

# Occupied Remediation Project Pack Checklist

Short version first. Detail where it matters. Use this checklist when sending a live, occupied or remediation facade package for review.

## 1. Project basics

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- Site address and building type
- Occupied status and resident / public interface
- Main contractor, facade contractor or package manager
- PM / QS contact and commercial route
- Current stage: tender, live site, remediation, defects or completion

## 2. Scope and drawings

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- Scope of works and elevations / areas affected
- Latest drawings with revision status
- Specification and manufacturer details where available
- Fire strategy / approved details where relevant
- Markups, RFIs, sketches and photos of current conditions

## 3. Access and sequencing

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- Access method: scaffold, MEWP, mixed or existing access TBC
- Elevation release, working hours and exclusion zones
- Adjacent trades and interface constraints
- Programme expectations and required completion dates

Send project packs to [enq@cladders.co.uk](mailto:enq@cladders.co.uk). General contact: [info@cladders.co.uk](mailto:info@cladders.co.uk)

## 4. Evidence and close-out

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- QA photo requirements and inspection points
- Cavity / fire barrier recording where required by the package
- Snag list, completion target and handover expectations
- RAMS / ITP requirements and site induction route

## 5. Responsibility boundaries

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- Design responsibility held by the project team / appointed designers
- Materials, storage and deliveries supplied by others unless agreed
- Building control, fire engineering, Principal Contractor and Principal Designer duties not by Cladders unless expressed
- Works reviewed against approved drawings, specification, RAMS and project-team instructions

## Good project pack

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A good pack does not need to be perfect. It needs to be clear enough to understand scope, access, current stage, constraints and responsibility boundaries before labour is committed to site.

## Complex is fine. Unclear is not.

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