, replacement of the existing single skinned coxdome rooflights.

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3. Provide a full explanation of the nature and extent of the defect(s) with supporting photographs, and floor plans (or site plan of school) with affected area highlighted. (See circular for more information)

The original windows were installed under a Summer Works scheme in 2004, replacement of all external windows and doors. In relation to the existing windows and doors the following is noted:

a. Seals in many of the double-glazed units have failed.
b. Ironmongery has reached the end of it's service life – replacement ironmongery not possible in many instances because of frame deterioration through repetitive action.
c. No air tightness sealing was installed with original window and door systems compromising thermal performance.
d. U-value performance of original systems generally does not meet current backstop values.
e. In many instances, Part F compliance requires additional opening sections to achieve adequate purge ventilation.
f. Many high-level opening sections require automatic or manual winders because of configuration.
g. Original external concrete sills have no DPC's installed. These sills are generally in two pieces with a joint and some have additional cracking. Water ingress through the concrete sills to inner leaf is manifest in all areas. Overlaying the concrete sills with aluminum sills addresses this problem.

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4. When was the affected part(s) of the building last replaced and/or remedial works carried out? Where applicable, a description of previous remedial works should be included.

The original aluminum windows and doors were installed in 2004 under a DoES Summer Works scheme. Because of systemic defects listed in 3 above the school has not been able to effect a cost-effective remedial plan without replacement of existing window and door systems.

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5. What evidence is there of an effective maintenance programme for the affected area(s)?

As part of ongoing maintenance, the school caretaker regularly inspects all windows for defects, including broken glass, leaks, and issues with handles and ironmongery. The windows are cleaned annually, and any condensation problems are addressed by the caretaker. Where possible, broken handles have been replaced; however, window restrictors have proven more difficult to replace. To avoid further problems with restrictors, the caretaker applies oil or grease to ensure ease of opening. During the COVID-19 pandemic, the constant opening and closing of windows (and doors) for ventilation significantly increased wear and tear, leading to more broken handles, damaged hinges, and jammed locks. The school prioritises safety—so, on occasions when glass has broken and posed a health risk, they have promptly arranged for a professional company to replace the windows. Condensation on windows and roof lights in classrooms is extensive, and Architects have advised that this is due to failing seals in double glazed units and the remedy for this is replacement units. The Department of Education inspected the windows and doors in August 2024 and concluded that they need to be replaced in their Report. The school has 937 students and enrolement is increasing, including two specialised rooms for students with Autism. In these rooms, some windows suffer from internal condensation and there appears to be damage within the glass in one large window, and another window frame is not suitable for installing a blind—an essential requirement for the sensory needs of the students. While the caretaker has undertaken basic remedial work, the condition of these old windows has surpassed what routine maintenance can address. From the condition of the windows it is clear that hey have exceeded their expected lifespan, and replacement is now essential.

5a. Please indicate below by ticking the box(es) relevant to your project if including a climate action element of works in the proposed project:

Attic Insulation	☐	**Cavity Wall Insulation**	☐	**Bike Rack**	☐
Air Tightness works	☐	**LED lighting**	☐	**Heat Pumps**	☐

Electric Vehicle (EV) charging provision ☐

6. All proposed projects should include a breakdown of, including costs per m² of building area affected by the proposed works.

All proposed projects should be fully itemised and costs broken down, as follows: -

Item	Description	Quantity	Unit	Rate	Total €
1	Existing window replacement Phase 1				
2	Existing window replacement phase 2				
3	Existing window replacement phase 3				
4	Roof light replacement works Phase 1				
5	Roof light replacement works Phase 2				
6	Roof light replacement works Phase 3				
7	Main contractors' prelims				
8	Design Development				
9	Contingency				
10					
				Construction Sub Total	
				VAT @ 13.5%	
				Total Construction Cost	
				Professional Fees	
				VAT @ 23%	
				Total Professional Fees	
				Overall Total (Construction & Fees)	

All proposed Climate action aspects of projects should be fully itemised and costs broken down, as follows: -

Item	Description	Quantity	Unit	Rate	Total €
1					
2					
3					
				Construction Sub Total	
				VAT @ 13.5%	
				Total Climate Action Element Construction Cost	
				Professional Fees Relation to Climate Element of works	
				VAT @ 23%	
				Total Professional Fees for **Climate Element**	
				Climate Element Total (Construction & Fees)	

Consultants Details

IT IS IMPERATIVE THAT THIS SEGMENT IS COMPLETED. IF IT IS NOT COMPLETED CORRECTLY THE SCHOOL WILL NOT BE CONSIDERED FOR FUNDING.

Consultant Disciplines

The Consultant disciplines set out below are appropriate to the Climate Action Summer Works Scheme in respect of engaging professional advice to prepare a technical report. Consultants completing reports must be satisfied that they comply with the qualification requirements as set out below. Failure to comply with the qualification requirements, including the carrying of adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the application being invalidated and therefore not being considered for funding.

Please also refer to the Guidance on Procuring Consultants for Small Works (4th edition October 2021).

Consultant discipline	**Proposed scope of works >€500,000**	**Proposed scope of works <€500,000**
	Category	**Category**
Registered Architect	2, 5, 6, 7, 8, 9, 10	2, 5, 6, 7, 8, 9, 10
Chartered Civil/Structural Engineer	9, 10	2, 5, 6, 7, 8, 9, 10
Chartered Building Services (Electrical) Engineer	1, 3	1, 3
Chartered Building Services (Mechanical) Engineer	4	4
Registered Building Surveyor	2, 5, 6, 7, 8, 9, 10	2, 5, 6, 7, 8, 9, 10

In the case of multi-disciplinary practices, the firm must have a principal (i.e. director or partner) who meets the qualification requirements for the category of works being applied for.

Consultant Details:

Consultants First Name:

Consultant's Surname:

Consultant discipline:

Firm Name:

Firm Address:

Firm Telephone: _____

Firm email address:

Professional Membership Body:

Membership No/Registration No:

Conflicts of Interest

The concept of conflicts of interest shall at least cover any situation where staff members of a contracting authority, or of a service provider acting on behalf of a contracting authority, who are involved in the conduct of a procurement procedure or may influence the outcome of that procedure have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. In this context, a shareholding, equity or financial interest in a construction industry related contracting or supply company by an Applicant must be disclosed as part of this submission and, unless the Applicant can demonstrate that no conflict of interest exists, will be grounds for exclusion. Failure to disclose a potential conflict of interest which subsequently becomes apparent may be grounds for exclusion from further competitions for the provision of services.

Declaration

I confirm that I understand that failure to comply with the Consultant qualification requirements, including having adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the school's application being invalidated and therefore being excluded from consideration for funding. Please also refer to the Guidance on Procuring Consultants for Small Works (4th edition October 2021).

_____ _____

Signature of Consultant **Signature of Chairperson/Patron/ETB**

If you have any doubts in relation to the suitability of a proposed Consultant, please contact your school management body. The Department's decision will be final as to whether or not a Consultant is appropriately qualified for the purpose of this Scheme.

Consultant Insurance Details

IT IS IMPERATIVE THAT THIS SEGMENT IS COMPLETED. IF IT IS NOT COMPLETED CORRECTLY THE SCHOOL WILL NOT BE CONSIDERED FOR FUNDING.

Professional Indemnity Limit:
Name of Insurer:
Public Liability Indemnity Limit:

Name of Insurer:
Employers Liability Indemnity Limit:

Please Note:

Where you are a Consultant who is registered as a Sole Trader, you may not be able to complete the Employers Liability Limit insurance details above. Please ensure that you put 'N/A' in the Employers Liability Indemnity Limit.

Are you a Sole Trader* Yes/No N o
***Please see definition of Sole Trader below**

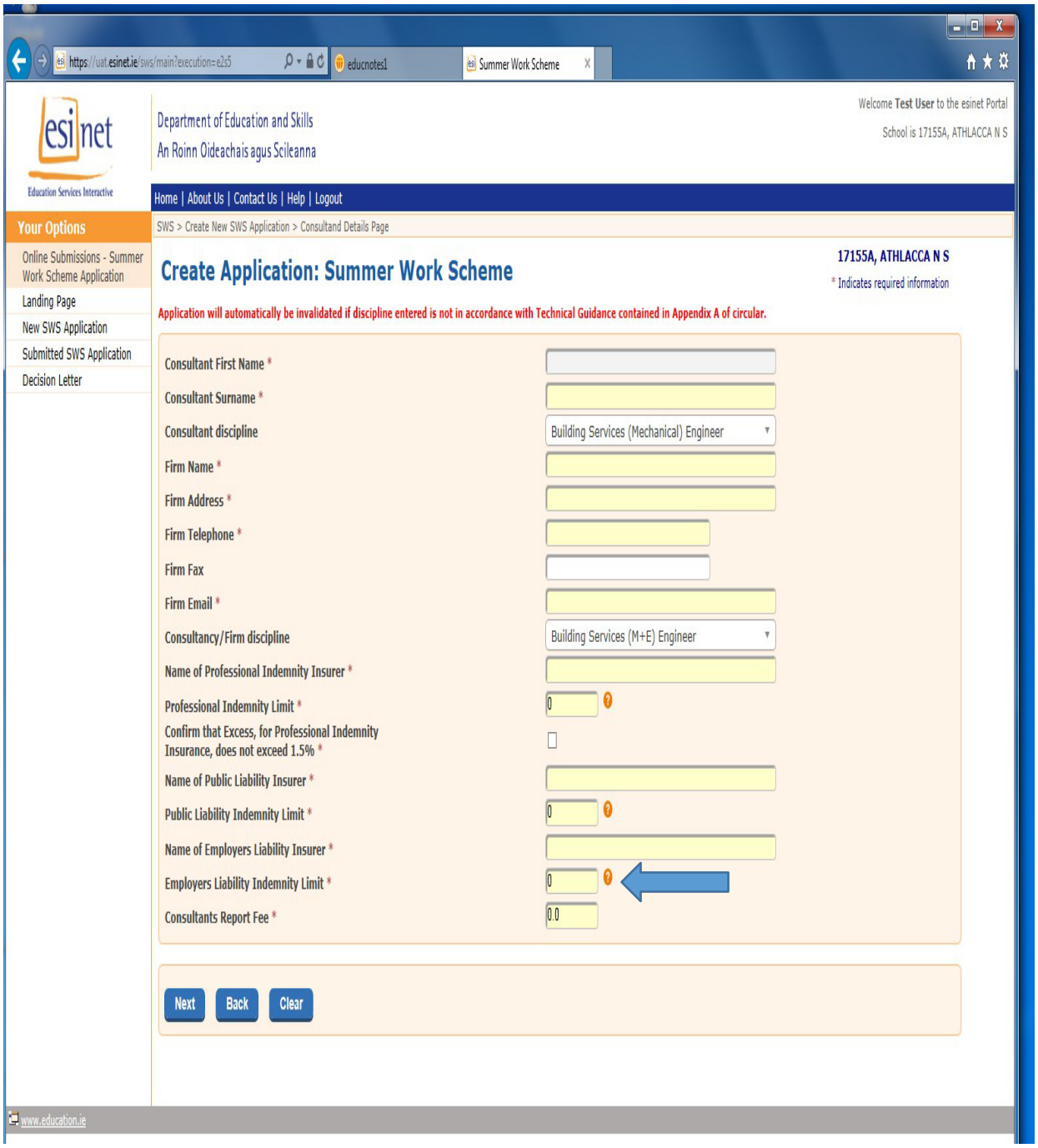
Definition of a Sole Trader

Sole Traders are perhaps the most straightforward group of business organisations under Irish law and, as such, are fairly lightly regulated. In contrast to the other forms of business, sole traders are not incorporated nor do they possess limited liability and makes the sole trader liable for all the assets and debts of their business. *The Registration of Business Names Ac*t 1963 requires Sole Traders to register their business name if it is different from their given name, with the Companies Registration Office and they must also register with the Revenue Commissioners as a self-employed person. A Sole Trader ceases to operate on the decision of the Sole Trader, although they remain liable for any liabilities that have been incurred when operating.

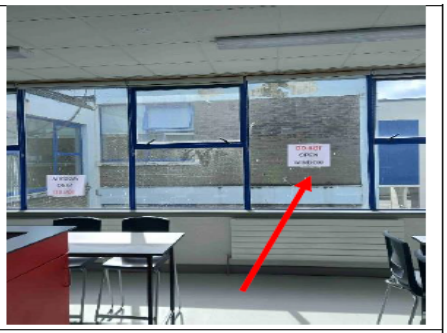
FOR SCHOOL PURPOSES

Where the Consultant states that he/she is a **Sole Trader** and has inserted 'N/A' for Employers Liability Indemnity Limit, you as the school authority, completing the application will need to do the following to be in a position to submit the application for consideration. This is ONLY where your Consultant is a **Sole Trader**, for the purposes of preparing the Consultant's Report only.

Below is a Screenshot of the final page of the On-Line CASWS Application. This requires you, the school authority, to input Consultant's details. A Sole Trader may not have Employers Liability Insurance but must have all other Insurances. You will be unable to submit the application if the correct Indemnity Limit is not input. In the case where your Consultant is a Sole Trader, you will be required to put in block capitals the word SOLE TRADER in box entitled Name of Employers Liability Insurer. You will also be required to input the minimum Indemnity Limit for the purposes of this exercise.



Please insert photographs here:

	
Structural damage to window cill and brickwork, where rainwater leaks have entered into the cavity wall construction.	New recent fitted out Science Laboratory. Windows don't open / close properly. Warning signs taped to the glass. Windows are south facing, and room is stuffy.

		
School Principal attempting to open / close out of reach windows at first floor.	New units' full length furniture units fitted. No access to any of the existing windows.	Temporary panel fitted to prevent damaged to new furniture from defective window leaks.

		
Corridor glazing is loose and are a potential hazard. The window frames have warped and bow when outwards when touched.	Typical view of the existing school windows fitted 25 years ago. Note concrete spandrel panels emit a cold bridge, some concrete has spalled with internal wall leaks.	Exit doors does not open easily without excessive force and includes a trip hazard below the threshold.

		
New reconfigured SEN class at first floor. Glass panel clouded which may cause confusion / anxiety for pupils. Immediate replacement advised for a safe environment.	No access to the roof for maintenance inspections.	Planted area restricts any maintenance inspections.

- **Insert**
- **Picture**
- **From File…**

NB. Photographs are central to the assessment process.

- **Please ensure photographs are relevant and clear.**
- **A minimum of 1 is required and a maximum of 6 is allowed.**
- **The consultant's report must not exceed a maximum size of 700kb.**
- **The photographs should be compressed using the following steps:**

- Right click on a photo that you have inserted
- Select option **Format Picture…**
- Select tab **Picture**
- Select button **Compress…**
- Within the window **Compress Pictures**
  - Select button **All pictures in document**
  - Select button **Web/Screen**
  - ensure both of the following buttons are selected:
    - **Compress pictures**
    - **Delete cropped area of pictures**
  - Select **OK**
- Select **Apply**
- Select **OK**
- Select File / Save