



1 September 2025

Dear Applicant

**Our Ref: FOI 885**

Your request for information received on 05 August 2025 has been handled under the Freedom of Information Act 2000 (FOIA).

## **Request**

- 1. A detailed explanation of how grant-aided works are costed by the NIHE, including any internal policies, methodologies, or procedures used to determine the value or approval of such works.*
- 2. A copy of the RICS (Royal Institution of Chartered Surveyors) rates or data tables used by NIHE in the calculation or assessment of construction or repair costs, particularly in relation to grant-aided works.*

## **Our response**

**A detailed explanation of how grant-aided works are costed by the NIHE, including any internal policies, methodologies, or procedures used to determine the value or approval of such works**

### **Policy**

The Housing Executive's Private Sector Improvement Services (PSIS) department costs grant-aided projects for privately owned homes in accordance with Section 9 'Grants Costing Policy' of the Home Improvement Grant Policy Guidance Manual.

Section 9 states that "*The purpose of the Grants Costing Policy is to provide a structured and consistent approach to estimating the reasonable costs of executing construction and construction related works which may qualify in whole or in part for Grant Aid disbursed through Private Sector Improvement Services (PSIS).*"

By adhering to the costing process of the Grants Costing Policy, the Housing Executive ensures that the reasonable costs of grant aided works are calculated uniformly across all the grants offices and in a manner consistent with sound construction estimating practice.

### **Methodology / Procedure**

The methodology used to determine the value of the grant aided works for an applicant's project is as follows:

#### *Step 1*

A site survey is undertaken and recorded on a standard site inspection report

#### *Step 2*

A quantified List of Grant Aided Works is produced based on the site inspection report (for a Disabled Facilities Grant the Technical Officer takes account of the applicant's Health Trust Occupational Therapist's recommendations).

#### *Step 3*

An applicant's architect / agent, where necessary, produces a design for a Basic Scheme to fully reflect the necessary works as detailed in the list of quantified grant aided works.

The Basic Scheme - upon which Grant Aid is calculated - shall be the most economical solution. It must be consistent with current Building Regulation and Cost Performance Index specification and the functional requirements to be achieved in line with Grants' Technical Policy.

Applicants whose scheme shows additional or 'enhanced' works on their design, which are not on the quantified list of Grant Aided Works, will not be covered by Grant Aid.

#### *Step 4*

When an applicant's scheme has received the necessary Building Control and Planning Approvals, the Technical Officer will use these approved scheme drawings and documentation to produce an accurately measured List of Grant-Aided Works.

The work items detailed on this list are described and costed using the Housing Executive's Schedule of Rates for grant-aid to privately owned properties and applied as per the policy. The total building cost derived is the value of grant aid for which formal approval is given.

#### *Step 5*

Once work has been completed, the Housing Executive's Technical Officer will inspect and complete a full remeasure of the works. This is to determine the Housing Executive's final costing and ensure that the value of grant-aid paid is correct.

Please see attached the relevant section from the guidance manual.

**A copy of the RICS (Royal Institution of Chartered Surveyors) rates or data tables used by NIHE in the calculation or assessment of construction or repair costs, particularly in relation to grant-aided works.**

The Housing Executive's PSIS department does not use the Royal Institution of Chartered Surveyors (RICS) Rates or Data Tables to calculate grant-aided construction or repair works. PSIS uses a Schedule of Rates, produced internally, which contains a description of an individual work item, and the rate of grant-aid allowed in respect of same.

The PSIS Schedule of Rates, used to value grant-aided schemes, is revised annually to reflect construction industry movements in the costs of labour, plant and materials used for construction projects. It uses Building Cost Information Service (BCIS) average building cost indices projected for the following year. More information may be found at [BCIS | Building Cost Information Service Construction Data](#).

These building cost indices are calculated using live feedback from UK and NI construction projects, tendering cost trends, skills trade bodies labour cost information and price data from suppliers, merchants and manufacturers. The rates in the PSIS' Schedule of Rates are accurately adjusted in line with current and forecasted cost and price levels for these inputs.

The Housing Executive obtains the average building cost indices data under licence from BCIS; therefore, it would not be able to share this data.

**Please note**

In the attachment, personal information has been redacted in accordance with the FOI Act Section 40(2) as disclosure would contravene data protection principle (a) in Article 5 of the UK GDPR.

This concludes our response.

## 9.0 Grants Costing Policy

### 9.1 Purpose of the Grants Costing Policy

**9.1.1** The purpose of the Grants Costing Policy is to provide a structured and consistent approach to estimating the reasonable costs of executing construction and construction related works which may qualify in whole or in part for Grant Aid disbursed through Private Sector Improvement Services (PSIS).

**9.1.2** Adherence to the Grants Costing Policy will provide assurance that the reasonable costs of grant aided works are being calculated with a uniformity of approach across all the Grants Offices, consistent with sound estimating practice.

**9.1.3** Operation of the Grants Costing Policy will help to guarantee that a sufficiently large pool of Building Contractors are available to applicants to carry out grant aided works, whilst at the same time also ensuring that value for money is achieved on behalf of the taxpayer.

**9.1.4** The Grants Costing Policy will be subject to ongoing review and modification to reflect changes in the many drivers which act to influence the costs of carrying out building works.

**9.1.5** It will also be subject to an ongoing process of improvement in order to:

Achieve greater accuracy.

Eliminate duplication and/or nugatory work.

Reduce the time required to calculate costs.

Make the costing process more straightforward for Applicants, Contractors and PSIS staff.

Improvements will be made by PSIS Central Technical Group following annual reviews and in response to representations from any of the stakeholders who are required to operate and comply with the Grants Costing Policy.

All representations with regard to improving Costing Policy will be given careful consideration by PSIS Central Grants and, if necessary, changes will be incorporated into Costing Policy at the earliest opportunity.

**9.1.6** The Grants Costing Policy will be maintained in Meridio by PSIS Central Grants and all stakeholders will be advised when changes are made to its contents.

### 9.2 The Relevant Documents for Costing Grant Aided Works are:-

**9.2.1** This Grants Costing Policy Document.

**9.2.2** Grants Schedule of Rates; CPI Standard Specification.

- 9.2.3 Grants Schedule of Rates (the SOR) comprising Work Item Codes and Rates; compiled by Private Sector Improvement Services (Central Grants) and incorporated into the grants computer system.
- 9.2.4 Grants Costing Advice Notes produced by PSIS Central Grants to provide clarification and guidance on Costing Issues [Appendix A](#).
- 9.2.5 Notification of amendments to the above documentation will be circulated to all stakeholders by PSIS Central Grants who will maintain a Register of those changes and the date at which they came into effect.

### 9.3 Site Inspection / Survey

- 9.3.1 The Site Inspection / Survey should be carried out using the Mobile Tablet facility of the Grants Computer System (when this becomes available).
- 9.3.2 A site survey of the existing dwelling shall be carried out and recorded on a site inspection report, listing dimensions, quantities and the defects of each room, the dimensions, quantities and defects of external elevations and ground levels if appropriate. The form should also include a line drawing of the dwelling indicating the positions of fire detection measures and Kitchen and Bathroom amenities. Photographs should accompany the Inspection Report and the contents of each photo should be fully described when being uploaded to the Grants Computer System.
- 9.3.3 The inspection report should be sufficiently detailed, and presented, in such a manner as to enable another Technical Officer / Surveyor to produce a quantified List of Grant Aided Works without having to revisit the dwelling. A copy of the report must be stored on The Grants Computer System in the electronic case file documents.
- 9.3.4 Opening up for inspection: Where it is not practicable through normal survey techniques to make a full inspection of the works, (e.g. depth of foundation of existing stone wall) then in order to avoid additional unforeseen work, the Applicant should be requested to open up the works for inspection.

The Applicant shall be informed that the costs incurred in connection with opening up the works for inspection will only be reimbursed when any subsequent grant aided works have been completed; and that the Housing Executive will assess and reimburse the reasonable costs of opening up the works for inspection during the Initial Survey up to a maximum of £150.00 plus any applicable VAT.

**Note** – the same procedure will apply to the inspection of completed works; however there will be no reimbursement of the reasonable costs of opening up the works where the “completed” works are found to be defective.

**It should be noted that this cap is not incorporated within the Computerised costing system and will have to be applied manually by the Technical Officer.**

## 9.4 List of Grant Aided Works

- 9.4.1 After the Site Inspection / Survey, a List of Grant Aid able Works shall be prepared. All such lists must be created on The Grants Computer System.
- 9.4.2 The Codes-and the Rates shall be those in use on The Grants Computer System. This is the Grants SOR in electronic form.
- 9.4.3 All Lists of Work shall have quantities included. Quantities entered on The Grants Computer System are automatically rounded to two decimal places.
- 9.4.4 In order to achieve a uniform approach to costing issues, Technical Officers should follow the procedures set out in the Grants Costing Advice Notes (see [Appendix A](#)).
- 9.4.5 A Provisional Sum may be allowed on a general description item when calculating preliminary costings but this will have to be fully costed before formal technical approval is issued.
- 9.4.6 The location field in The Grants Computer System should be used to provide both location details and, where appropriate, any relevant additional information on the item to which it relates.
- 9.4.7 Each item of work shall be identified with the appropriate level of VAT if applicable.
- 9.4.8 A designated Senior Technical Officer shall carry out a monitor of 10% (min) of the completed Lists of Works which will then be formally approved on the Grants Computer System.
- 9.4.9 A monitor of all of the approved Lists of Work which are subsequently amended shall be carried out by the designated Senior Technical Officer.
- 9.4.10 Each time a Schedule of Works is approved or reapproved a copy of that Schedule must be stored on The Grants Computer System.
- 9.4.11 Internal decoration is not included within the cost of the grant aided works, except where required in order to protect the works e.g. where timber items have been repaired or replaced. The only other item of internal decoration would be where a PVC floor cover would be provided for safety reasons, i.e. where work has been carried out to provide a new or make good an existing Bathroom or Kitchen floor.

## 9.5 Work Items Not Covered By the Grants Schedule of Rates

- 9.5.1 All costing requests for items not already included in the Grants SOR should be made via email to the Designated Officer(s) in Central Grants.
- 9.5.2 The request should fully describe the work being carried out as well as any additional information which might influence the cost.

- 9.5.3** The Designated Officer in Central Grants will provide a cost for the rogue item via an email which should be stored in the Scheme Documents Folder on The Grants Computer System.
- 9.5.4** Where the rogue costing relates to substantial works Central Grants shall fully describe what is included in the costing and, if necessary, provide a breakdown of the costing. The Technical Officer should ensure that there is no duplication of costs between the rogue costing and other List of Grant Aided Works items.
- 9.5.5** Costings provided by Central Grants should be entered at P10 1005 (if a multiple of £10), P10 1007 (if a multiple of £15) or P10 1009 (if a multiple of £1) and fully described in the location field.
- 9.5.6** If the price supplied by Central Grants is a Unit rate this should be indicated in the location field along with quantity used and confirmation of the date the rogue rate was provided by Central Grants, e.g. “10.00m of close boarded timber fencing 900 high @ £30.00 per m. Rate provided by Central Grants 27 January 2014”.
- 9.5.7** Where in the view of Central Grants and/or the Grants Office, a costed individual item would have a more general application; Central Grants will arrange to have the item included in the Grants SOR on The Grants Computer System at the earliest opportunity.

Central Grants shall advise all Grants Offices via email when new items are added to the SOR in this way.

## **9.6 Sundry Low Cost items not covered by the Grants Schedule of Rates which do not require endorsement by Central Grants.**

- 9.6.1** Minor Sundry “one-off” items, each of less than £100 in value (excluding VAT) may be included in a List of Grant Aided Works, without recourse to Central Grants, subject to approval by the Senior Technical Officer and provided that such items are fully described and quantified. The total aggregate value of all such items not requiring central approval within a List of Grant Aided Works must not exceed £500 (excluding VAT and adjustment factor) or 5% of the Approved Cost, whichever is the lower amount.

Rogue costings provided by Central Grants and amounts derived from the costing advice ready reckoners do not count towards the 5% / £500 maxima.

- 9.6.2** These sundry low cost items must be entered on The Grants Computer System. at P10, 1005, 1007 and 1009 as appropriate and described in the location field in such detail as to enable identification of the full nature and extent of the works to which they refer.

## **9.7 Least Cost Option/Enhancement**

- 9.7.1** The scheme upon which Grant Aid is calculated shall be the most economical solution consistent with the current Building Regulation & CPI specification and the functional requirements to be achieved in line with the Grants Technical Policy. This is described as the **Least Cost Option**.

- 9.7.2** In the event of an applicant submitting proposals which conform to the NIHE brief but which are of a greater floor area and/or to a higher specification than that required by the NIHE, no additional Grant Aid will be allowable for the Enhancement.
- 9.7.3** The applicant should be advised in writing that their proposals, whilst being acceptable to the NIHE, are likely to result in additional expense to themselves in respect of construction costs, professional fees and warranty bond.
- 9.7.4** Where the estimated cost of enhancement relating to Additional Floor Area exceeds £6,000 the case should be referred to the designated Administrative staff to deal with issues of affordability and financing.
- 9.7.5** The full estimated cost of Enhancements must be recorded in the “Enhancement Details” field on The Grants Computer System. (with VAT included at the full standard rate if the contractor is registered for VAT in the UK).
- 9.7.6** Enhancement policy issues are dealt with in sections [8.15](#) of the Grants Policy Manual.

## **9.8 Adjustment Factor (AF)**

- 9.8.1** The Grants Computer System automatically adjusts the total building costs contained in the List of Grant Aided Works for each scheme. It addresses, in a structured manner, the diseconomies of scale associated with lower value schemes.
- 9.8.2** The adjustment factor (AF) is applied to all those costs over which the Building Contractor has some control, both works he carries out himself and those undertaken by sub-contractors whom he has engaged.
- 9.8.3** The Grants Computer System. will automatically recalculate the necessary adjustment to SOR costs to take account of any works added to, or omitted from, the authorised List of Grant Aided Works during the life of the scheme. This amended AF will be applied to any items “Added” to the List of Grant Aided Works, any items previously authorised will retain their original AF.
- 9.8.4** The Cost Adjustment procedure is not applied to those costs arising from fixed fees and charges in relation to Mains Services provided by Statutory Bodies and the like, e.g.:
- Electrical Mains Charges
- Certain Types of Specialist Work.
- 9.8.5** The following SOR item codes on The Grants Computer System should be used for this non-adjustable work:
- V90 0039 – Mains Electric Connection Charges.



## 9.9 VAT

- 9.9.1** The prospective Contractor's VAT status must be entered on The Grants Computer System in the "Contractor's estimate" field.
- 9.9.2** In the case of a VAT registered Contractor; Housing Executive's costing shall include the appropriate rate of VAT applicable to the individual List of Works' items.
- 9.9.3** When a builder is not registered for VAT in the UK, his submitted price should be entered on the Grants Computer System as his estimate; all scheduled items which attract VAT will have the % column on the schedule screen set to 50% of the full standard rate of VAT (currently 20%) in order to determine the allowance for the amount of VAT paid on the cost of the materials.
- 9.9.4** If a different Contractor (from the one who submitted the estimate) carries out the works, it will be necessary to check his/her VAT status at final invoice stage in order to ascertain if the VAT rates used at Approval Stage remain applicable. If not they should be altered to reflect the VAT status of the new Contractor.

## 9.10 DIY Works

- 9.10.1** Where work is carried out on a DIY basis by an applicant then the grants costing shall be calculated at half the SOR allowance to reflect the cost of materials only. It will be necessary to adjust the List of Grant Aided Works costs manually to reflect the DIY status.
- 9.10.2** The NIHE costing should be compared with the applicants' submitted receipts, multiple receipts must be added together to give a single cost for the materials and the amount of VAT included as appropriate, the lower of the two amounts is allowable for Grant Aid.
- 9.10.3** If the Applicant carrying out the work is not registered for VAT within the UK then those works items where the receipts indicate VAT has been paid on the materials will have the VAT percentage column set to the standard VAT rate (currently 20 %) in order to calculate the allowance to be made for the amount of VAT paid

## 9.11 Services Capping

- 9.11.1** The following services' costs are automatically capped by The Grants Computer System.

### **Work Description**

Electricity Mains Supply

Water Mains Supply

Underground Drainage

Exceptional Site Works

**9.11.2** Water Authority Fees must be capped manually on The Grants Computer System by the Technical Officer at £670.00 plus VAT.

## **9.12 Additional Unforeseen Work**

**9.12.1** Any additional unforeseen work must be fully described and costed complete with supporting correspondence and photographic material stored in The Grants Computer System prior to, or at the time of, those works being carried out.

**9.12.2** Additional unforeseen works to have a 100% monitor by the Senior Technical Officer.

**9.12.3** Approval (whether by TO or STO) must not be given retrospectively for additional unforeseen works which cannot be independently verified in writing. For example, building control confirmation of required excavation depths or OT confirmation that additional hardstand was asked for and is of the required area.

## **9.13 Contractor's Estimate**

**9.13.1** Prior to issue of formal approval a builder's estimate is required. This shall be compared to the Housing Executive's costing and the lower price shall be used to determine the amount of grant aid at Formal Approval Stage.

**9.13.2** The Standard Builders Estimate form should be completed by the contractor and scanned onto the Grants Computer System

**9.13.3** When a Builder's Estimate is entered on to the Grants Computer System it should include any VAT charged but exclude the Bond Fee and Statutory Charges.

**9.13.4** When a builder is not registered for VAT in the UK all items which attract VAT should be at 50% of the full standard VAT rate (currently 20%) in order to make an allowance for the amount of VAT paid on the materials.

**9.13.5** A Builder's estimate should include the following:-

Contractor's full name and address

Address of grant aided property.

Phone numbers

VAT Registration Number

Warranty scheme name and warranty bond scheme number where applicable (not required for Repair Grants or any type of grant with a value of less than £5,000 ex. VAT)

Total cost of building work as listed in the Housing Executive's List of Grant Aided Works

Total VAT (if applicable) on NIHE Work

The total cost of enhanced works.

Total VAT on enhanced works.

Note VAT on enhanced works if applicable is at the full standard rate even where it involves a work element which would normally require a reduced or zero VAT rate.

Bond Fee

Date

Contractor's Signature (Not required if the contractors name and address can be verified by another method (valid e. mail address etc.)).

## 9.14 Interim Payments

- 9.14.1** An inspection of the works shall be carried out when the applicant makes a claim for an interim payment.
- 9.14.2** The first payment may only be considered when 25% or more of the scheme has been satisfactorily completed.
- 9.14.3** Only work specified on the List of Grant Aided Works shall be considered for interim payment. Care shall be taken not to overvalue any work item.
- 9.14.4** No allowance shall be made for un-fixed materials on site.
- 9.14.5** Where a grant aided scheme involves enhancement, care shall be taken not to authorise a greater percentage of grant aid than the percentage of all works (including enhancement) completed on site.
- 9.14.6** The Grants Computer System will permit interim payments based on the value of the work marked as completed by the Technical Officers during their inspection but with a "Retention" of 10% of the value of the payment
- 9.14.7** The current schedule of works including any formally approved additional unforeseen work shall have a percentage of work complete recorded against each item of work.
- 9.14.8** The valuation, when completed, shall have any applicant's contribution deducted by the Grants Computer System on a pro rata basis.
- 9.14.9** Any item which is to be marked more than 75% complete must be remeasured and the item adjusted if necessary before the % complete is entered on to the system

## 9.15 Contractor's Final Invoice / NIHE Final Costing

**9.15.1** A Contractor's final invoice is required. This can be provided by a hardcopy or by email. The invoice should contain the following information:-

Contractor's full name and address

Address of grant aided property

VAT Registration Number

Total Cost of carrying out the Housing Executive's Scheme (excluding VAT)

Total VAT on the Housing Executive's Scheme (if applicable)

Bond Fee

Date

Contractor's Signature (Not required if the contractors name and address can be verified by another method e.g. valid e-mail address etc.).

**9.15.2** Where there has been a change of Contractor from estimate stage, the Technical Officer shall check to ensure that costings included at approval stage are still applicable.

It will be necessary to re-approve the scheme on Grants Computer System if the Contractor who carried out the works has a different VAT status from the Contractor, who submitted the original estimate, and/or the new Contractor's final invoice is less than the Approved Cost or an amendment is required to the fees.

**9.15.3** The invoice amount shall be entered on the Grants Computer System as the "Estimate" amount including the VAT amount claimed; the value entered shall exclude bond fee and statutory charges and the original estimate amount deleted.

**9.15.4** The designated Technical Officer shall carry out a **full remeasurement of the completed works** where items have not been remeasured previously in order to determine the Housing Executive's final costing. The List of Grant Aided Works must be updated by the Technical Officer to reflect this final costing and then authorised by the Senior Technical Officer before final payment can be processed.

**9.15.5** The Contractor's Final Invoice shall be compared with the Housing Executive's final costing.

The Contractor's charge for works including VAT will be compared to the Housing Executive allowance for works including VAT and the lower amount will be used for grant aid.

## 9.16 Architect's Fees

- 9.16.1** Fees are payable on schemes where it is necessary for grant purposes to employ an Architect / Agent. The maximum fee shall be calculated on the approved cost of the grant aided scheme only, but excluding VAT.

Architect's fees shall be calculated (at 6% to a maximum of £1,800.00 excluding VAT or 3 % to a maximum of £900.00 excluding VAT – minimum £200 + VAT) and then compared to the Architect's invoice; the lower fee shall be accepted for costing.

The higher percentage fee (6%) is only payable to architects/architectural technicians who have the necessary Professional Indemnity Insurance.

- 9.16.2** Architect's fees shall not include for supervision of the works.

- 9.16.3** Architects/Technicians who are registered for VAT in the UK can be allowed for VAT charges on their fees.

- 9.16.4** Where a small scheme requires an Architect, the Grants Manager can consider a minimum fee depending upon the standard of the drawings and the qualifications of the person who prepared them. See [8.21 Architectural Fees](#)

The amount of such a fee should be entered manually on the Grants Computer System and the reasons recorded in the "NOTES" field.

## 9.17 Statutory Fees

- 9.17.1** Statutory fees including Planning, Building Control and Septic Tank Discharge Consent where applicable can be included for grant aid. They should be entered on Grants Computer System under the appropriate title

- 9.17.2** A receipt, demand or invoice from the relevant Authority is required to ratify the fee. It is not acceptable to include statutory fees where an architect or agent has included these on their own fee account unless they are accompanied by receipts from the relevant statutory authorities.

- 9.17.3** Care should be taken to ensure that there is no duplication in allowance for statutory fees (e.g. already included in architect's fee account).

Care should also be taken to ensure that statutory fees are not inadvertently included for schemes which qualify for an exemption.

- 9.17.4** Statutory fees are not capped, with the exception of Water Authority Fees which it is necessary to cap manually at £670.00 plus VAT.

### **9.18 Consultant Engineer's Fees**

- 9.18.1** The maximum fees allowed for Consultant Engineers when required shall be calculated at 1.5% up to a maximum of £500.00 excluding VAT (Minimum £150 + VAT). The applicable fee should be entered manually on the Grants Computer System. See [8.21 Fees](#)
- 9.18.2** An allowance for VAT should only be made for contractors who are registered for VAT in the UK.

### **9.19 Legal Fees**

- 9.19.1** Legal fees shall not exceed £50.00 plus VAT, and are automatically capped by the Grants Computer System.

### **9.20 Builder's Bond**

- 9.20.1** Where the cost of the grant aided work exceeds £5000 excluding VAT, a Warranted Builder must be used and a Warranty Bond obtained. This rule does not apply to Repair Grants.
- 9.20.2** The Bond should cover the whole of the works including additional unforeseen works and enhancements.
- 9.20.3** The cost of the warranty bond provided by the contractor shall be entered on the Grants Computer System and capped at £375 (including VAT).
- 9.20.4** The NIHE allowance for the warranty bond should initially be entered on Grants Computer System at 1.20%

### **9.21 Fees Generally**

- 9.21.3** All fees are to be added to the building works estimate before any overall grant capping limit is applied.

## 9.22 Grants Capping Limits

**9.22.1** The following are the current Grant capping limits:

Grant Type	Capping Limit
Renovation	£25,000
DFG	£25,000 (subject to top-up)
Replacement	£31,500
Home Repairs Assistance	£5,000 (total spend in any three year period.
Repair (Landlord)	£7,500
Repair (Owner Occupier)	£500

## 9.23 Minimum Value of Grant Aid

**9.23.1** Due to the burden of Administrative Costs grant aid will not be approved where it would have amounted to £50 or less in total; with the exception of mandatory grants.

## 9.24 Review and Updating of the Grants Schedule of Rates (SOR)

**9.24.1** The Grants Schedule of Rates will be reviewed, and if necessary, updated at intervals of not more than twelve months.

**9.24.2** This exercise shall be undertaken by Central Grants who shall take account of:

Verifiable contract rates for work of a similar nature being carried out on behalf of the Housing Executive

Tender Price trends as published by the Building Cost Information Service of the Royal Institution of Chartered Surveyors

The current and forecast costs of Building Materials, Plant and Labour

General inflation

Government Levies

Feedback from the Grants Offices and any other stakeholders in the Grants Process

- 9.24.3** The rates shall be set at a level to encourage the availability of a sufficiently large pool of Contractors prepared to carry out grant works over the following year, whilst at the same time seeking to ensure that best value is achieved on behalf of the taxpayer.
- 9.24.4** The review and update will also entail the inclusion of new priced items and the replacement/amendment of existing items in order to reflect changes in specification and/or improvements to item descriptions.
- 9.24.5** Central Grants shall make the necessary changes required to SOR item codes, descriptions and rates on the Grants Computer System and these will be checked by a Designated Officer in Central Grants and then re-checked by a second Designated Officer in Central Grants.
- 9.24.6** Upon confirmation from IT that the data has been applied to the “live” environment, Central Grants shall inform Grants Offices that the update is complete and shall advise them of the start date for the updated SOR.



## **Appendix A**

# **Grants Costing Advice Notes**

**Grants Costing Advice Note: Nr. 01 Deep Founds**

Issue Date: 11 April 2013

Subject: Costing of Deep foundations: Additional Excavations/Trench Fill/ Substructures below Ground Level in New Extensions

**Introduction**

- 1.1 The purpose of this Grants Costing Advice Note is to set out the costing methodology to be used for this type of work.
- 1.2 The “all in” extension rates already allow for foundation trenches up to 850mm deep. This Advice note is applicable to trenches in excess of 850mm deep.

**Methodology**

- 2.1 To calculate the allowable additional cost of this work, firstly measure the length of the perimeter trenching. This is measured along the centre line of the trench. (Tip: in a normal three walled situation this will be the total length of the internal face of the external walls plus 600mm).

Disregard internal walls and partitions.

Disregard foundation trench width.

Allow £88.85 per metre run per metre depth of trench excavation.

Deduct £75.53 per metre run of trench to allow for excavation and substructures already included in the “all in” extension rate. (This figure takes into account any reinforcement being used in the trench fill solution.)

## Examples

### 3.1 Additional allowable cost (trench 1.40M deep and 8.00M long):

$$= (1.40 \times £88.85) - £75.53$$

$$= £124.39 - £75.53$$

$$= \underline{£48.86 \text{ per metre run of perimeter trench}}$$

$$8.00\text{M} \times £48.86 \text{ per M}$$

$$= \underline{£390.88 \text{ total additional allowable cost}}$$

### 3.2 Additional allowable cost (trench 2.60M deep and 16.00M long):

$$= (2.60 \times £88.85) - £75.53$$

$$= £231.01 - £75.53$$

$$= \underline{£155.48 \text{ per metre run of perimeter trench}}$$

$$16.00\text{M} \times £155.48 \text{ per M}$$

$$= \underline{£2,487.68 \text{ total additional allowable cost}}$$

4.0 Where the depth of perimeter trench varies, take depths at one metre intervals around trench and calculate an average depth. If this average depth exceeds 0.85 M (850mm) then there is entitlement to allowable additional cost which should be calculated using the average depth as per paragraph 2.1 above.

5.0 The total amount calculated by this methodology represents an all in allowance for additional excavations / trench fill / substructures below ground level in new extensions. No other allowances are payable in respect of this work

## 6.0 Ready Reckoner

6.1 To assist with this calculation the following is a link to a Ready Reckoner:

[READY RECKONER FOR TRENCH FILL](#)

Signed: \_\_\_\_\_

Date: 11<sup>th</sup> April 2013

Cost Standards Rates updated to 2020 rates ph. 22/04/2020

## **Grants Costing Advice Note: Nr. 02 Additional Sub Structure above Ground**

Issue Date: 11 April 2013

Subject: Costing of Additional Substructure between finished path level and finished ground floor level in New Extensions

### **1.0 Introduction**

- 1.1 The purpose of this Grants Costing Advice Note is to set out the costing methodology to be used for this type of work.
- 1.2 The “all in” extension rates already allow for visible substructures between finished path level and finished ground floor level of 150mm. This Advice note is applicable to visible substructures in excess of 150mm high.

### **2.0 Methodology**

- 2.1 To calculate the allowable additional cost of this work, firstly measure the length of the external perimeter cavity walling. This is measured along the centre line of the wall. (Tip: in a normal three walled situation this will be the total length of the internal face of the external walls plus 600mm). Disregard internal walls and partitions.

Measure the height between finished path and finished ground floor level (where this height varies, take heights at one metre intervals around the external walling and calculate an average height).

The allowable additional cost will be:

Perimeter length in metres x (height in metres – 0.150M) x £81.15 per M2 (**Rendered finish**)

OR

Perimeter length in metres x (height in metres – 0.150M) x £113.74 per M2 (**Facing brick finish**)

Note – it is not necessary to make any additional adjustment for a facing brick plinth which sometimes occurs in a rendered situation.

### 3.0 Examples

- 3.1 Additional allowable cost (perimeter walling **in facings** 8.00M long and 1.40M high from finished path level to ground floor level):

$$= 8.00\text{M} \times (1.400\text{M} - 0.150\text{M}) \times £113.74$$

$$= 8.00\text{M} \times 1.25\text{M} \times £113.74$$

$$= 10.00\text{M}^2 \times £113.74$$

= £1137.40 total additional allowable cost for Additional Substructure between finished path level and finished ground floor level

- 3.2 Additional allowable cost (perimeter walling **in rendered finish** 15.00M long and 0.950M high from finished path level to ground floor level):

$$= 15.00\text{M} \times (0.950\text{M} - 0.150\text{M}) \times £81.15$$

$$= 15.00\text{M} \times 0.80\text{M} \times £81.15$$

$$= 12.00\text{M}^2 \times £81.15$$

= £973.80 total additional allowable cost for Additional Substructure between finished path level and finished ground floor level

- 4.0 The total amount calculated by this methodology represents an all in allowance for Additional Substructure between finished path level and finished ground floor level. No other allowances are payable in respect of this work.

### 5.0 Ready Reckoner

- 5.1 To assist with this calculation the following is a link to a Ready Reckoner:

[xxxx READY RECKONER FOR ADDITIONAL SUBS ABOVE GROUND xxxx](#)

Signed:  \_\_\_\_\_

Date: 11<sup>th</sup> April 2013

Cost Standards

Rates updated to 2020 rates ph. 22/04/2020

**Grants Costing Advice Note: Nr. 03 Loft Access**

Issue Date: 11 April 2013

Subject: Loft Access Door / Trap Door to Roof space Area in New Extensions

**1.0 Introduction**

- 1.1 The purpose of this Grants Costing Advice Note is to clarify the situation with regard to Loft Access Doors / Trap Doors in New Extensions.

**2.0 Information**

- 2.1 The current extension allowances in the Grants Schedule of Rates do not include for provision of Loft Access Doors / Trap Doors to Roof space Area.

**3.0 Advice**

- 3.1 If Roof space Access is required to a New Extension by means of a loft Access door / Trap Door use **SOR Item L20 7002 at a quantity of 0.85** in addition to the SOR Extension Rate. This rate includes for insulation, sealing strips and clamping fixings in accordance with current Building Regulations.

Signed: \_\_\_\_\_

Date: 11th April 2013

Cost Standards

**Grants Costing Advice Note: Nr. 04 Ramps**

Issue Date: 28 February 2014

Subject: Ramps

**1.0 Introduction**

- 1.1 The purpose of this Grants Costing Advice Note is to provide assistance in relation to the provision of ramp installations which, although acceptable from a technical standpoint, are not easily priced using the existing SOR composite items.

**2.0 Issues and Advice**

- 2.1 It is recommended that the cost of ramps, railings and associated works are built up using the following items as appropriate:

- 2.1.1 Q15 0011: Ramp and intermediate/top platforms: per M2
- 2.1.2 N14 0014: Retaining wall and upstands 215 wide in rendered blockwork or facings; to ramps: per M run of walling.
- 2.1.3 N14 0016: Shuttering / formwork / precast concrete flags / precast concrete dwarf walling / kerbing used to cast sides of concrete ramp/platforms in lieu of support walling and upstands (average height of exposed sides of ramp / platforms GREATER THAN 200mm) (Note - No additional allowance payable if less than or equal to 200mm): per M run
- 2.1.4 L30 0039: Metal Handrail: per M run
- 2.1.5 N14 0027: Metal Handrail with Uprights: per M run
- 2.1.6 N14 0028: Metal Handrail with Intermediate Rail and Uprights: per M run
- 2.1.7 N14 0025: Metal Handrail with Intermediate Rail and Uprights and Mesh Infill Panels: per M run

**2.2 Other issues relating to Ramps, Railings and the like.**

- 2.2.1 Refer any other issues relating to the installation of ramps to Central Grants Department.

Signed: \_\_\_\_\_

Date: 28<sup>th</sup> February 2014

Central Grants

**Grants Costing Advice Note: Nr. 05 Drainage**

Issue Date: 11 April 2013

Subject: Drainage beneath Footprint of New Extension

**1.0 Introduction**

- 1.1 The purpose of this Grants Costing Advice Note is to provide guidance on new and existing drainage beneath a new extension.

**2.0 Issues and Advice****2.1 External walling foundation to new extension being taken below and cutting new or existing drainage run.**

- 2.1.1 Use Item A10 4015 each time foundation crosses new or existing drain line.

**2.2 Drainage runs beneath footprint of new extension and above bottom of foundations**

- 2.2.1 Allow an additional £3.55 per metre run of new drainage passing beneath new extension for the requirement that it be surrounded with at least 100 mm of granular or other flexible filling.
- 2.2.2 Allow £43.85 per metre run for tracing, excavating, exposing and surrounding existing main drainage run (over 150mm diameter) with at least 100 mm of granular or other flexible filling.
- 2.2.3 Allow £29.62 per metre run for tracing, excavating, exposing and surrounding existing main drainage run (up to and including 150mm diameter) with at least 100 mm of granular or other flexible filling.

**2.3 Drainage runs beneath footprint of new extension and below bottom of foundations**

- 2.3.1 Allow Item R12 0011 in addition to new drainage items as appropriate.
- 2.3.2 Allow item R12 0127 for existing drainage over 150mm diameter.
- 2.3.3 Allow item R12 0129 for existing drainage up to 150mm diameter.

Signed: \_\_\_\_\_ Date: 11<sup>th</sup> April 2013

Cost Standards\_Updated for 2020 rates ph. 22/04/2020



**Grants Costing Advice Note: Nr. 06**

Issue Date: 11 April 2013

Subject: Radon Protection Measures

**1.0 Introduction**

- 1.1 The purpose of this Grants Costing Advice Note is to provide guidance on the use of, and cost allowances for, Radon Protection Measures which now apply to all extensions approved by Building Control after 1<sup>st</sup> October 2012.

**2.0 Background Information**

- 2.1 Radon Protection Measures are only applicable in “Designated Radon Affected Areas” as set out in the Health Protection Agency report “Radon in Dwellings in Northern Ireland: 2009 Review and Atlas”

**3.0 Allowances for Radon Protection Measures**

- 3.1 For Replacement Dwellings use Item U18 0107
- 3.2 For New Extensions allow £5.93 per M2 of Ground Floor Area capped at £355.46 (i.e. the maximum allowance for which an extension will qualify is £355.46 applicable to extensions with a Ground Floor Area of 60M2 and over).
- 3.3 The above rates represent the total allowances available for Radon Protection Measures and are to be used irrespective of the particular Protection Measure being adopted.

Signed: \_\_\_\_\_

Date: 11<sup>th</sup> April 2013

Cost Standards

Updated for 2017 rates ph.

Updated for 2020 rates ph. 22/04/2020

**Grants Costing Advice Note: Nr. 07 Eaves & Verge Arrangements**

Issue Date: 11 April 2013

Subject: Eaves and Verge Arrangement in New Extensions

**1.0 Introduction**

- 1.1 The purpose of this Grants Costing Advice Note is to provide guidance as to what is allowed for with regard to Eaves and Verges in the SOR Extension Rates and to advice on those situations when it is appropriate to make deductions.

**2.0 Background Information**

- 2.1 The composite rates for new extensions are calculated on the basis of eaves and verges projecting a minimum of 100mm from the outer face of the external walling.

**3.0 Issue**

- 3.1 It has been found that, in a number of cases, eaves and verges have been designed and / or constructed flush or with minimal overhang / projection from the outer face of the external walling.

**4.0 Advice**

- 4.1 Where drawings indicate eaves and verge overhangs of less than 75mm make a deduction of £11.84 per linear metre of eaves and verge measured horizontally on plan, at approval stage.
- 4.2 Where a New Extension is constructed with eaves and verge overhangs of less than 75mm make a deduction of £11.84 per linear metre of eaves and verge measured horizontally on plan (if no deduction was made at approval stage).
- 4.3 If, prior to the Issue Date of this Grants Costing Advice Note, a scheme has been approved where drawings indicate eaves and verge overhangs of less than 75mm, it is not necessary to make any retrospective deduction.

Signed: \_\_\_\_\_

Date: 11<sup>th</sup> April 2013

Cost Standards Updated for 2017 rates ph.  
Amended for 2020 rates PH 22/04/2020

**Grants Costing Advice Note: Nr. 08 Preparatory Works**

Issue Date: 11 April 2013

Subject: Preparatory Works included in SOR Extension Rates

**1.0 Introduction**

- 1.1 The purpose of this Grants Costing Advice Note is to clarify the situation with regard to the extent of Preparatory Works included in the SOR Extension Rates.

**2.0 Information**

- 2.1 The current Extension Rates include an allowance of £10.06 per M2 for breaking up and removal of an existing concreted/tarmacked/paved area up to 100mm thick or the excavation and removal of vegetable topsoil and the like up to 250mm thick.

**3.0 Advice**

- 3.1 If a concreted area in excess of 100mm thick, reinforced concrete, rock or similar obstructions are encountered during preparatory works the additional cost of removing these over and above £10.06 per M2 is allowable (additional works procedures may apply)

Signed:  Date: 11<sup>th</sup> April 2013

Cost Standards

Updated for 2017 rates

Updated for 2020 rates PH 22/04/2020

**Grants Costing Advice Note: Nr.09 Odd Shaped Extension**

Issue Date: 5 December 2013

Subject: Costing of Additional Allowance for Unusually Shaped Single Storey Extensions

**1.0 Introduction**

- 1.1 The purpose of this Grants Costing Advice Note is to set out the method by which the amount of any additional allowance for an unusually shaped single storey extension should be calculated.
- 1.2 An unusually shaped single storey extension will have more than three external walls or will be particularly narrow and have a large amount of external walling relative to its floor area.
- 1.3 To minimise the workload on Technical Officers a ready reckoner has been produced. It is recommended that the ready reckoner is used for all single storey extensions in order to establish if any additional allowance is payable.

**2.0 Methodology**

- 2.1 Open the Ready Reckoner for Unusually Shaped Extensions (a link is provided at the end of this Advice Note).
- 2.2 Enter Scheme Address and GRS Reference Number details in the spaces provided. Pressing the RETURN key will take you to the next line to be filled out.
- 2.3 Enter the Floor Area in the space provided.
- 2.4 Enter the length of External Perimeter Walling measured along the centre line of the walling.
- 2.5 Finally enter the number of corners in the external perimeter walling. Do not include corners formed by the intersection of the extension walling with the existing dwelling or with any internal walls. Thus a regularly shaped extension with three sides will have two corners.
- 2.6 The amount of any additional allowance will now be displayed. If no additional allowance is payable the amount will be displayed as £0.00

- 2.7 Enter the amount onto GRS as a “P” code item with the description “**Additional Allowance for Unusually Shaped Single Storey Extension**”. It may be necessary to divide the amount into two “P” code items to reflect those areas of the extension subject to differing VAT rates.

### 3.0 Record Keeping

- 3.1 Save a copy of calculations to your “U” drive and upload to the documents folder in the case file under the filename: “GRS ref, Address, Allowance for unusually shaped single storey extension”, for example: “123456 [REDACTED] **Additional Allowance for unusually shaped single storey extension**”.

### 4.0 Link to Ready Reckoner:

[READY RECKONER FOR UNUSUALLY SHAPED SINGLE STOREY EXTENSIONS UP TO 70M2 FLOOR AREA](#)

As this Ready Reckoner is locked the value of the calculation will require an addition of 18.5% to bring it up to the 2020 rates. PH 22/04/2020

Signed: [REDACTED]\_\_\_\_\_

Date: 10th January 2014\_\_\_\_\_

Central Grants

Date: 30<sup>th</sup> September 2024

Reference: RSAN HIG-128-BOSI Ready Reckoner

## Minor Adaptation (Bath Out Shower In BOSI Ready Reckoner)

Effective from: 1<sup>st</sup> October 2024

Version No: V1.0 (Issued 30 September 2024)

Linked Policy: Current [Home Improvement Grant Policy](#)**For the Attention of:**

Head of Private Grants (Grants Offices), Technical Managers, Senior Technical Officers and Technical Officers,

Please bring the contents of this Advice Note to the attention of all relevant members of staff.

The purpose of this RSAN is to update staff on:

- The Ready Reckoner that is to be utilised for minor bath out shower in adaptations, if required, when preparing a Preliminary List of Grant Aided Works, costing a List of Grant Aided Works and as a training tool for technical staff.
- The process in place for recording the information produced on the Ready Reckoner within GRS.

### Minor Bath Out Shower In Adaptations

Where the proposals within a DFG, involve a small scale adaptation (Minor Adaptation) to the property, for example the replacement of a bath with a shower, the Technical Officer should prepare sketch plans (showing wall types and thicknesses, location of a fixtures and fittings, giving all necessary dimensions and appended with the agreed standard notes) using 'Visio' for the grant applicant and, on the applicant's behalf, liaise with the Occupational Therapist to seek approval.

Once written approval for the proposed plan for the minor adaptation has been granted by the Occupational Therapist, the Technical Officer can use this plan along with the agreed Minor Adaptation Template Schedule Of Rate (SOR) codes V1.0 ([Appendix 1](#)) to form a Preliminary List Of Grant Aided Works. Where required this Bath Out Shower In (BOSI) Ready Reckoner can be used.

**Please Note:** This Ready Reckoner should be used if required or as a training tool for staff.

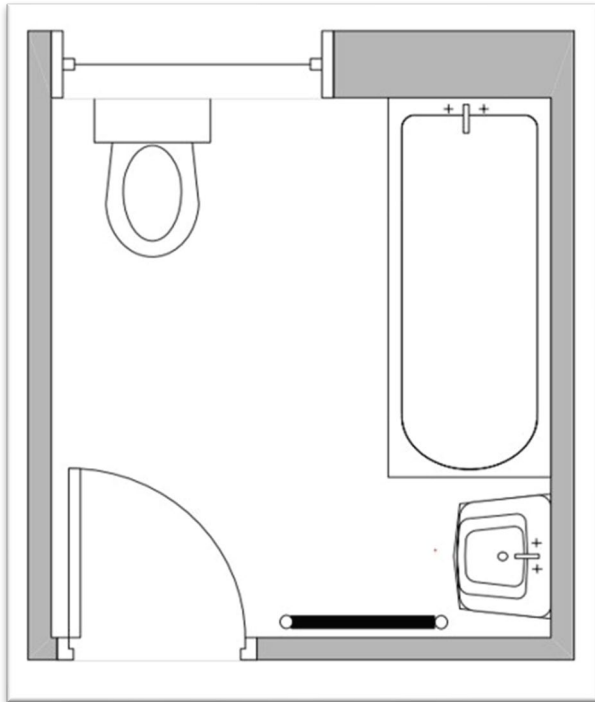
Staff must use the Minor Adaptations template SOR codes V1.0 list circulated with this advice note and listed in [Appendix 1](#) from the Schedule Of Rates to form the basis of all Minor List Of Grant Aided Works / Minor Costings.

It is recognised that there will be bespoke items relating to cases that will still need to be added to the List Of Grant Aided Works from the Schedule Of Rates not listed in Appendix 1.

## Methodology / Worked Examples

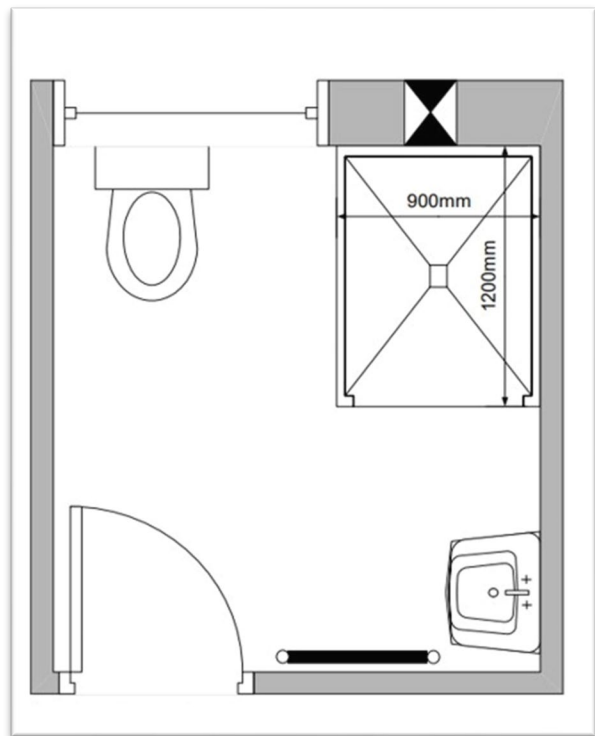
To form the basis of the List of Grant Aided Works the following steps should be followed when using the BOSI Ready Reckoner;

### Example 1



#### Existing Bathroom floor plan details

Dimensions :	2.4m X 2.15m
Bath Dimensions:	1.7m X 0.7m
Door Width:	0.8m



#### Proposed Bathroom Floor Plan Details

Room Dimensions:	2.4m X 2.15m
Shower Dimensions:	1.2m X 0.9m
Door Width:	0.8m

#### Occupational Therapist

#### Recommendation / Inspection findings.

- Level Access Wet floor shower 1.2m X 0.9m, with lever controls
- 2no. 450mm Grab rails,
- Shower position on long wall,
- Non slip floor
- New Extract Fan
- Stud wall to be strengthened



➤ **Step 1**

Input Data Below in RED			
	Length	Width	QTY
Bathroom Dims	2.4	2.15	5.16
Area Add/Ddt	0	0	0.00
Ext bath	1.7	0.7	1.19
Ext Shower	0	0	0.00
Door width	N/A	0	0.00
New Shower	1.2	0.9	1.08
Stud wall to be Strengthened	Long Wall	Short Wall	2.88
	1.2	0	
Autogenerated Quantities Below			QTY
Ext Floor area		M2	3.97
New Flooring area		M2	4.08
Skirting		LM	7.00

Using the existing dimensions gathered from the Technical Officer inspection and the Occupational Therapist recommendation we can add those figures to the first data box where appropriate on the Ready Reckoner. This will auto generate the area required for GRS input in the box below for the existing floor area, new floor area and length of skirting.

**Please Note:**

- Auto generated areas for the existing floor area already includes for the deduction of any existing bath or shower size.
- New floor area already includes the deduction required for the proposed shower area.
- Skirting length already includes for the deduction for the door width.
- Where deductions are being made in the Area Add/ Ddt box a minus – must always go in front of the length.
- Where the stud wall is to be strengthened the floor to ceiling height is assumed to be 2.4m. The area would need to be adjusted accordingly should this dimension change.



➤ **Step 2.**

Using the information gathered during the site inspection, from the occupational therapist recommendation and the existing and approved bathroom plan the Technical Officer should complete all the drop-down menus in the green section of the form. Each menu should be completed with the relevant information to generate an accurate information used to form the base List of Grant Aided Works.

Complete Drop-downs in <b>GREEN</b> section	
Remove Existing Bath	REMOVE AND CART AWAY EXISTING BATH; MAKE GOOD ALL SURFACES DISTURBED
Remove Existing	REMOVE SHOWER UNIT OVER BATH. Remove shower unit complete, including disconnecting electrical circuit. Make good finishes
Remove Existing Floor	HACK OFF EXISTING FLOOR TILES IN PREPERATION FOR NEW FLOOR COVERING
Shower	LEVEL ACCESS WET FLOOR SHOWER INSTALLATION WITH HALF HEIGHT DOORS
Shower Lever control	YES
Grab Rails	PROVIDE 450 MM SHOWER/BATH GRAB HANDLES/RAILS NULL
Stud wall strengthen	YES
Shower seat	NO
WC	REMOVE AND REINSTALL WC. Take out and set aside WC. to facilitate other building works. Reinstall in same location on completion
WC Arm Support	NO
Wash Dry WC	NO
WHB	REMOVE AND REINSTALL WHB. Take out and set aside WHB. to facilitate other building works. Reinstall in same location on completion
Lever Taps	EXTRA OVER THE PROVISION OF STANDARD TYPE TAPS FOR THE PROVISION OF LEVER TYPE TAPS (RATE PER PAIR) WHERE NEW WHB IS
Tiled Splashback	YES
New Flooring	LAY SHEET TYPE NON-SLIP FLOOR COVERING INCLUDING PLYWOOD UNDERLAY Supply and lay sheet type non-slip floor covering with
Skirting	SKIRTING Non-slip (sheet type) flooring turned up wall.
Floor Screed	NO
Fan	PROVIDE AND INSTALL ELECTRICAL EXTRACT FAN [BATHROOM] Including neon pull cord switch, connections, back draught flap, ducting
Door	NO
Radiator / Heating	NO
Enclosed Light	YES
Smoke & Heat Det.	YES
Additional Smoke Det.	YES

➤ **Step 3.**

All drop down menu selections selected in Step 2 will auto populate Schedule of Rate (SOR) codes with accompanying descriptions. Technical Officers should ensure all selections are correct ensuring codes / descriptions generated are relevant to their case.

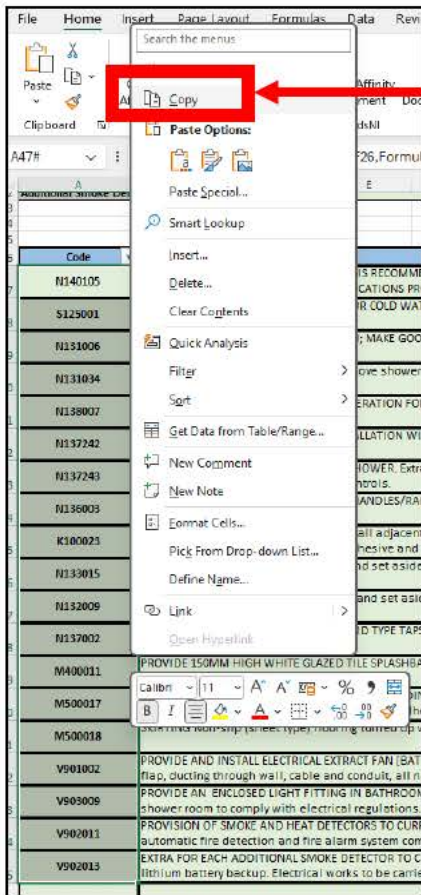
Once the Technical Officers is satisfied that the list generated has all the items they require to form the basic List of Grant Aided Works they need to follow the next instructions to populate the list into GRS.

**Note:** N140105 is a standard description code so will be allowed for on all LOGAW.

S125001 is also a standard work item code that will be allowed for on all LOGAW.

Both these codes will therefore always appear as the first two codes at Step 2.

Code	Description
N140105	THE FOLLOWING DISABLED ADAPTATION IS RECOMMENDED BY THE COMMUNITY OT DEPT. OF THE LOCAL HEALTH TRUST. THE WORKS MUST COMPLY WITH THE SPECIFICATIONS PROVIDED BY THE OT AND THE DRAWING APPROVED BY NIHE NOTE TO
S125001	PROVIDE UP TO 15mm Dia COPPER HOT OR COLD WATER SERVICE PIPEWORK Including preformed closed cell pipe insulation, bends and fittings.
N131006	REMOVE AND CART AWAY EXISTING BATH; MAKE GOOD ALL SURFACES DISTURBED
N131034	REMOVE SHOWER UNIT OVER BATH. Remove shower unit complete, including disconnecting electrical circuit. Make good finishes
N138007	HACK OFF EXISTING FLOOR TILES IN PREPERATION FOR NEW FLOOR COVERING
N137242	LEVEL ACCESS WET FLOOR SHOWER INSTALLATION WITH HALF HEIGHT DOORS
N137243	LEVER OR PUSH BUTTON CONTROLS TO SHOWER. Extra over thermostatically controlled shower unit for provision of lever controls or electric push button type controls.
N136003	PROVIDE 450 MM SHOWER/BATH GRAB HANDLES/RAILS NULL
K100023	STRENGTHENING OF STUD WALL. Stud wall adjacent to shower tray to be strengthened with exterior quality marine plywood, fixed to wall with unibond adhesive and screwed into studs with brass screws. Tiles to be applied over
N133015	REMOVE AND REINSTALL WC. Take out and set aside WC. to facilitate other building works. Reinstall in same location on completion of works.
N132009	REMOVE AND REINSTALL WHB. Take out and set aside WHB. to facilitate other building works. Reinstall in same location on completion of works.
N137002	EXTRA OVER THE PROVISION OF STANDARD TYPE TAPS FOR THE PROVISION OF LEVER TYPE TAPS (RATE PER PAIR) WHERE NEW WHB IS PROVIDED
M400011	PROVIDE 150MM HIGH WHITE GLAZED TILE SPLASHBACK TO WASH HAND BASIN NULL
M500017	LAY SHEET TYPE NON-SLIP FLOOR COVERING INCLUDING PLYWOOD UNDERLAY Supply and lay sheet type non-slip floor covering with plywood underlay and including adhesive, all cutting and cleaning. (DIN rating of R11.)
M500018	SKIRTING Non-slip (sheet type) flooring turned up wall.
V901002	PROVIDE AND INSTALL ELECTRICAL EXTRACT FAN [BATHROOM] Including neon pull cord switch, connections, back draught flap, ducting through wall, cable and conduit, all necessary cutting and making good. Electrical works to be carried out by
V903009	PROVIDE AN ENCLOSED LIGHT FITTING IN BATHROOM OR SHOWER ROOM Provide an enclosed light fitting in bathroom or shower room to comply with electrical regulations. Electrical works to be carried out by a qualified electrical contractor.
V902011	PROVISION OF SMOKE AND HEAT DETECTORS TO CURRENT BRITISH STANDARDS B.S. 5446 PART 1 & 2 Provide dwelling with automatic fire detection and fire alarm system comprising 2 number optical smoke alarms and 1 number heat alarm. To
V902013	EXTRA FOR EACH ADDITIONAL SMOKE DETECTOR TO CURRENT BRITISH STANDARDS B.S. 5446 PART 1 Mains powered with lithium battery backup. Electrical works to be carried out by a qualified electrical contractor.



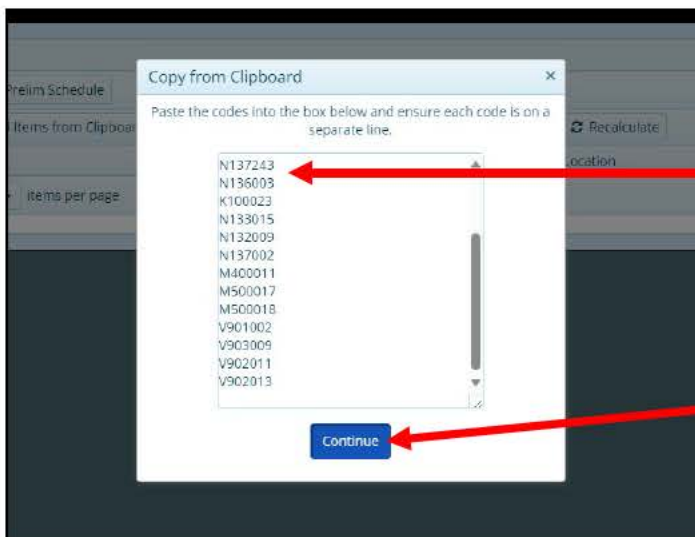
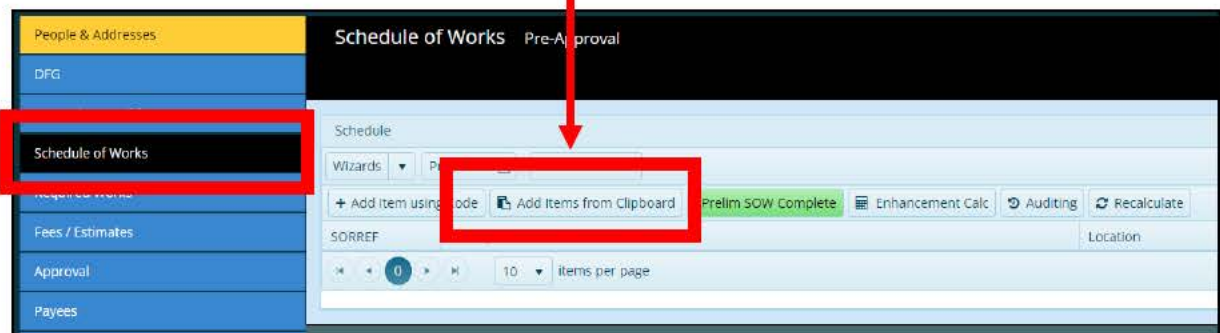
Highlight all codes in column A.

Right Click to bring up your menu and select copy.

NOTE: Only the codes must be copied at this stage to correctly transfer to GRS.

The Technical Officer should then navigate to GRS and into the relevant case.

Accessing the Schedule of Works Tab select "Add Items From Clipboard".



Right click within the pop up box and select paste.

This will populate the codes copied from the Ready Reckoner.

Then select continue.



N131034	1	0%	REMOVE SHOWER UNIT OVER BATH - Remove shower unit complete, including disconnecting electrical circuit. Make good finishes.		0
N138007	3.97	0%	HACK OFF EXISTING FLOOR TILES IN PREPARATION FOR NEW FLOOR COVERING - Take up / Hack up existing ceramic floor tiles including adhesive and latex beds as necessary, dispose off site to approved refuse facility. Leave substrate ready to receive new latex, screeds, etc.		0
N137242	1	0%	LEVEL ACCESS WET FLOOR SHOWER INSTALLATION - Level Access wet floor shower system complete with non-slip flooring, half doors with rise and fall hinges, shower curtain, electric or thermostatic shower with anti-scald device, wall tiling and soap dish. Connections to hot and cold water supplies and electrical circuit.		0
N137243	1	0%	LEVER OR PUSH BUTTON CONTROLS TO SHOWER - Extra over thermostatically controlled shower unit for provision of lever controls or electric push button type controls.		0
N136003	2	0%	PROVIDE 450 MM SHOWER/BATH GRAB HANDLES/RAILS - NULL		0
K100023	2.88	0%	STRENGTHENING OF STUD WALL - Stud wall adjacent to shower tray to be strengthened with exterior quality marine plywood, fixed to wall with unbonded adhesive and screwed into studs with brass screws. Tiles to be applied over plywood. NOTE: tiling measured separately.		0
N133015	1	0%	REMOVE AND REINSTALL WC - Take out and set aside WC, to facilitate other building works. Reinstall in same location on completion of works.		0
N132009	1	0%	REMOVE AND REINSTALL WHB - Take out and set aside WHB, to facilitate other building works. Reinstall in same location on completion of works.		0
N137002	1	0%	EXTRA OVER THE PROVISION OF STANDARD TYPE TAPS FOR THE PROVISION OF LEVER TYPE TAPS (RATE PER PAIR) - Extra over for lever taps as recommendation from the Occupational Therapist.		0
M400011	1	0%	PROVIDE 150MM HIGH WHITE GLAZED TILE SPLASHBACK TO WASH HAND BASIN - NULL		0
M500017	4.08	0%	LAY SHEET TYPE NON-SLIP FLOOR COVERING INCLUDING PLYWOOD UNDERLAY - Supply and lay sheet type non-slip floor covering with plywood underlay and including adhesive, all cutting and cleaning. (DPN rating of R11.)		0
M500018	7	0%	SKIRTING - Non-slip (sheet type) flooring turned up wall.		0
V901002	1	0%	PROVIDE AND INSTALL ELECTRICAL EXTRACT FAN (BATHROOM) - Including neon pull cord switch, connections, back draught flap, ducting through wall, cable and conduit, all necessary cutting and making good. Electrical works to be carried out by a registered electrical contractor. To be installed in accordance with current Building Regulations.		0
V903009	1	0%	PROVIDE AN ENCLOSED LIGHT FITTING IN BATHROOM OR SHOWER ROOM - Provide an enclosed light fitting in bathroom or shower room to comply with electrical regulations. Electrical works to be carried out by a qualified electrical contractor.		0
V902011	1	20%	PROVISION OF SMOKE AND HEAT DETECTORS TO CURRENT BRITISH STANDARDS B.S. 5446 PART 1 & 2 - Provide dwelling with automatic fire detection and fire alarm system comprising 2 number optical smoke alarms and 1 number heat alarm. To be mains powered with lithium battery backup. Heat detectors to be located within kitchen and wired with insulated and sheathed cabling. Electrical works are to be carried out by a qualified electrical contractor.		0
V902013	1	20%	EXTRA FOR EACH ADDITIONAL SMOKE DETECTOR TO CURRENT BRITISH STANDARDS B.S. 5446 PART 1 - Mains powered with lithium battery backup. Electrical works to be carried out by a qualified electrical contractor.		0

Cancel Add These Codes

The above menu will appear with relevant codes, quantity box, VAT drop down, code descriptions and location boxes.

Technical officers should complete the relevant quantities and assign the relevant VAT to each item. Location descriptions can also be completed in this section.

Once the information is complete select “add these codes” to create the base LOGAW.

All codes populated within GRS this way can still be edited through GRS edit function or deleted through the delete function.

Additional codes that may be bespoke to each case can then be added from the Schedule of Rates following the normal GRS procedure by selecting “Add Item Using Code”.

#### Please Note:

- Where the BOSI Ready Reckoner has been used to create a LOGAW or Costing a copy must be saved off to the GRS documents page for audit purposes.

## Appendix 1

Minor Adaptation Codes		
SOR REF	Short Description	Long description
<b>Remove Showers / Baths / Floor Coverings</b>		
N131006	REMOVE AND CART AWAY EXISTING BATH; MAKE GOOD ALL SURFACES DISTURBED.	NULL
N131010	REMOVE SHOWER UNIT COMPLETE AND MAKE GOOD FINISHES.	Remove existing defective shower unit, shower tray and associated fittings; make good finishes.
N131034	REMOVE SHOWER UNIT OVER BATH	Remove shower unit complete, including disconnecting electrical circuit. Make good finishes
N138007	HACK OFF EXISTING FLOOR TILES IN PREPERATION FOR NEW FLOOR COVERING	Take up / Hack up existing ceramic floor tiles including adhesive and latex beds as necessary, dispose off site to approved refuse facility : Leave substrate ready to receive new latex, screeds, etc.
M500001	HACK OFF VINYL FLOOR TILES	Hack off vinyl floor tiles and clear away, areas over 1.0m²
<b>Floor Screed</b>		
M500005	LAY SELF LEVELLING SCREED	Lay latex self levelling screed to floors, finished to receive floor covering, areas over 1m²
<b>Showers</b>		
N137242	LEVEL ACCESS WET FLOOR SHOWER INSTALLATION	Level Access wet floor shower system complete with non-slip flooring, half doors with rise and fall hinges, shower curtain, electric or thermostatic shower with anti-scald device, wall tiling and soap dish. Connections to hot and cold water supplies and electrical circuit.
N137248	LEVEL ACCESS WET FLOOR SHOWER INSTALLATION, EXCLUDING ENCLOSING HALF DOORS	Level Access wet floor shower system complete with non-slip flooring, shower curtain, electric or thermostatic shower with anti-scald device, wall tiling and soap dish. Connections to hot and cold water supplies and electrical circuit.
N137231	PROVIDE LEVEL ACCESS SHOWER WITH TILE OR TRAY BASE AND ENCLOSING HALF DOORS	Provide level access shower facility with tray, with enclosing half height doors, shower curtain, electric or thermostatic shower with anti-scald device, wall tiling and soap dish. Connections to hot and cold water supplies and electrical circuit.
N137249	PROVIDE LEVEL ACCESS SHOWER WITH TILE OR TRAY BASE, EXCLUDING ENCLOSING HALF DOORS	Provide level access shower facility with tray, shower curtain, electric or thermostatic shower with anti-scald device, wall tiling and soap dish. Connections to hot and cold water supplies and electrical circuit.
N137238	PROVIDE A STEP IN SHOWER TRAY COMPLETE WITH HALF DOORS AND SHOWER CURTAIN	Provide shower facility with step in tray, with enclosing half height doors, shower curtain, electric or thermostatic shower with anti-scald device, wall tiling and soap dish. Connections to hot and cold water supplies and electrical circuit.
<b>Shower Seat</b>		
N137041	SHOWER SEAT	Provide and fit wall mounted fold away shower seat with support leg.
N137045	SHOWER SEAT	Provide and fit folding shower seat with backrest, hinged arm support and leg support.
<b>Grab Rails</b>		
N136001	PROVIDE 300MM SHOWER/BATH GRAB HANDLES/RAILS	NULL
N136003	PROVIDE 450 MM SHOWER/BATH GRAB HANDLES/RAILS	NULL
N136005	PROVIDE 600 MM SHOWER/BATH GRAB HANDLES/RAILS	NULL
N136025	ARM SUPPORT TO WC	Provide and fit hinged arm support to WC
N136027	ARM SUPPORT TO WC.	Provide WC assistance rail comprising hinged arm with adjustable leg
<b>WC</b>		
N133007	REPLACE LOW LEVEL WC. AND CISTERN	Including making good wall plaster and floor finishings,
N133013	RELOCATE EXISTING WC. IN BATHROOM	NULL
N133014	RELOCATE WC. IN BATHROOM INCLUDING NEW WC. SUITE	NULL
N133015	REMOVE AND REINSTALL WC.	Take out and set aside WC. to facilitate other building works. Reinstall in same location on completion of works.
N131003	REMOVE AND CART AWAY EXISTING WC. MAKE GOOD ALL SURFACES DISTURBED.	NULL
<b>Wash Dry WC</b>		
N135002	PROVIDE AUTOMATIC WC (SINGLE SPRAY)	Complete with integral washing and drying facilities.
N135004	PROVIDE AUTOMATIC WC (TWIN SPRAY)	Complete with integral washing and drying facilities.
<b>WHB</b>		
N132003	RENEW WASH HAND BASIN	Including taps, waste pipe, trap and including making good disturbed plasterwork.
N132005	RELOCATE EXISTING WASH HAND BASIN IN BATHROOM	ITEM
N132009	REMOVE AND REINSTALL WHB.	Take out and set aside WHB. to facilitate other building works. Reinstall in same location on completion of works.
N132010	RELOCATE AND RENEW WASH HAND BASIN IN BATHROOM	Remove and Cart away existing Wash Hand Basin. Install new Wash Hand Basin in new location Including taps, waste pipe, trap and including making good disturbed plasterwork. (Service Pipes Not included)
N137004	LEVER HANDLE TAPS	Replace existing taps with lever handle taps

Minor Adaptation Codes		
SOR REF	Short Description	Long description
<b>Tiled Splashback</b>		
M400011	PROVIDE 150MM HIGH WHITE GLAZED TILE SPLASHBACK TO WASH HAND BASIN	NULL
<b>Additional Copper Pipework</b>		
S125001	PROVIDE UP TO 15mm Dia COPPER HOT OR COLD WATER SERVICE PIPEWORK	Including preformed closed cell pipe insulation, bends and fittings.
<b>New Floor Coverings And Skirting</b>		
M500015	LAY SHEET TYPE NON-SLIP FLOOR COVERING	Supply and lay sheet type non-slip floor covering including adhesive, all cutting and cleaning. (DIN rating of R11.)
M500017	LAY SHEET TYPE NON-SLIP FLOOR COVERING INCLUDING PLYWOOD UNDERLAY	Supply and lay sheet type non-slip floor covering with plywood underlay and including adhesive, all cutting and cleaning. (DIN rating of R11.)
M500018	SKIRTING	Non-slip (sheet type) flooring turned up wall.
N138006	PROVIDE PVC SKIRTING	Remove existing skirting boards and make good. Provide and fit new PVC skirting to match new floor finish.
<b>Radiators / Heating</b>		
T320004	RELOCATE EXISTING RADIATOR - ANY SIZE.	Disconnect and refix radiator, draining down, extending pipework, refilling system, and make good.
T320006	REPLACE RADIATOR (SMALL)	Replace small radiator complete with thermostatic radiator valve, draining down, re-filling and heat testing : No pipework.
T320010	RELOCATE AND REPLACE RADIATOR (SMALL)	Disconnect, draining down, extending pipework, replace small radiator complete with thermostatic radiator valve, refilling system, heat testing and make good.
V510204	HIGH LEVEL WALL MOUNTED HEATER	Provide 2kW wall mounted panel heater / Fan Heater or Infra Red Heater including a separate circuit, 20 amp double pole pull cord switch and associated wiring. Electrical works to be carried out by a qualified electrical contractor.
<b>Fans</b>		
V901002	PROVIDE AND INSTALL ELECTRICAL EXTRACT FAN (BATHROOM)	Including neon pull cord switch, connections, back draught flap, ducting through wall, cable and conduit, all necessary cutting and making good. Electrical works to be carried out by a registered electrical contractor. To be installed in accordance with current Building Regulations.
V901008	PROVIDE A NEW ELECTRICAL EXTRACT FAN WHERE EXISTING ELECTRICAL CIRCUIT EXISTS	Including connections, all necessary making good. (Assumed hole and duct through wall exists). Electrical works to be carried out by a registered electrical contractor. To be installed in accordance with current Building Regulations.
V901003	PROVIDE ADDITIONAL DUCTING TO FAN	Including cutting and making good
<b>Lights</b>		
V903009	PROVIDE AN ENCLOSED LIGHT FITTING IN BATHROOM OR SHOWER ROOM	Provide an enclosed light fitting in bathroom or shower room to comply with electrical regulations. Electrical works to be carried out by a qualified electrical contractor.
V903027	RENEW PULL CHORD SWITCH	Isolate supply, disconnect, remove and renew ceiling pull switch, remake all necessary connections, reconnect electricity supply and test on completion. Electrical works to be carried out by a qualified electrical contractor.
<b>Strengthen Stud Walls</b>		
K100023	STRENGTHENING OF STUD WALL.	Stud wall adjacent to shower tray to be strengthened with exterior quality marine plywood, fixed to wall with unbond adhesive and screwed into studs with brass screws. Tiles to be applied over plywood. NOTE: tiling measured separately.
<b>Doors</b>		
C204002	ENLARGE DOOR OPENINGS IN HALF BRICK WALL FOR 826 MM WIDE DOOR.	Remove door and frame, Break away wall to widen opening, Provide new lintel, Provide and fix new door and frame.
C204007	ENLARGE DOOR OPENING/S IN HALF BRICK WALL FOR 926MM WIDE DOOR.	Remove door and frame to widen opening; Cut out existing and provide new precast lintel; Provide and fix new door and frame.
C204026	ENLARGE EXISTING DOOR OPENINGS IN EXISTING STUD WALL FOR 826 & 926mm MM WIDE DOOR AND DOORSET TAKE OFF INTERNAL DOOR AND REHANG TO OPEN OPPOSITE HAND.	Remove door and frame, Break away wall to widen opening and make good existing finishes; Provide and fix new door frame and full replacement doorset.
L203113	PROVIDE SLIDING DOOR 826MM WIDE	Include for works to lockset, doorstops, painting and making good.
L203013	PROVIDE SLIDING DOOR 826MM WIDE	To existing opening, including handle, paintwork and making good.
<b>Smoke &amp; Heat Detectors</b>		
V902011	PROVISION OF SMOKE AND HEAT DETECTORS TO CURRENT BRITISH STANDARDS B.S. 5446 PART 1 & 2	Provide dwelling with automatic fire detection and fire alarm system comprising 2 number optical smoke alarms and 1 number heat alarm. To be mains powered with lithium battery backup. Heat detectors to be located within kitchen and wired with insulated and sheathed cabling. Electrical works are to be carried out by a qualified electrical contractor.
V902013	EXTRA FOR EACH ADDITIONAL SMOKE DETECTOR TO CURRENT BRITISH STANDARDS B.S. 5446 PART 1	Mains powered with lithium battery backup. Electrical works to be carried out by a qualified electrical contractor.
<b>Extra Over Codes</b>		
N137002	EXTRA OVER THE PROVISION OF STANDARD TYPE TAPS FOR THE PROVISION OF LEVER TYPE TAPS (RATE PER PAIR)	Extra over for lever taps as recommendation from the Occupational Therapist.
N137243	LEVER OR PUSH BUTTON CONTROLS TO SHOWER.	Extra over thermostatically controlled shower unit for provision of lever controls or electric push button type controls.

## Governance and Control Documents

Head Of Grants Regions, Technical Managers, Senior Technical Officers must ensure the content of this guidance is being adhered to by staff.

## Development and Consultation



Approved by:



Date Approved: 30th September 2024