What Are Cyclical Works?

Cyclical works is the term used to describe various programmes of works which are repeated at regular timescales. Generally speaking when people refer to ‘Cyclical Works’ in housing they are referring to the repair and redecoration of the fabric of the external and common parts of a building. Below are some examples of what types of works are classified as cyclical works.

Some examples of cyclical works:

Cyclical Redecorations & Repair Contract
In order to maintain the fabric of building and the condition of its appearance, repairs and redecorations are undertaken typically every 5 years. These repair and redecoration cycles are referred to in leases.

Since 2008 TVHA assess the condition of the buildings the year prior to being due and will determine if the repairs and redecoration cycle can be extended without jeopardising the condition and fabric of the building.

Cyclical Gas Safety (Tenants only)
TVHA are responsible for gas safety within tenanted dwelling and since 1987 all gas pipe work and appliances need to be tested annually to meet the Gas Safe Regulations.

Home owners are responsible for tests within their homes where gas pipe work or appliances are present.

Cyclical Water Testing
Tests need to be carried out to ensure that stored water in communal cold water tanks and down water systems are monitored, cleaned, disinfected to ensure that drinking water is hygienic. The frequency of the tests depends upon the amount of water stored and how often it is used.
Who is involved in your cyclical repairs and redecorations?

Project Manager (TVHA), responsible for:
- Co-ordination of redecoration programme including agreeing the overall programme with the Contract Administrator
- Checking the specification of work before going to tender
- Ensuring compliance with Leasehold Reform Act 2002 where relevant (see below)
- Authorising all fees and payments
- Representing residents at progress meetings and monitoring performance.

Contract Administrator (Consultant), responsible for:
- Management of redecoration contracts
- Preparation of specification, the tendering process and analysis, control of cost & quality and certifying contractors payments.
- Ensuring works are to the standard in the contract.
- Ensure satisfaction questionnaires are provided to residents.

Contract Manager (Contractor), responsible for:
- Management of the contract from the contractors point of view point
- Ensuring the programme progresses
- Consistency of quality, sufficiency of labour, plant & materials
- Compliance with Health & Safety legislation.

Site Foreman/person, (painters only) responsible for:
- Day to day supervision of a team of painters ensuring consistency of quality
- Arranging access with residents.

Resident Liaison Officer
Customer facing representative for the contractor. Ensures residents are kept informed about:
- The works taking place
- Access arrangements
- Colour choices
- Customer queries.

Leasehold Enquiries (TVHA), responsible for:
Management of sinking fund collection
compliance with Leasehold Reform Act 2002 (leaseholder consultation)
Answering queries relating to lease and resident invoicing.

Cyclical redecoration

We have 3 packages of cyclical redecoration & repair this year financial year (April 2010 to March 2011). We have two packages for works to leaseholder flats and one package for tenanted homes.

Leaseholder packages
The two packages of works for leasehold flats are procured in accordance with the Section 20 Requirements for qualifying works

Resident Involvement
When issuing the Notice of Intention to carry out the works, leaseholders are invited to nominate a suitable contractor to carry the works and submit any observations.
During the course of the works residents will be asked to choose communal wall colours, where applicable, and will also have a choice of front door colour.