

From: Graffiti Editions Ink/Designers <studio@graffiti.biz>
Subject: Mitre House - Internals £25,000 Budget Schedule
Date: 7 February 2014 21:50:58 GMT
To: All Lessees at Mitre House

1 Attachment, 48 KB

MITRE HOUSE MANAGEMENT LIMITED

Mitre House Management Limited are proposing a maximum £25,000 incl. VAT budget for Internals scheduled for late summer 2014 and works quoted/estimated/scheduled are as follows:

- 01_Prepare, repair where appropriate, then paint and supervise all Communal area walls and ceilings and woodwork, communal doors etc in TWO Colours (emulsion & gloss) -
all as (Budgeted/quoted)_£5,750
- 02_Replace all internal lighting fitments (9) with new fitments, with self sensors
all as (Budgeted/quoted)_£8,500
- 03_Install Emergency Lighting fitments where required (incl. in 02 above)
- 04_Repair & renovate main front door back to it's correct shade and colour
all as (Budgeted/quoted)_£2430
- 05_Replace brass door furniture with new (main front door only) - incl. in 04 above
- 06_Replace front door matting with new Coir mat - incl. in 04 above
- 07_Replace Main Front Door Bell pusher with new Brass version - incl. in 04 above
- 08_Clean Terrazzo floor, but only clean, not renovate and
re-polish all communal brassware (NOT individual Lessee front doors)
all as (Budgeted/quoted)_£1265
- 09_ Full service and repair to communal Crittall windows
all as (Budgeted/quoted)_£2055
- 08_ budget permitting, other cosmetic, non essential items will be attended to
for **approx £5000 max.**

08a_Non essentials/cosmetics - consist of:

- a) Mail pigeon holes + mail table + suitable ornaments/prints/topiary
- b) Mirror in Lift Car
- c) Attention to Lift Doors & Caging
- d) Attention to communal wiring & electrical meters etc - boxing in
- e) Attention to stair handrail - possibly re-brass if affordable

Management will Project Manage - works will commence on Monday 1st September for max 14 weeks, to also include Externals.

Scaffolding will be erected on Sunday 31st August at 7.45am - but no disturbance/noise till 8.00am - all with legal RBK&C authorisation.

Scaffolding will be Electrified/sheeted and relatively secure - but you must inform your Insurers.

Further details of Externals' works/final costings/quotes & tenders will be advised and yes, TV cabling and such like will be properly affixed so make sure any new cabling, satellite dishes etc are in situ by 1st September 2014

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on behalf of the Directors of
MITRE HOUSE MANAGEMENT LIMITED



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