### **W** Westgreen

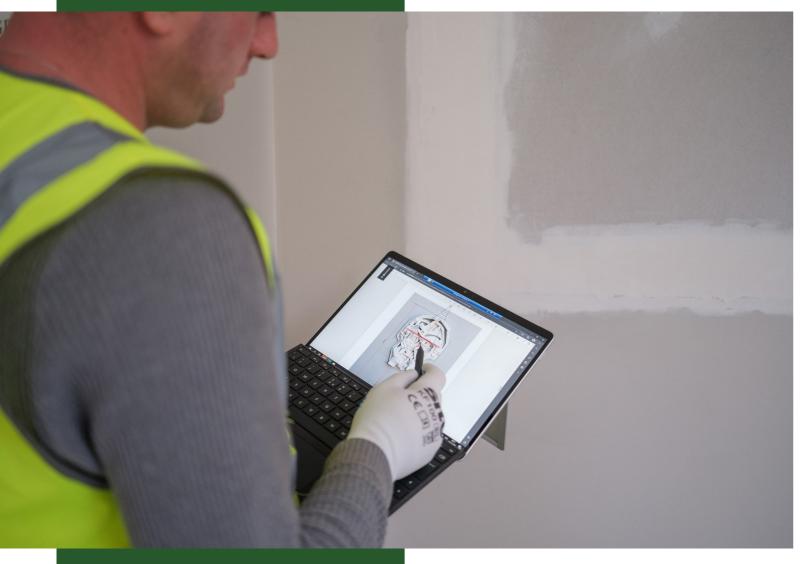
# SPECIAL PROJECTS & AFTERCARE SERVICES

### TABLE OF CONTENTS

ntroduction	05
Special Projects & Aftercare - Meet The Team	06
Services We Offer	07
Special Projects	08
echnical Services - Introduction	10
echnical Services - Meet The Team	11
xample Of A Maintenance Breakdown	12
Overview - What We Provide	14
Vestgreen Construction - All Sectors	16
he 'Westgreen Way'	18
wards, Accreditations & Certification	20
Vhy Westgreen?	22



Westgreen's Aftercare & Planned Preventative Maintenance Division provide responsive and professional support to property owners or managers.



"...On site at The River Café, Hammersmith.

Westgreen are proud to have supported Lady Ruth
Rogers with The River Café, Sylvia's Restaurant
and The River Café Shop since our major
refurbishment of the café following a fire in 2012."

### INTRODUCTION

Since formation in 1999, Westgreen have been creating and maintaining unique and exquisite environments with a focus on the highest level of service and quality. Our Special Projects & Aftercare Division supports existing and new clients with a dedicated response to their property requirements.

This specialist division supports property owners and managers with reconfiguration, extension, unique installations and routine planned maintenance programmes. Representing some of the world's most discerning clients, designers and brands, we work across all market sectors, including private residential, art galleries, fashion houses, restaurants and offices.

Led by Operations Director, Matt Spooner, Westgreen's Special Projects & Aftercare Division are an experienced and dynamic team, purposed to deliver niche and complex construction projects and tailored aftercare and maintenance service to our and others' real estate projects.

"In offering a service synonymous with Westgreen's established professionalism and quality across projects of any scale or budget we acknowledge the importance of working closely with clients and their representatives. Our team understand complex and sensitive environments and the need for discretion. Accordingly, interventions are meticulously planned to minimise impact to users and all who may be affected by our work. We treat every project as unique and special, providing an uncompromising concierge-level service throughout.

By combining economies of scale, backed by the support of Westgreen's construction and design teams, the Westgreen Special Works & Maintenance Division offers unparalleled levels of service and quality."

#### Matt Spooner

Operations Director of Special Projects & Aftercare





"For me, the best work comes from collaboration with people you learn from, respect and trust. John Gilsenan and the team at Westgreen represent these values and quite simply, I cannot imagine doing anything in our home or in the River Cafe without them."

#### **Ruth Rogers, Client**

"We have worked with the aftercare team on a number of successful projects and always in conjunction with...The quality of workmanship is second to none and the journey enjoyable and solution focussed. We look forward to working with the team again in the near future."

#### **Private Client**

"I had the privilege of working with the aftercare team and...during the shop refurbishment over the last nine months. Their team is highly professional and exacting in implementing even the finest details and above all, they are friendly."

#### **Private Client**

"The aftercare team did an incredible job on my extension and refit. They were extremely professional and reliable, and the team of people remained the same throughout. They were considerate, responsible and clean and left the untouched parts of the house in perfect condition at all times."

**Private Client** 



# SPECIAL PROJECTS & AFTERCARE Meet The Team



### MATT SPOONER Operations Director of Special Projects & Aftercare

Matt is an accomplished and dedicated professional who's focus and dedication to his work meets the highest of professional standards, accompanied by strong leadership and project management, ensuring project objectives and programme milestones are met and specifications fully satisfied.



### BRANDON CROUCHMAN Head Of Commercial

With a degree in quantity surveying and over seven years experience as a Surveyor, Brandon is well adept as Head of Commercial. Having worked on a range of projects from luxury city apartments, to rural mansion builds, Brandon has a strong eye for detail. Brandon strives to offer the optimum value on each project, ensuring that Westgreen seamlessly fulfil our

customers requirements.



### ABBIE CUFF Aftercare Manager

Highly organised with an impeccable eye for detail, Abbie has an unwavering commitment to excellence. She provides a personal touch, listening to clients and tailoring to their individual circumstances,

to their individual circumstances, meticulously managing every aspect of aftercare services. Abbie ensures that every customer experience is as seamless and supportive as possible.



#### JOE HOULIHAN Senior Project Manager

Joe is one of our most experienced Senior Project Managers, having been involved in delivering some of Westgreen's most demanding and high-specification projects for 16 years. Joe's lifetime in construction has equipped him with a breadth of knowledge that allows him to deliver projects with a refreshing solutions-orientated approach.



JAMES DAY
Project Manager

With 28 years of experience in the construction industry, James has developed a solid understanding of attention to detail. Having worked across various sectors, James has an adaptable approach and always looks to plan ahead, whilst being able to overcome challenges as they arise. Setting high standards from the outset is a priority.



SAMUEL HARRIS
Site Manager

As an experienced Site Manager, Sam's efficient manner, attention to detail, positive nature and leadership is influential in driving progress on site. His knowledge of construction is of great benefit not only in providing effective project management on site, but also as a source of reference post completion in terms of building maintenance.



### WOJCIECH OPALCZEWSKI Aftercare Foreman

As a highly skilled artisan and manager, Wojciech has for more than two decades, undertaken and managed an outstanding portfolio of prestigious work for an exceptional array of clientele.



#### **WESTGREEN MAJOR PROJECTS**

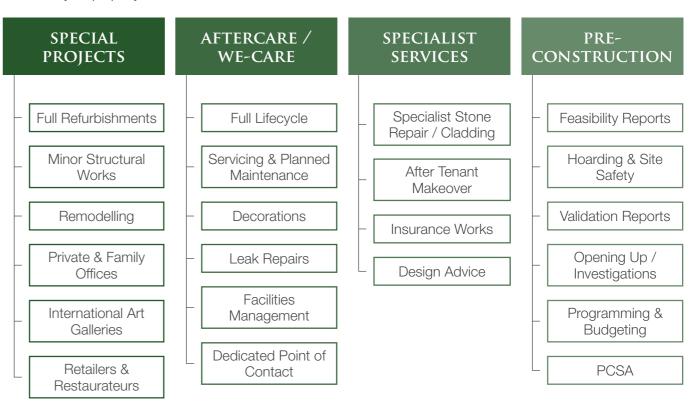
With over 130 full-time employees and a wide network of carefully selected specialists, our Special Projects & Aftercare team have the backup and support of a substantial pool of resource and expertise to bring to all our projects.

### SERVICES WE OFFER

Whether or not a Westgreen built project, our team are available to offer property owners, occupiers and mangers with the care and support required to address any property related matter. We offer swift response and close attention throughout all stages of project delivery, aftercare and planned preventative maintenance operations. Our in-house technical services team are available to oversee and advise on building services issues, including complex technologies and / or automation. We take a proactive approach, routinely checking-in with clients and inviting them to raise any concerns should they arise. We understand the challenges of working within occupied / trading and sensitive environments and approach all we do the utmost respect and sensitivity to all those we encounter or may be affected by our work.

We enjoy long-term relationships and repeat business with multiple clients and supply chain partners reflecting our commitment to deliver a level of support that consistently exceeds expectations.

In addition to our planned preventative maintenance offering, the aftercare team are able to provide a variety of other services ranging from leak repairs to decorations which can include after tenant makeovers. Hoarding and 'site safe' services for specialist stone, chandelier and appliance cleaning is available with preparation / scene setting ready to showcase your property.



W

### SPECIAL PROJECTS

Westgreen's 'Special Projects' team deliver smaller, often complex and quick-response projects across all of main works operational sectors of prime residential, art galleries, offices, boutique restaurants and premium retail. With fast pace, proactive engagement they support owners, tenants, and their agents with projects of any size. No project is too small and our special projects team collaborate with our main works resources to support larger projects where appropriate, whilst maintaining existing points of contact.

Whilst every project is special, our special projects often involve and are influenced by challenging site constraints, timelines and logistical challenges, where creative and alternate construction methods need to be implemented. Working for the most discerning clients and brands, our dynamic team work to deliver best-in-class customer service, often challenging conventional attitudes and methodology, while never compromising quality or health and safety.

**Royal Avenue** 







The Waste Man, Margate Exodus 2006

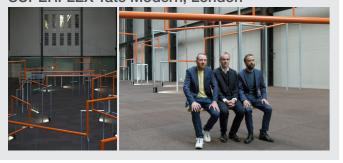


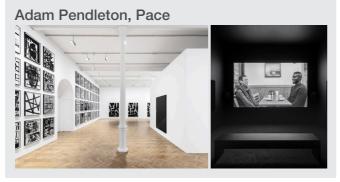


**Gagosian Social Works** 

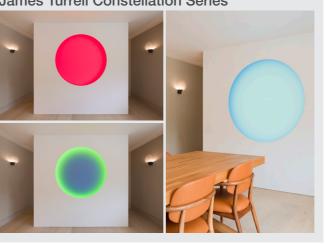


SUPERFLEX Tate Modern, London





**James Turrell Constellation Series** 





Dan Colen: Sweet Liberty, Newport Street, London





Picasso: The Mediterranean Years (1945-62), Gagosian



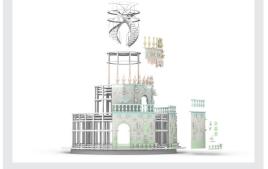




Richard Serra Exhibition, Gagosian

Waddesdon Manor - Wedding Cake







### TECHNICAL SERVICES

Introduction



### JOSH BOURTON Head of Technical Services

As Westgreen's Head of Technical Services, I am proud to introduce my handpicked team that make up our technical services department. Whilst all members of the team are proficient at technical services, each also has particular strengths and these are mentioned for reference. Across our diverse range of new-build and refurbishment projects, my team and I provide interrogative and detailed technical services management and support from project inception to completion, further extending to aftercare and maintenance.

The range of experience and specific knowledge held by the team ensures that we are able to positively support clients, appointed professionals and our supply chain partners, always with emphasis on pre-emptive planning and solutions-focused contributions, to ensure best-possible, robust outcomes. We are technically proficient and honest.

I look forward to the opportunity to demonstrate our robust procedures and overall approach to being Westgreen's guardians of all our projects technical services."



### MEET THE TEAM



We are also able to call upon the expertise and specialist services offered by the many experts we work with across all of Westgreen's projects, including installers, suppliers, designers and governing bodies.



## JOSH BOURTON Head of Technical Services

As Head of Technical Services, Josh has a wealth of knowledge and experience from 15 years in services installation and management, particularly in the field of plumbing, heating and gas. Josh works closely with his team of Senior and Technical Services Managers to oversee the coordination and effective installation of building services across Westgreen.



#### MARTIN KOTOMSKI Senior Technical Services Manager

Martin is an accomplished MEP project management professional and controls integration specialist with nearly 20 years of experience, elevating the technical services performance of luxury properties and commercial / mixed use developments.



## ROB SADLER Senior Technical Services Manager

Rob brings to our team years of experience as a Building Services Engineer. He has a vast knowledge of services, particularly of electrical infrastructure and power distribution and shares his knowledge base freely with fellow team members and customers alike. His experience as an engineer also includes work within the MOD framework.



### ARTIN EBRAHIMI Technical Services Manager

Artin began his career as an M&E Services Inspector on residential projects, applying his knowledge to assuring services installations complied with current legislation and to specification. Whilst knowledgeable across the range of technical services, Artin is particularly strong on life safety systems and regulations.



### JOHN ACLAND Technical Services Manager

John has over 30 years experience in the management and engineering of building services installations, across a wide range of projects. His particular area of expertise is heating, ventilation and air conditioning systems. He is particularly skilled in spatial coordination, commissioning processes and fault analysis.



### JON STAPLES Technical Services Manager

Jon is an integral part of a dedicated team of technical services professionals at Westgreen, he is highly competent and has in-depth experience within the technical services sector, having worked on major projects to overall values of £110m with MEP elements to £20m.

# EXAMPLE OF A MAINTENANCE BREAKDOWN

### 12 Months

Every proposal is tailored to the specific requirements of our clients and that of their property.

The example below presents a sample template with an emphasis on technical services, however our aftercare and maintenance services routinely expands to all other property elements, including but not limited to:

- Windows and doors maintenance
- Decorations and roof surveys
- Gutters and rainwater pipes and sewer / inspection chamber cleaning
- Stone and timber floor treatments, mastic pointing renewal
- Full habitation functionality testing

We provide guidance on planned preventative maintenance programmes for all property elements and can advise on budgeting too.

DISCIPLINE	TASK	MAINTENANCE Frequency
Electrical Testing	Check 20% of circuits to keep install up to date	Bi-annually
Vesda	Check operation and certify	Bi-annually
Underfloor Heating	Check operation	Bi-annually
	Review flow rates	
	Adjust local temperatures	
BMS	Flexible support visits	Bi-annually
	System integrity check	
	Flat and equipment check	
	Remote login support	
Gas Safe Engineer	Boiler service	Bi-annually
	Gas fire service	
Domestic Functionality	Flow rates and temperatures to bathrooms	Bi-annually
	Limescale clean	
Sum Pumps - Foul & Rainwater	Foul pump system - check operation and report issues	Bi-annually
	Rainwater system - check operation and report issues	
Heating & LTHW Pumps	Check functionality and flow rates of grundfos pump	Bi-annually
Booster Pumps	Check pressure levels, gauge check and test operation grundfos	Bi-annually
Cavity Drainage Pumps	Clean and test pump operation	Bi-annually
Plantroom Pumps	Service pumps and clean	Bi-annually

DISCIPLINE	TASK	MAINTENANCE Frequency
CCTV & Access Control	Check quality of image, clean camera lens, carry out any software upgrades	Bi-annually
Intruder Alarm	Check functionality, operation and connection	-
Emergency Lighting	Carry out three hour light test and ensure full operation	Bi-annually
FCU & Ventilation	Check and clean filters, service all fan coil units	Bi-annually
HVAC	Clean and test operation, replace filters	Bi-annually
Air Filtration	Test operation and replace filters	Bi-annually
Humiditor	Clean unit and top up solution, 12 month supply of the consumables (filter pads, distilled water and disinfectant liquid)	Bi-annually
Ablution Units	Run unit taps and test pressure	Bi-annually
Water Treatment	Flushing loose rust, construction debris out of system	Bi-annually
	Chlorination of domestic system	
Lift Servicing - Dumb Waiter	Lubricate all movable parts and test operation first year part of agreement. Service included in plan, any parts and labour damaged not covered under warranty will be chargeable	Quarterly
Lift Servicing	Test operation, clean and make minor adjustments if required. Service included in plan (for first year), any parts and labour damaged not covered under warranty will be chargeable	Quarterly
Sprinkler System	Flow tests and equipment inspection	Bi-annually
Lighting Protection	Lightning conductors and earth grounding installations being visually inspected and tested	Bi-annually
Man Safe System	Service, maintain and provide test certificate	Bi-annually
Spiral Cellars	Service, maintain and provide test certificate	Bi-annually
Garden Maintenance	Professional and qualified horticulturist to clean garden, remove weeds, add plant feed, clear and dispose of rubbish	Fortnightly
CPL Working Management	CPL management making regular visits to the property for surveys and general inspection. Management of arranging works and reporting	Two visits per month



# **OVERVIEW**What We Provide

#### **Building Services Management & Installation**

The services elements are a critical path to the delivery of the project. Our in-house Technical Services Manager (TSM) will ensure all procedures are carried out from the initial tender to delivering a complete cost effective, fully functional environmental system that will meet the end user needs.

Westgreen services managers help to coordinate, manage and deliver across the following packages:

- Audio visual / lighting / electrical
- Lifts / fire alarms / security Incoming utilities
- Full plumbing, heating and gas installations
- External irrigation and water features

#### Pre / Post Tender

- Analyse tender drawings specifications before sending to the correct sub-contractors for pricing
- Hosting of early design workshops to make sure all sub-contractors are aware of the complexity of the project and what we expect from their bid
- Engaging with the client team and consultants in the tender period, resolving all queries raised
- Offering VE options to the client team that could help from a programme and cost perspective
- Hold post tender interviews before submittal to the client team so that all costs are compliant and subcontractors meet Westgreen QA procedures
- Early review of the commissioning programme to try and bring items forward and commission early.
   This is beneficial i.e. in holding joinery at a required temperature if heating needs to go on early
- Procurement schedules will be issued at this stage for long lead items

#### **Pre-construction & Construction**

- Weekly development and coordination meetings are held with client designers and sub-contractors to resolve design pinch points, changes and final product selection for technical submittal sign off
- Revit model drawings will be provided to highlight pinch points, tight areas and to show that drawn as being clash free
- As the construction phase starts, weekly progress and design meetings will be held with our sub-contractors and MEP consultants to make sure the installation and procurement programmes are being met

- Throughout the construction phase, installation quality is checked daily using Westgreen quality control measures. Before closure of each void, closure notices are signed off by the TSM to make sure that the installation is of high standard
- This process eliminates causing unnecessary damage once items have been installed and limits the risk to progress on site

#### **Testing & Commissioning**

Will be fully planned, executed and documented. Along with the design team throughout the contract period, a detailed commissioning programme will be submitted for approval a minimum of four weeks prior to commencement of any commissioning works.

The testing and commissioning process is paramount to the successful outcome for the project and will be carried out in the presence of our TSM. It is our policy to ensure that specialist sub-contractors employ independent and experienced testing and commissioning companies, complemented by specialist commissioning engineers.

Services shall be set to work and performance tested according to relevant CIBSE Commissioning Codes and Mechanical & Electrical Services Specifications. Each system will be systematically tested and results recorded on commissioning record sheets for inclusion in the O&M Manual.

### Record Drawings, Operating & Maintenance Instructions

We recognise the importance of providing the client with the correct information at handover in order for them to operate and maintain the installation. This will be achieved by the following:

Drawings will record changes and site alterations including information from the commissioning and test exercise and the originals updated prior to handover. The process of updating records will be checked to ensure that this process is being carried out to the correct standard by our TSM.

We also welcome the involvement of the client's Services Consultant in the preparation and implementation of the training programme.



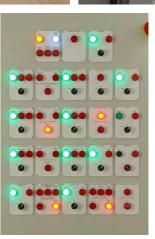


























# WESTGREEN CONSTRUCTION All Sectors

Proudly celebrating almost 25 years in business

### HIGH END / SUPER PRIME RESIDENTIAL

Projects typically ranging in construction value from £5m to £30m. Our most recent being a 30,000 sq ft single dwelling residence (build value of ~£32m).



#### ART GALLERIES

Westgreen's ability to delivery fast track fit-out coupled with exquisite quality requirements has earned us a privileged position with many of the world's leading contemporary galleries, including Gagosian, PACE, Galerie Thaddaeus Ropac, LACMA and others.



### ART EXHIBITIONS / FABRICATIONS

Related to our gallery work, we have delivered (and sometimes designed and fabricated) a number of artworks and exhibitions. We have supported renowned artist, James Turrell for multiple commissions in London and elsewhere including Moscow, Venice, Los Angeles and Canberra.



WESTGREEN MAJOR PROJECTS - With over 130 full-time employees and a wide network of carefully selected specialists, our Special Projects & Aftercare team have the backup and support of a substantial pool of resource and expertise to bring to all our projects.

#### HIGH END RETAIL

Fashion and other premium retail projects in Mayfair for Balenciaga, ETRO, Ermenegildo Zegna, The Row, Jessica McCormack Jewellery and Holly Hunt.



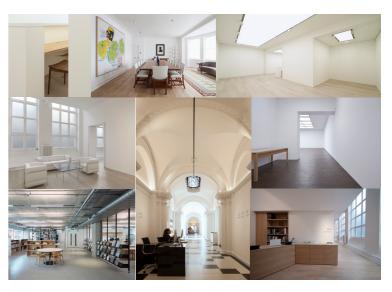
#### **BESPOKE RESTAURANTS**

We were originally entrusted with the delivery of the full refit of The River Café, The River Café's additional pastry kitchen, Vardo - Duke of York Square and Humble restaurant, Kings Road.



#### **OFFICE FIT-OUT**

We have delivered many interesting and creative commercial and private offices within several of our projects.





### THE 'WESTGREEN WAY'

Our aim is to be regarded by customers, consultants, personnel and our supply chain as a market leading main contractor in the high-end sectors that Westgreen operates within. The company seeks continuous improvement in all that we do and wishes to engender an environment where excellence in service and results prevail, innovation is promoted and talent is nurtured and channelled for the good of the company, our personnel, supply chain and ultimately our customers.

We wish to treat our clients and their representatives as customers to whom we offer and deliver an excellent service. We also aim to similarly engage internally so that personnel and our supply chain feel valued. Customer care, internal and external, is a key consideration in our endeavours. As an integral part of the company structure, the Special Projects & Aftercare Department embodies the principles of the Westgreen service delivery to embrace all of the following:

#### HEALTH & SAFETY

The safety and wellbeing of all who come into contact with our operations is our number one priority. We promote and expect first class health and safety standards in all that we do.

#### QUALITY

Always deliver a high-quality product. The product of our service (i.e. the properties that we care for) is our ultimate legacy.

Great quality and a defect-free product remains our routine objective.

## RELIABILITY, TRUSTWORTHINESS & CONFIDENTIALITY

Our commitments are to be met both personally and as a company. We aim to be seen as 'A Safe Pair of Hands' providing an unobtrusive presence in all that we do.

#### PROFESSIONALISM

Uphold the highest of standards both personally and companywide through our knowledge, integrity and care of service to our customers. Be competent, skilful, and assured.

#### **CUSTOMER FOCUSED**

Our customers and their representatives are at the centre of our business and effectively our employers. Without our customers we do not have a business and our focus is on delivering a positive customer experience. Look to build loyalty, trust and confidence in the level of service we provide. Work hard to understand and embrace our customers' needs, treating those representing our customers as customers too.

#### SOLUTIONS ORIENTATED

A long standing company ethos has been 'Smile & Solve'. Challenges inevitably arise, however, promote and embrace solutions and the longer-term partnerships that this approach can bring. Deliver bestpossible outcomes.

### CALMNESS & POLITENESS

Always stay calm, avoid verbal and written inflammatory confrontation. Solve challenges - calmly assess from your base of knowledge and experience to provide resolution. When communicating in writing, never use CAPITALS (shouting) or red font.

#### **INTEGRITY**

Always do the right thing, repeatedly, and 'right' will prevail.

### LONG LASTING RELATIONSHIPS

Work on building strong, harmonious relations with customers, customer teams, colleagues and our supply chain.

#### PRESENTATION

Maintain high standards of personal presentation whilst in attendance at your property.

When 'on stage', reflect all the values and objectives highlighted above, including a consistent brand Identity

Be the best you can be, always

### EQUALITY & DIVERSITY

Welcome individuals as you find them. Be yourself and allow others to be themselves.

Treat everybody equally and treat them well, as you would like to be treated.

Embrace and value diversity as this harnesses talent and provides opportunity.

The above sets out the developed cultural objectives of this company and the departments contained within. These qualities should be embraced, learnt and delivered upon in all that we do.

### **An Aftercare Journey**







































# AWARDS, ACCREDITATIONS & CERTIFICATION

### **Health & Safety**





### WHY WESTGREEN?

### **SAFETY**

Is our number one unrelenting priority at all times.

### AGILE & FLEXIBLE

We're adaptable and able to move quickly when change is required to the project brief. We will always do our utmost to accommodate change, house and travel plans.

### WE'RE HERE FOR THE 'LONG-HAUL'

We aim to make long standing professional alliances during the project delivery and lifecycle of your property.

# QUALITY & CRAFTSMANSHIP

We aim to deliver the very best we can provide through close attention to detail and stringent quality control protocols and the experience of our team.

# CUSTOMERS NOT CLIENTS

We treat our clients and their representatives not as 'contract counterparts', but as a customer team allied in our goal, to make the project delivery and the ultimate product, as good as it can be.

### USER FRIENDLY

We like to do our business collaboratively, intelligently, and with a polite can do approach.

### **WE CARE**

We enjoy and are well versed in preventing and resolving issues that can arise within properties. When you engage Westgreen, we hold a duty of care to ensure that any works conducted with utmost consideration to your place of residence.

### **AFTERCARE**

We take pride in our work and our aftercare extends beyond the normal, ensuring we are on hand to be of help and offer advice, long after hand-over and the normal warranty period ends. We approach this by being proactive and having a genuine passion for what we do!

We are discreet and ensure all our key personal have been vetted and trained to be 'best in class'.

# COST & PROGRAMME

We aim to be regarded as 'best value' in our sector, offering efficient solutions that are delivered in the right programme at a fair cost.

# FINANCIAL SECURITY

It is true to say our Bondsman (HCC) is comforted by our financial standing. Our business finances are closely and carefully monitored in both the short and longer term.



#### WESTGREEN CONSTRUCTION

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