

## TERMS & CONDITIONS

1. All work is instructed by Speirs Gumley Property Management strictly for and on behalf of the owners at the property noted on the repair order.
2. All invoices payable must be issued in the name of Speirs Gumley Property Management.
3. Jobbing Work – Maximum Sum - work in excess of £300 plus VAT must not be carried out without our further written instructions. If you are responding to an urgent repair to alleviate water ingress, or other urgent matters, and you are able to complete the repair on the same day as your initial call out but the complete repair cost will exceed £300 plus VAT, please contact us for authorisation to proceed.
4. The Order Number must be quoted on your invoice or estimate. Failure to comply will result in non-payment of the invoice.
5. All work orders must be dealt with in accordance with the criteria set out in our Preferred Contractors List.
6. It is an express condition of this instruction that all work is carried out in accordance with relevant legislation and, in particular, The Health and Safety at Work etc Act 1974. This includes, but is not limited to, the need to conduct a suitable and sufficient risk assessment prior to commencing work in accordance with The Management of Health and Safety at Work Regulations 1999
7. It is a condition of this instruction that any permanent repairs comply with statutory building regulations. You must use materials which are sympathetic to the character of the property and, where relevant, which comply with listing building, or conservation area, status.
8. This instruction is given strictly on the basis that The Construction (Design and Management) Regulations 2015 apply. To comply with these Regulations you must ensure:-
  - a. A construction phase health and safety plan is in place before work commences (for smaller jobs this could be an extension of your method statement procedure).
  - b. All task/site specific hazards are identified and controlled through your risk assessment process and included in the health and safety plan.
  - c. Sufficient time and resources have been allocated to the job.
  - d. All of your workers are competent.
  - e. All work equipment, including access equipment, is suitable for the work to be carried out.
  - f. The work is undertaken in a safe manner with due consideration for the safety of others.
9. It is strictly forbidden to sub-contract work to a third party without our prior permission.
10. Leadwork must only be executed by suitably trained and qualified tradesmen in accordance with LSA (Lead Sheet Association) specifications for Rolled Lead Sheet to BS EN 12588: 2006.
11. Asbestos - In accordance with The Control of Asbestos Regulations 2012, it should be presumed that material within the fabric of a property contains asbestos. If during the course of any works you suspect asbestos exists, please notify us immediately.
12. Anchor Devices & Roof Edge Protection - before use, ensure all equipment is tagged and certified for use within the current test period. Devices should be visually inspected and you must satisfy yourself that equipment is safe to use. If in any doubt, you MUST NOT use the device and YOU hold a duty to notify us immediately of any concerns.
13. Work at Height - all operations must be carried out in accordance with The Work at Height Regulations 2005.
14. Cleaners: Appropriate warning signs must be used on site during all cleaning operations. You have a duty of care to affix notices on appropriate visible common parts alerting the Public to any hazard which persist during the drying out phase
15. The information contained herein, including the personal data of our client(s), must be kept confidential. You must observe all aspects of the General Data Protection Regulations (GDPR) and be aware that you may only use the personal data of our client(s) for the exact purpose we specify. If we stop using your service, we will require you to delete the data. This order form is confidential and should not be passed onto a third party without our express instructions.
16. If you have any issues in complying with any of the above please do not proceed with any work and contact us immediately.
17. Please ensure your operatives have adequate hygiene products to use before entering our clients homes adhering to the precautions detailed in the current Government guidelines. You should only enter in the event of an emergency and only if you have the clients permission to do so.