

## **Brief analysis of ALL works**

- a)\_Clean & Polish Mitre House Signage
- b)\_New Brass Bell Push
- c)\_Street Front Door attention
  - 1\_Strip both sides + varnish
  - 2\_Renovate/new door furniture
  - 3\_Marbling/granite/steps/clea
  - 4\_Affix door hold backs
- d)\_Install Internal mail box
- e)\_New Door Mat
- f)\_ Renovate inside double doors
  - 1\_Brassware attention
  - 2\_Affix door hold backs
- g)\_Hall Table & Mail Pigeon boxes
- h)\_Install (4) New Lights in Hallway
- i)\_Mirrors on panels - TBA
- j)\_Terrazzo Flooring attention
  - 1\_Major attention & Repair
  - 2\_Clean only throughout
  - 3\_Carpeting
- k)\_Communal Walls & Ceilings Painting
  - 1\_Two colours
  - 2\_Wallpapering
  - 3\_Mirrors
- l)\_Handrail attention & brassware
- j)\_Lift Interior Car and External Doors
  - 1\_Internal car decor
  - 2\_External doors, frames, grill/cage
  - 3\_All TBA
- k)\_Lighting incl. plug points & Emergency
  - 1\_Internal + auto sensors
  - 2\_External + auto sensors
  - 3\_New plug points each floor
  - 3\_NICEIC tests & reports
- l)\_Communal Crittall Windows attention
  - 1\_Strip to bare & prime/gloss
  - 2\_Renew furniture (brass)
- m)\_Communal Brass Door Furniture
- n)\_Leaseholder's Door Brass Furniture & mats
- o)\_Various joinery & re-wiring
- p)\_Attention to rear yard, basement etc
  - 1\_Attention to drains
  - 2\_Emergency Lighting
  - 3\_Clean & renovate
  - 4\_Stair lighting
- q)\_Gloss to all wood surfaces
  - 1\_All 4 Fire Exit doors
  - 2\_Cleaners Cupboard area
  - 3\_New joinery throughout
- r)\_Clean all double door windows
  - 1\_Back to bronze frames
  - 2\_Repair as required
- s)\_Attention to ALL Fire Assessments
  - 1\_Signs & Notices
  - 2\_Remove obstacles
  - 3\_Extinguishers or not?
  - 4\_Check all door self closers
  - 5\_Check Fire Escape Route
- t)\_Misc Communal Additions
  - 1\_SKY & TV install
  - 2\_Solar Panels
  - 3\_Piped music in lift...!!
- t)\_Misc as required (£2500 contingency)