



CASE STUDY

A North West Housing Association

Project Management and Contract Administration



Challenge

A housing association in the north west, appointed Sircle to provide project management and contract administration services for the fire precaution investment works that were due to be carried out on a number of their sites across the north west of England. These sites varied in occupancy types, including sheltered, supported, and general needs. The client also required post-inspection/validation work undertaken on previously completed fire-related upgrades and renewals to further sites across the region, following a programme of Fire Risk Assessment (FRAs) works.

Solution

We met with the client to fully understand the scope of service requirements and the brief, which included management of the contractors, providing project monitoring, quality control management, providing regular client updates, programme management and holding performance/progress meetings.

Our experienced Project Management team assisted the client in fulfilling their Construction Design and Management (CDM) duties, as required under the CDM Regulations 2015. This ensured all project work was undertaken safely and in line with all health and safety requirements.

The validation works undertaken included a compliance inspection of various completed fire safety works, as per the agreed scope. The data from the post-inspection survey was captured electronically on-site through bespoke fire safety software on a handheld device.

This survey also assessed the quality, measured in line with the manufacturer's specifications we were provided with. The results of these surveys, which included our findings and recommendations, were submitted electronically to the client in a report format.

Outcome

The fire safety improvement programme we carried out successfully met the project requirements to the agreed

programme and budget, ensuring the housing association maximised its investment within its portfolio.

The work, which included advanced technology smart lighting systems, enhanced upgrades to existing fire alarm systems, and fire compartmentation works, has also allowed the client to achieve the standards required of the British Standard BS5839 parts 1 and 6.

The support Sircle provided contributed to the client successfully closing out their 2021/22 programme.



Insight for the built environment

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Our services



Survey Services

Measured Building
Drawing Verification
M&E Asset
M&E Services
Medical Gases
Occupancy
3D Laser Scanning /
Point Cloud
Topographical
Building Elevations
Space & Asset Tagging
(GS1)
Drainage / CCTV
GPR / Utilities
Drone
Planned Preventative
Maintenance (PPM)
Schedule of Condition
Latent Defect



CAD & BIM

CAD Bureau
Drawings Review,
Maintenance &
Management
BIM Model Hosting
BIM / Revit Modelling
Drawing Gap Analysis
Drawing Register
Creation
Schematic / Isometric
Creation
Land Registry
Compliant Plans



Scanning

Document Scanning
Document
Management System
Population
Drawing Scanning
(incl. Large Format)
Invoice Scanning
Indexing &
Bookmarking
OCR
Document Hosting
Legacy Scanning
Compliance Document
Scanning
Estates, Facilities &
Capital Manual
Scanning



Compliance

Fire Fighting
Equipment and
Asset Surveys
Fire Compartmentation
Surveys
Fire Door Surveys
Fire Risk Assessments
Glazing Audits
Window Restrictor
Audits
Asbestos Re-
Inspections
Clinical Waste Audits



Project Management

Project Management
Contract
Administration



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