



Preservation House
115 Brent Terrace
London NW2 1LL

Tel: 020 8208 2033
Fax: 020 8452 9373
info@warddamp.com
www.warddamp.com

MS J LEITH
21 JEFFREYS STREET
CAMDEN TOWN
LONDON
NW1 9PS

INVOICE/CREDIT NO 63915
INVOICE/CREDIT DATE 28/08/2009
CUST. ORDER NO.
ACCOUNT 99075
Job Number

RE 21 JEFFREYS STREET, LONDON, NW1

| | | Net Amount | VAT Amount |
|---------------------------------------|--|------------|------------|
| A70 | To hack off & provide temporary protection to floors for the duration of our work. Remove boxings & all joinery timbers & cut back ceiling | 1,045.00 | 156.75 |
| A51 | DPC Installation | 365.00 | 54.75 |
| A62 | Sand & Cement Render & Set & make good to disturbed ceiling in the front room | 2,960.00 | 444.00 |
| PAYMENT IS NOW DUE | | | |
| All major credit/debit cards accepted | | | |

*paid £4522-95
(10% discount agreed c R.B)*

Total Net Amount 4,370.00
Total VAT Amount 655.50
Invoice Total 5,025.50



VAT No. 231 6474 76
Registered No. 1303903

Our Ref: RB/99075/sp

02/09/2009

Ms J Leith
21 Jeffreys Street
Camden Town
London
NW1 9PS

Dear Madam,

21 Jeffreys Street, London NW1 - 99075

Further to our site visit on the 01/09/09, we report as follows.

GROUND FLOOR

Front External Entrance

Inspection of the front door revealed that rainwater is able to penetrate beneath the door and is damaging the front edge of the floor coverings. In addition, there is a hole in the external asphalt at the point where the cast iron downpipe penetrated through the stone step.

Your own builder is to make good to the asphalt covering and renew the cast iron downpipe in plastic. We understand that you are renewing the front door and frame.

LOWER GROUND FLOOR

Rear Bathroom

Inspection of the floor adjacent to the front partition wall revealed that the exposed section was saturated by a possibly leaking pipe.

As discussed on site, your own plumber is to re-route the pipework, away from the floor.

In addition. Please arrange to introduce adequate ventilation to the void below the stairs. Although no tanking is to be carried out below the stairs, we are to tank the partition wall dividing the bathroom and the void instead.

We hope you find the above satisfactory.

Yours faithfully,



**Ron Browning C.S.R.T. CSSW
SURVEYOR**

WARD DAMP-PROOFING LIMITED



VAT No 231 6474 76
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printed on 100% recycled paper



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Our Ref: RB/99075/jc

03/08/2009

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Dear Madam,

21 Jeffreys Street, London NW1 - 99075

Thank you for your enquiry relating to the above and we have pleasure in enclosing our specification and estimate for your attention.

Given the recent water damage which has occurred to the property it is essential that drying-out of the building is carried out without delay. We enclose a copy of BRE Digest No 152 to assist you further in this regard.

Please contact the Contracts Department at this office, to book in the works, when required.

We hope that the above meets with your approval and look forward to receiving your further instructions in the near future.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ron Browning', is written over a light blue grid background.

**Ron Browning C.S.R.T. CSSW
SURVEYOR
WARD DAMP-PROOFING LIMITED**

Enc. BRE Digest 152

*10% discount
agreed*



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Remove plumbing
+ skirtings + boxings

7/9/

21 Jeffreys Street, London NW1 - 99075

NOTES:-

- a) Client to make good all sources of water penetration including defective gutters, downpipes and roofing as soon as possible to prevent further water penetration occurring.
- b) Client to contact the company on the completion of opening up works should these be accomplished by a third party in writing.
- c) Client to seal front steps.
- d) Client to attend to decayed door frame in front lobby as shown.

ESTIMATE

All prices are subject to the addition of VAT at the standard rate.

| | |
|-----------------------------|----------|
| To carry out items 1 and 2. | £1045.00 |
| To carry out item 3. | £365.00 |
| To carry out item 4. | £150.00 |
| To carry out items 5 and 6. | £2960.00 |
| To carry out item 7. | £855.00 |
| To carry out item 8. | £500.00 |

SPECIAL NOTE

Our treatments are designed to reduce the risks of timber decay occurring but we would advise that should further water penetration occur or where drying out is inadequate the possibility of further decay cannot be excluded.



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21 Jeffreys Street, London NW1 - 99075

WATER PENETRATION REPORT

DATE OF INSPECTION: 03/08/09

SURVEYOR: Ron Browning

BASEMENT AREAS

INSTRUCTIONS

Further to your recent instructions, we have inspected the accessible walls for evidence of dampness in the areas of water penetration as shown on the attached drawing.

All directions are taken from the outside facing the front elevation.

OBSERVATIONS

Please note that at the time of the survey the property was occupied and fully furnished, floor coverings and household effects preventing a comprehensive inspection.

Water penetration was noted in the following areas: (See attached drawing).

The probable causes of the water penetration are as follows: Possible pipe leak in solid floor or wall.

RECOMMENDATIONS

After due consideration, we would recommend the following remedial measures.

WARDS WORKS:-

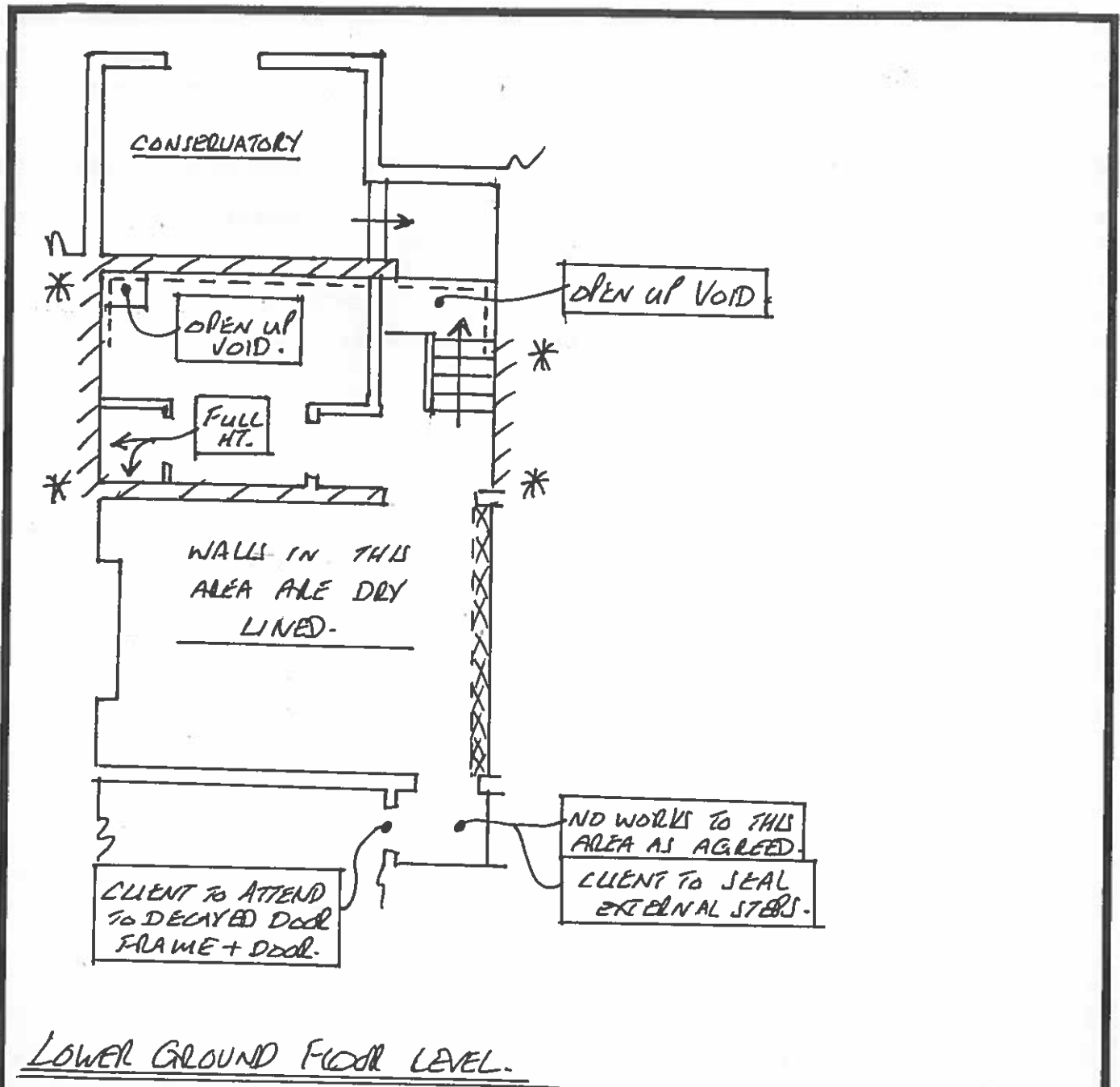
1. Remove all plaster where affected by water penetration back to bare brickwork to 1 metre past last signs of water penetration. Allow to protect adjacent areas.
2. Remove boxings and remove all joinery timbers within the areas of water penetration to enable inspection for evidence of fungal decay and to facilitate drying-out. Cut back ceiling for re-inspection as shown.
3. Inject a chemical damp proof course as shown for guarantee purposes.
4. Our plumber to check for leak and repair as necessary.
5. Render and set to exposed brickwork using sand and cement render incorporating a salt retardant additive, such as CEMENTONE No. 2.
6. Make good to disturbed ceiling in the front room.
7. Renew disturbed skirting boards and boxings.
8. Wards to remove all plumbing only and set aside for client to re-fox or renew.



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| | |
|---|--|
| Job 21 JEFFREYS, STREET CAMDEN TOWN LONDON, NW1 | Key |
| Scale NOT TO SCALE | - DPC INJECTION - IF CLIENT REQUIRES LONG TERM GUARANTEE - RENDER + SET TO 1200MM HEIGHTS. |
| Date 3RD - AUGUST 2009. | ---- - S/WA FANKING TO 1500MM. HEIGHTS. RETURN 200MM ONTO SLAB. * - VERTICAL DPC. XXXX - OPEN UP CEILING & RE- INSPECT FOR POSSIBLE LEAK. |

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LONDON NW2 1LL

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RB/99075

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CLIENTS BUILDER

All replacement timber to be pre-treated (Tanalith c or similar) to comply with BS5268 1977. Joinery timbers to be treated by 2 No. liberal brush coats of dual-purpose (insecticidal and fungicidal) timber treatment fluid and isolated from direct masonry contact by use of joinery linings or other suitable DPM.

A layer of protective lining material must be placed between any new/existing timber and brickwork that is damp or has been affected by dry rot, including window and staircase strings.

NOTE:- An immediate kill of all dry rot growth is sometimes not possible and it is therefore essential that NO unprotected timber is left in contact with treated wall areas. This includes skirtings, window, strings, architraves, joist ends, plates etc., all of which must be suitably isolated from the brickwork to prevent fungal growth escaping from the toxic area. We will be pleased to advise you on suitable isolating material, but would stress that unprotected items will not be covered by the guarantee.

PAYMENT TERMS: - Prompt payment in full upon the completion of works.

NOTE: - This specification has been prepared on the instructions of and is for the sole use of the person who instructed the same and is not for the use, nor will any liability be accepted in respect of any third party.

GENERAL SPECIFICATION FOR TANKING WORKS

This specification has been prepared on the instructions of and is for the sole use of the person who instructed the same and is not for the use, nor will any liability be accepted in respect of any third party.

These works to be carried out by Clients own builder, (under separate contract), prior to WARDS commencement on site unless specifically included (and accepted/instructed) in WARDS estimate.

PREPARATORY WORKS

In order for tanking systems to be effective, it is essential that the surfaces to receive tanking are adequately prepared prior to commencement.

General

Remove all fixtures and fittings.

All services (gas, water etc.) to be removed from the walls or soffitt surfaces.

Any cracks, porous patches and generally defective (badly spalled or broken bricks) areas to be cut out and made good. Apertures, coal chutes etc., to be bricked up or filled with concrete.

Existing timber lintols to be cut out and replaced in concrete. Bonded timbers to be cut out and bricked up.

R.S.J.'s, steels etc. to be encased in concrete.

Door and window linings to be removed to enable tanking to be continuous behind.

Form full height opening between 4.5" walls and retaining walls to allow our waterproof rendering to be continuous.

All fixing pockets, chases for electrical conduits, etc. must be formed prior to commencement of rendering works. These must be made oversize to allow the waterproof render to be applied within the pockets chases etc.

Where wall/floor joint is specified the screed (if any) is to be removed to expose the concrete slab to 300mm from the wall to receive tanking.

Please note that all WARDS estimates assume that a minimum 100mm thick reinforced or 150mm mass-poured slab is present.

New Concrete

New (freshly laid) concrete should be allowed to cure for 28 days before tanking is applied and incorporate a suitable damp-proof membrane.

All surface laitence to be removed to expose aggregate in concrete prior to tanking.

Surface Preparation

All surfaces must be 100% prepared back to bare brickwork. All traces of previous plaster, paint systems or other wall coverings to be removed by one or more of the following:-

Hacking off/Sand blasting/Bush hammering/Scabbling.

After removal of existing wall coverings, sandblasting is invariably required, to provide a 100% clean surface suitable for waterproof rendering.

Surfaces that are found to be too smooth after the removal of existing coverings, should be hacked and the joints raked out to provide an adequate key for the tanking system.

After removal of wall coverings (plaster, paint etc.) the surfaces to receive tanking must be thoroughly brushed and washed down to remove all dust and debris.

Please Note: Gypsum based plaster i.e. Carlite Bonding, Browning etc. should not be applied over or adjacent to tanking works.

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SPECIFICATION FOR SPECIALIST WORK (WARDS)

Please note that unless stated all rendering is carried out with standard cement. Please advise the company in writing where Sulphate resisting cement is required prior to commencement.



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SIKA 1 - RENDERING GENERAL SPECIFICATION

SIKA-1 rendering to resist water pressure i.e. basement, vaults, swimming pools, tanks etc., prepare the surface as previously mentioned, dilution of SIKA-1 - 1:10 with gauging water.

FIRST DAY

1st coat - Sand and cement 1:1 with SIKA-1 approximately 6mm (1/4") thick taking care to cover the surface completely. Mix to a sloppy consistency and cast on vigorously.

2nd coat - Sand and cement 1:1 1/2 with SIKA-1 approximately 6mm (1/4") thick applied as soon as the first coat has stiffened sufficiently (usually after 4-5 hours).

3rd coat - On completion apply a splatter coat of the same mix as the 2nd coat mixed to a sloppy consistency with plain water, over the whole surface to provide a key for the next coat.

SECOND DAY

4th coat - Sand and cement 1:2 1/2 with SIKA-1 approximately 6mm (1/4") thick. This coat to be finished with a wood float either as a finish coat or to receive a setting coat (Sirapite).

NB: Should greater thickness (dubbing out) be required it should be made up in the fourth or subsequent coats, but not in the first two coats.

COMPLETION OF WORKS

Do not puncture tanking after application.

Light fixings, skirtings, battens, surface electrics etc. should be glued using Sikadur 31 (Standard or Rapid). Solid skirtings may only be formed using sand and cement render.

Heavy (Mechanical) fixings must be into pre-formed pockets.

The natural curing process of all renderings/screeds etc. should not be accelerated. They should be kept insulated from adjacent sources of heat (i.e.: boilers).

After curing (min. 3 weeks after completion of rendering works), redecorating may take place using vapour permeable materials (i.e.: NOT vinyl paint).

GENERAL NOTES

The full extent of preparatory works may not be known until full stripping out has taken place.

Where hacking off reveals unsound surfaces unsuitable for tanking i.e.:-

Steel RSJ's and infill block construction.

Clay tiles.

Poor quality or crumbling concrete.

Loose or severely cracked brickwork.

To preserve structural integrity, Gunnite (blown concrete over steel mesh) may be necessary to achieve a stable surface for tanking systems, incurring extra costs.

Blockwork, brick or stud partition walls must not be constructed until tanking works have been completed.

Major structural works (e.g.: forming new steps) must be fully completed BEFORE tanking works commence in order to eliminate vibration which may damage the tanking.

Pavement lights to be made watertight and overhauled by specialist contractor prior to our attendance on site.

Skirtings and other joinery items should be re-fixed so as not to puncture the renderings or waterproof screed.

Please contact us should you require advice on fixing methods to be used.

21 Jeffreys Street, London NW1 - 99075

Please ensure that adequate supplies of water, lighting and electricity are available for our use and provide a suitable working area for mixing of materials.

Please protect any area which is likely to suffer damage during the course of the works.

SPECIAL NOTES



cannot be completed in one continuous operation an extra charge may be levied at our discretion.

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When encountering high water pressure during preparation, it may be necessary to alter our specification for which supplementary estimates will be provided if appropriate.

Please note our SIKKA rendering generally follows the contours of the wall. Where plumb and dot finish is required for tiling, mirrors etc., we must be notified in advance as this may incur extra cost.

Please advise us in advance in writing if tiling is to be applied over our SIKKA.

Ceramic tiles should only be fixed using grout which is vapour permeable (to be fixed min. 3 weeks after completion of rendering work).

No re-papering should take place until at least six months after completion of the works.

Whilst every care will be taken, no responsibility can be accepted for damage occurring to property not removed from the areas specified for treatment.

Our contract department must receive your written order BEFORE the agreed date of commencement of works giving adequate notice. We will assume upon receipt of your order that all necessary notifications relating to our works have been issued and permissions granted.

PLEASE NOTE:-

Where site conditions prevent continuous working, we reserve the right to apply the following minimum charges per visit. £180.00 for chemical treatments. For bush hammering/grit blasting and waterproof rendering works our minimum site visit charge is £450.00 or 30m².

The main contractor is to provide all necessary protection to our works before and after completion. Provide lighting, storage and all necessary scaffolding.



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21 Jeffreys Street, London NW1 - 99075

Guarantee Protection Insurance (GPI) & Insurance Mediation Directive (IMD)

The IMD was implemented in January 2005 and aims to prevent individuals and companies offering insurance misleading the public.

Status Disclosure

Ward Damp-proofing Limited is an Appointed Representative (AR) of GPI which is authorised and regulated by the Financial Services Authority (FSA).

Demands and Needs Statement relating to the offered Insurance

This product is the only insurance of its type currently available through independent contractors that meets the demands and needs of those who wish to ensure that the guarantee provided by a contractor for treatment against wood boring beetle, dry rot, wet rot, rising damp, or who has provided replacement wall ties, lateral restraints or structural waterproofing, is fully secured.

Of the 2,500 specialist remedial companies in the UK, Ward Damp-proofing is only one of 23 regulated contractors.

To meet the strict criteria for AR status, Ward's accounts for the last three years have been examined and approved by an independent accountant employed by GPI.

Mr Ben Ward (Director) and Ward Damp-proofing Ltd have been vetted by the FSA for any improper activity. You can view our status on www.fsa.gov.uk Ref No. BXW01282.

Ward Damp-proofing Ltd Insured Guarantees

Ward Damp-proofing has been successfully trading since 1977 and is pleased to offer additional protection for treatment guarantees in the unlikely event that the company ceases to trade.

To secure such insurance, a one-off payment is required which protects the guarantee for the period offered and which we consider to be the best available protection for our clients.

Our competitors often issue in-house guarantees which are only as secure as the assets of the company and hence vulnerable if the company ceases to trade. "Insurance backed" guarantees are in reality insured for 1 year only – see attached leaflet.

Should you have any queries on the above or any complaint against the Appointed Representative regarding the Insurance, please contact the GPI Ltd at:

Unit 106
Coppergate House
16 Brune Street
London
E1 7NJ



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Tel: 020 8208 2033



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TRUSTMARK INSURED GUARANTEE PREMIUMS

In order to give additional comfort to you, our client, and in line with the TrustMark requirements, we are pleased to offer the following insurances:

LONG TERM INSURANCE

TrustMark requires that insurance is offered to support our guarantees in the event that we are no longer here to honour it. The requirement of TrustMark is that the long-term insurance should cover a period of 6 years.

We are delighted to inform you that the insurance we offer will cover a chemically injected damp proof course and timber treatment for a period of 20 years, structural waterproofing and Membrane works for a period of 10 years.

The cost of the insurance for a damp proof course and timber treatment is as follows:

| | |
|-----------------------------|--------|
| GPI Premium | £45.00 |
| Administration Charge | £23.56 |
| Insurance Premium Tax (IPT) | £3.43 |
| Total Cost | £71.99 |

The cost of the insurance for Structural Waterproofing/Membrane is as follows:

| | |
|-----------------------------|---------|
| GPI Premium | £130.00 |
| Administration Charge | £52.00 |
| Insurance Premium Tax (IPT) | £9.10 |
| Total Cost | £191.10 |

These guarantees are per residential and commercial premises, they will apply for each individual property (i.e if a property consists of 2 flats and each need a guarantee then 2 insured guarantees will need to be applied for).

All insurances are underwritten by Guarantee Protection Insurance Limited, an insurance company authorised and regulated in the UK by the Financial Services Authority. They are also a member of the Financial Services Compensation Scheme, which means even if GPI was no longer there you would get over 90% of your money back.



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ACCEPTANCE/ORDER FORM

All prices are subject to VAT at the standard rate

DATE OF INSPECTION: 03/08/09

SURVEYOR: Ron Browning

| | |
|-----------------------------|----------|
| To carry out items 1 and 2. | £1045.00 |
| To carry out item 3. | £365.00 |
| To carry out item 4. | £150.00 |
| To carry out items 5 and 6. | £2960.00 |
| To carry out item 7. | £855.00 |
| To carry out item 8. | £500.00 |

Date required for commencement of work (If less than 7 days please telephone Contracts Department)

Deposit required...£2702.50

SURNAME.....FORENAME(S).....Mr./Mrs./Miss/Ms.

INVOICE ADDRESS.....

Tel. Nos.-Home..... Day.....Property.....

I have read the above and have pleasure in accepting your estimate subject to the conditions overleaf.

Date Signed.....

Please complete, sign and return as official order.



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