

VALCO



EMS 590396
IMR 590398



OHS 590397
FS 590395

Tailored Solutions
AN INTRODUCTION

A TAILORED SOLUTION

At Valco Services, we pride ourselves on our range of professional and technical expertise, as well as our proven track record of working for our loyal clients on a variety of major projects, all over the UK. We are flexible in adapting to the ever-changing needs of the industry, facilitated by our philosophy of continual professional development and training. We see it as vital to ensure our experienced staff remain at the forefront of industry developments; whilst simultaneously training the next generation of industry leading professionals, and technical staff, via our extensive apprenticeship scheme.

Valco Services Ltd specialises in creating the ideal, sustainable, controlled environment for your business. Always approachable and friendly, managed and operated according to our ISO accredited Quality, Environmental, and Health & Safety systems; our goal is to perfect the Indoor Climate and Sustainability of your development, whether via design advice and consultancy, through detailed desktop solutions pre-construction, during the construction phase, or post occupation.

OUR SERVICES:

- Independent Commissioning Management (Full Scope of BREEAM)
- BREEAM Assessment and Accredited Professional Consultancy
- Water Treatment
- Chlorination
- Validation
- Air and Water Hydronic Balancing
- Air Testing to Part L
- Mechanical & Electrical Scheme Advice
- Surveys
- Project Management
- Health & Safety File Authorship
- O&M Manuals
- Service & Maintenance

OUR CORPORATE INFORMATION



Name: Valco Services Ltd
Address: Head Office Unit 3, Woodrow Business Centre, Woodrow Way, Manchester, M44 6NN
Tel No: 0844 770 4220
Email: admin@valcoservices.co.uk
Fax No: 0844 770 4221
Web: www.valcoservices.co.uk

TAX DETAILS



Unique Tax Reference: 76228 21230
Business Type: Limited Company
Company Reg No: 05224194
VAT Reg No: GB 865368778

ACCOUNTANTS



Name: Milner Boardman Ltd
Address: MBL House, 16 Edward Court, Altrincham Business Park, George Richards way, Altrincham, Cheshire WA14 5GL

INSURERS



Broker Name: Oval Insurance Broking Limited
Address: 6th Floor Temple Circus House ,Temple Way , Bristol. BS1 6HG
Employers Liability: £10,000,000
Public Liability: £10,000,000
Products Liability: £10,000,000
Professional Indemnity: £1,000,000

Our Corporate Accreditations & Memberships



MEM NO: 1084/FM



greenbooklive.com

greenbooklive.com



REGISTERED MEMBER



REG. NO: 93998



ACHILLES ID: 300349



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME

Accredited Contractor

www.chas.gov.uk



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Managing Directors Statement

I would like to personally welcome you to our Company, Valco Services Ltd.

Valco Services Ltd aim is to be the most successful provider of project completion services to the construction industry. We will work hard together to achieve this position, by nurturing long term relationships that add value to both of our businesses.

The key to our success is our people.

By working together we can assist one another to achieve our objectives, keeping you informed, motivated and empowered; so we can be an innovative leader in our industry.



Nigel Hersee
Managing Director





Nigel Hersee – Managing Director

Managing Director, Director for commissioning management business unit and responsible for strategy, health and safety, quality and administration of the business.



Clare Frettsome – Finance Director, Assistant MD

Responsible for the finance management of the business and administration. Clare also takes on the role of Human Resources management.



Tony Nicholson –Director

Responsible for the water treatment hands on commissioning & O&M business unit. Tony also has responsibilities for business development and sales in all areas of the business.



Ben Sidebottom – Senior Sustainability Consultant

Responsible for our Sustainability Services including BREEAM, Air-Testing and the overall Building MOT package. Also contributes to business development, quality compliance, marketing and sales.

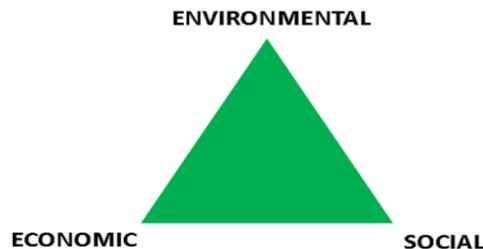




SUSTAINABILITY IN CONSTRUCTION A Brief Introduction

Sustainability is best defined via the two following ideas:

- *The ability to meet the needs of today, without compromising the ability of future generations to meet the needs of tomorrow.*
- *A balanced approach, between the three pillars of 'Environment', 'Society' and 'Economics'.*



As such, 'Sustainable Development', rather than being defined by a set of cast iron rules, is more akin to a way of thinking, planning and working that seeks to include and consider a wider picture than might otherwise have been the case.

Every organisation, in every sector of our society is impacted by the idea of 'Sustainable Development', as well as having

something to offer. As a broad approach, a successful, resilient and vibrant future economy is widely considered to depend on us finding this balance.

The increasing price of energy, summer droughts, global warming, instances of localised flooding, are four of the more widely reported problems facing our society, that may benefit from a more 'sustainable' approach to construction and the search for sustainable energy sourcing.

Our future: We are building the homes and workplaces of the future, shaping the lives of those who live and work within them – the construction industry is one of the most influential upon the potential for sustainable development across the rest of society.

From the use of low-carbon servicing solutions, water saving fittings, responsibly sourced materials and complimentary building layouts; to the provision of easy-to-use operating instructions, the protection of ecologically valuable habitats, or the attenuation of flood water run-off; there are myriad ways that the construction industry can help the rest of society to move forward in the most sustainable way possible.



BREEAM – The Building Research Establishment Environmental Assessment Method

The most common way of guiding and measuring sustainability in the UK construction industry is the Building Research Establishment Environmental Assessment Method. Here at Valco, we are able to offer a comprehensive suite of BREEAM assessment services; with in-house experience gained working on some of the most successful sustainable projects in the UK.

BREEAM seeks to quantify and improve the environmental performance of buildings by rewarding designs that take positive steps to minimise their environmental impact. Increasingly used for planning and funding purposes, BREEAM enables clients and their design teams to demonstrate the environmental credentials of their buildings through independent certification.

BREEAM can be used at any stage of a building's life, from design / construction through to refurbishment, even in operation.

Our Capability: Valco Sustainability are BREEAM 'Accredited Professionals' as well as licenced assessors, with extensive experience of supporting project teams through the assessment

process on a wide range of building types. Our services include:

- BREEAM Pre-Assessments - An early stage / planning review that allows the establishment of a cost effective route to the required BREEAM rating.
- Formal BREEAM assessment – Carried out in two stages, design (Interim Certification) ; and post construction (Final Certification)

There are a number of different versions of BREEAM for different building types, all of which are covered by Valco and our Partners, these include:

- BREEAM Commercial
- BREEAM Public
- BREEAM Multi-Residential
- BREEAM Other Buildings
- Bespoke BREEAM
- BREEAM Communities
- BREEAM International
- Code for Sustainable Homes





BREEAM ACCREDITED PROFESSIONAL SERVICES

Clients, Architects and Developers

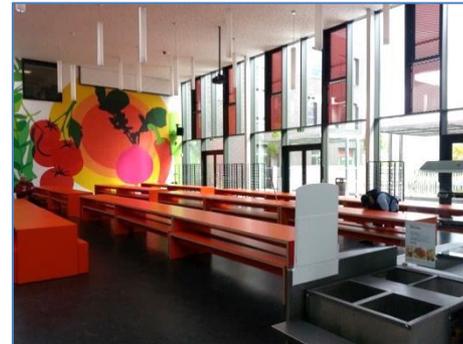
Are you currently looking at potential projects that are likely to have BREEAM requirements attached to a planning consent or funding agreement? Are you designing a project for a tender or competition for which BREEAM is a consideration?

If so, we can help you to ensure that the likely implications of this are allowed for within your planning, outline designs and budgeting.

BREEAM advice is essential from RIBA Stage B onwards for any project with BREEAM requirements placed upon it – to help you to collect all of the quick wins and low cost credits that can only be attained through early consideration of the criteria.

Valco are experienced in attending early design sessions or briefing meetings, as well as writing funding and planning applications, and so are able to add genuine value to any project or tendering process. Our AP service allows you to benefit from the lessons learned via our extensive knowledge, collected while

working on some of the most prestigious sustainable projects in the UK.



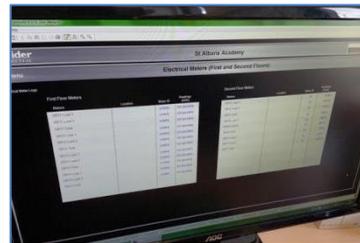


BREEAM ACCREDITED PROFESSIONAL SERVICES

M&E Designers, Engineers and Sub-Contractors

Are you designing an outline scheme for a project tender with BREEAM requirements attached? Are you detailing the design for a BREEAM project that is shortly to be or is already on site?

Valco are able to provide project, design and system specific advice on a range of M&E-related BREEAM issues, helping you to make sure that your specifications, selected products, designs and drawings cover the responsibilities assigned to you.



We can carry this service out via desk based reviews of drawings and specifications, as well as via attendance at meetings or information reviews in your office. We are able to write a variety of clauses and letters that will help you to navigate the evidencing process; and to edit your standard specifications so as to include for BREEAM as standard, ensuring compliance for future projects.





BREEAM ACCREDITED PROFESSIONAL SERVICES

Main Contractors

Are you currently bidding or tendering for a BREEAM project?
Are you engaged in a design and build project with BREEAM attached? Are you on site with a BREEAM project and not receiving the support you need from the project assessor?

Valco are experienced in providing successful tender advice for some of the largest construction companies in the UK, able to help you to answer pre-qualification and tender questions with depth and authority.

BREEAM requirements can be too general, contradictory or just downright confusing, and often the project assessor does not have the time, or perhaps the experience, to help you to deal with detailed issues that arise on a project by project basis. Valco are able to provide this advice, modify the project strategy, and then attend meetings in order to get the BREEAM process under control, and moving forward at pace with the build.

We can help you and your sub-contractors to create and compile

the necessary evidence to demonstrate the sustainable credentials of your project to the project assessor; and have worked closely with various leading Main Contractors, as consultants on some of the most prestigious sustainable projects in the UK.

We know that we can add value to your project, as well as easing the burden that BREEAM places upon your site and design managers; design staff and sub-contractors.





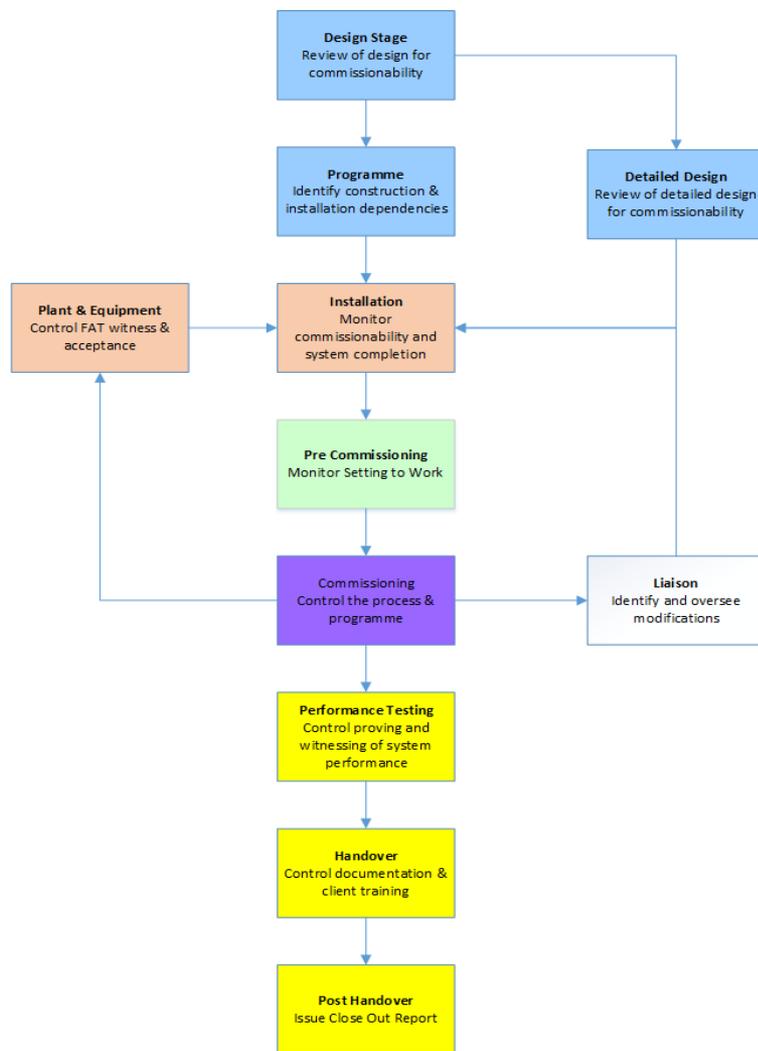
INDEPENDENT COMMISSIONING MANAGEMENT

Commissioning Management helps you to perfect your indoor climate by ensuring a planned, programmed, auditable and structured approach to the commissioning process, carried out to the highest standards.

The senior staff at Valco Services have been involved in managing commissioning processes in the construction industry for over 20 years, and lead the way with both their personalised professional approach, and formal management systems. Our contribution to the procurement process assists you in ensuring that your team works together with commitment, to fully prove building system performance.

Our Role: We appraise the scheme design for 'commissionability' during the intended programme; we look at maintainability, documentation and audit trail requirements, as well as the suitability of testing procedures. Throughout, we provide detailed progress reporting, system witnessing and problem resolution.

Valco Services structure a detailed Critical Path Network Programme for the total building testing and commissioning phase, managing Global Integration to fully prove the building prior to delivery.



Professional Services Independent Commissioning Management



Systems and Tools: Valco have established commissioning management procedures and systems to control and monitor the project from commencement to practical completion and beyond. Our bespoke Commissioning and Documentation Project Management Tool, eManuals, can be used to monitor progress via online Schedules, driven directly by the embedded Commissioning Programme. Progress S-Curves can be viewed that depict real-time Commissioning progress against the baseline programme.

These management procedures and systems are highly flexible and are modified and personalised on a project-by-project basis, to suit the size and complexity of each individual project. The basic principle is that alterations to the design can be reviewed in light of the commissioning logic, allowing you to agree methodology, programming, record documentation and handover requirements with the contractors and project team, at the earliest possible stage.

Our Experience and Capability: The technical and management skills that Valco Services can provide have been gathered over a lifetime of coordinating a wide range of major, complex projects, all over the world. Our breadth of experience rivals any other in the industry, delivered with our usual enthusiastic, approachable style.



Commissioning Specialists Association
The HVAC and Building Services Commissioning Engineers Association



To support our range of individual services, Valco Services have in-house Hydronic Balancing, Water Treatment and Computerised Project Management packages; as well as fully electronic document management systems.



Our philosophy is to achieve the highest standards of management, technical engineering and documentation; constantly improving the service we offer.



Valco Services Ltd has a proven track record in all sectors where the benefit of independent management can be demonstrated i.e. Commercial, Pharmaceutical, Healthcare & Education; and are able to offer a full turnkey solution for any building contract, be it PFI, Procure 21, Framework, Design and Build or Traditional forms.



Whether your project needs a full brief solution or a service to meet BREEAM Accreditation standards, Valco Services can provide the Tailored Solution.





TECHNICAL AUTHORSHIP

Valco can provide an extensive range of technical publication services to suit most requirements within the Building Services and Construction industry, including:

- Health & Safety File Production
- Operating and Maintenance Manuals (Building Fabric & Building Services)
- Mechanical & Electrical O&M Manuals
- Operators Guides
- Technical Leaflets
- Training Manuals
- Commissioning Manuals
- Part L Log Books
- BREEAM Building User Guides (BUG's)

All are produced to the relevant BSRIA, British Standards or Client Specifications, for all disciplines and to all readership levels. Our team of Technical Authors and support staff will produce any document to your requirements.

Electronic Manuals are available for all types of Technical Literature. All our electronic publications would be produced in Adobe Acrobat Portable Document Format (PDF)

We are also able to offer a web based solution. Text, drawings and graphics can be viewed and printed in identical format to paper equivalent. Text searches are also available throughout the electronic publication.





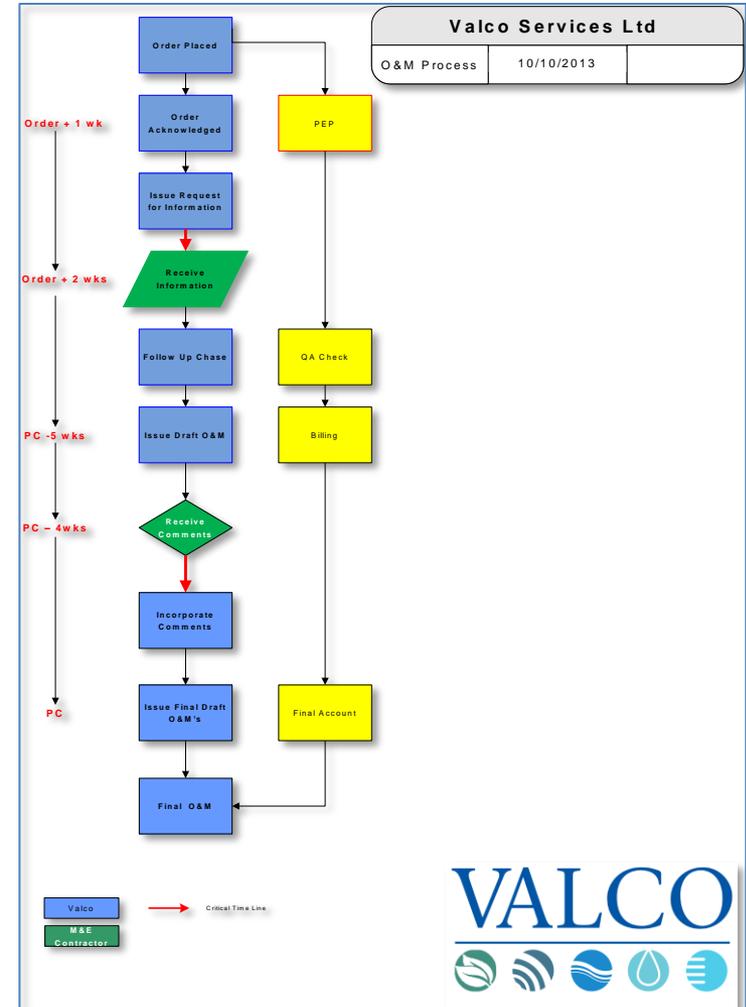
We offer a comprehensive Operation and Maintenance Manual service, as follows:

Valco Services Limited will issue each work package contractor, that has been responsible for a full package/installation, with an electronic O&M Manual template (complete with comprehensive instruction), for them to complete, which will ensure that all operating and maintenance information is issued and presented in the same format.

Valco will liaise directly with the WP Contractors guiding them through the whole process, offering assistance wherever required.

The O&M Manual template, which has been developed over numerous projects, includes the following sections:

Section 01	Introduction
Section 02	System Descriptions
Section 03	Operating Procedures
Section 04	Schedules of Equipment
Section 05	Maintenance Procedures
Section 06	Handling & Storage
Section 07	As Fitted Drawings
Section 08	Test & Commissioning Records
Section 09	Health & Safety Information
Section 10	Manufacturers Maintenance Literature





BUILDING SERVICES

Testing and Balancing

Valco recognises the need to keep at the forefront of technical advancements in all aspects of building services design, installation and testing; including mechanical & electrical plant and equipment, low carbon technologies, natural servicing strategies; and the instruments required to measure and fine-tune the performance of these systems.

Technical Staff: Since inception, our philosophy of training and developing our staff to Commissioning Specialists Association (CSA) standards has allowed Valco to develop Building Service Commissioning Teams of industry leading expertise and professionalism; capable of addressing all facets of the building services systems. This specialised skills base enables us to balance and test air/water systems, establish plant capacity and conformance to design, along with investigative and associated problem solving; complete with comprehensive management reports.

Valco staff have the flexibility and enthusiasm to respond to the ever changing demands faced in providing high quality working

environments, serviced by today's complex hi – tech building service installations.

Capability and Specialisations: We specialise in carrying out commissioning and proportional balancing to air, water and distribution systems e.g. variable and constant volume, fan coils, induction systems, chilled beams, and heat recovery systems including thermal wheels. Typically these systems will be constructed within educational, commercial and medical buildings.





We also have extensive experience in setting up laboratory containment and extract systems, health care theatres and clean rooms, and pressure control regimes.



Valco set high standards for their engineers, supporting them with comprehensive in-house technical support and training. All of our engineers are graded and supported through the Companies Corporate Membership of the CSA. Our accumulative knowledge provides a parallel to our intuitive troubleshooting expertise, which, coupled with Valco's practical approach, ensures that problems, irrespective of size or complexity, are identified and resolved effectively.



Our Methodology: Validation surveys where required are carried out including (read and record) of existing mechanical, electrical and controls systems; typically within buildings scheduled to be fitted out or altered to Cat A or B.



All information is systematically recorded and logged to provide a permanent record of the systems performance against design. This information ultimately will form part of the Operating and Maintenance manuals; the first place of review during fit out or churn operations.



Our preferred commissioning strategy would be based on early commissionability studies of design drawings and schematics for all ventilation and water services. This allows us to advise, prior to installation works, where the best locations for VCD's or commissioning stations are. This service can be carried out on-site with your project manager, or remotely at our office. We believe that this service is essential to the successful commissioning of any project, and ultimately saves time and money at handover.

We strongly recommend that the commissioning package is one of the first packages to be let on any project.



WATER TREATMENT

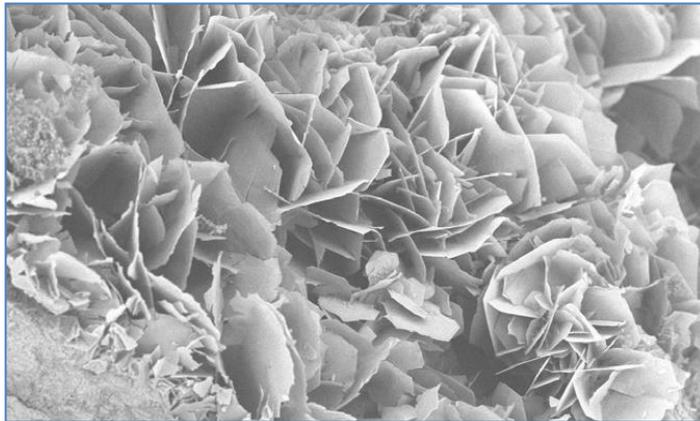
Pre-commissioning chemical cleaning is a strategic part of the building completion process, as foreign debris will inevitably be found in newly fabricated mechanical pipework systems. If these are allowed to remain in the system, this will ultimately cause blockage of such line items as commissioning and regulating valves, strainers etc. which in turn will affect the performance of heat or cooling emitters.

Flushing, Sterilisation and Washes: Sectional flushing / cleaning can be carried out with the use of correctly sized temporary pumps. This is common in fit-out environments.



Microbiological fouling can cause lengthy delays to the commissioning process and can have a detrimental effect of the fundamental working condition of heating and chilled water systems.

A Bio-Cide Wash can be applied where closed loop systems have been microbiologically fouled. This procedure is necessary when system water has been allowed to be drained post pressure testing, or allowed to sit within the system for a lengthy period of time without treatment. An alternative pressure test activity should always be considered.



Sustainability Building MOTs



Air quality testing: Check for particulate pollution in internal spaces, check levels of volatile organic compounds or other unwanted constituents in air circulation, suggest solutions;

Treatment of water and HVAC systems against microbial contamination (e.g. legionella & pseudomonas): Prevent microbial contamination, illness. Improve energy efficiency through a reduction in strain on pumps, improvement to heating and cooling emitter efficiency, clearing blockages and deposits, maintain monitoring system capability

Duct-work cleaning: Reduce microbial and particulate pollution, causes of illness. Clear blocked / clogged ducts to improve circulation, reduce strain on pumps and fans.

Our tailored service provides value-for-money and genuine impact on energy bills, for those seeking to improve the performance of their building, without committing to the cost of undertaking major refurbishment works, or retrofits of building service systems.

By 2018, it will be illegal to let any commercial building with an EPC rating of F or less – the small gains made via our Building MOT Service could be vital elements in maintaining a viable portfolio or asset without the need to invest in expensive retrofits or major refurbishment works.



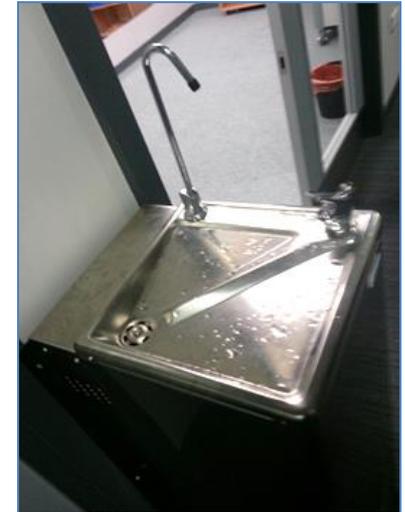
Valco Services Ltd can also provide sterilisation of all domestic and non-domestic water services. All of our pre-commissioning chemical cleaning of pipework systems is carried out in accordance with BSRIA Guide BG 29 2012. Analytical Legionella and Potable sample analysis form part of this sterilisation process in accordance with current BS6700 requirements.

Sampling and Testing: Sample analysis of closed loop systems is a vital process in maintaining monitoring closed loop system performance. Valco Services Ltd provides a one-stop solution, using our own specialist resources, and analysis by our partner laboratory to meet industry best-practice standards.

Our Methodology: Our treatment services can be provided as either a project delivery requirement, or as planned / reactive maintenance.

Domestic Water Risk assessments can be carried by competent staff; detailed records and drawing information are provided as per regulation.

Specialist consultation outlining water treatment pre-commissioning cleaning methodology and guidance is available



from our technical managers.

As a supplementary service we can offer ductwork analysis for cleanliness. We carry out analysis of the internal surface of the installed ductwork systems using a digital measuring system for determining the thickness of deposits and contamination that build up in steel ductwork.

From the results obtained we would be able to recommend whether there is a requirement for a duct cleaning programme.





IMPROVING THE PERFORMANCE OF EXISTING BUILDINGS Building MOTs

Like motor vehicles, many buildings, especially commercial, education and healthcare buildings, rely heavily on mechanical servicing; such as pumps, fans and controls, for hot water, heating, air conditioning and ventilation. Unlike motor vehicles, buildings are not all regularly serviced to ensure that they are working in the most efficient manner possible.

Valco are able to offer a tailored 'Building MOT' for any building, even where not undergoing a full refurbishment package. This is a multi-faceted service, made up of a number of elements, for each of which we have extensive in-house experience:

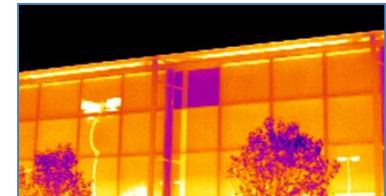
Re-commissioning of servicing systems, controls, BMS schedules: Optimise performance to improve energy efficiency, improve reliability / reduce maintenance costs, check controls are functioning correctly;

Re-balancing of water systems: Improve efficiency of pumps, problem solving;

Re-balancing of ventilation and air conditioning systems: Improve efficiency of pumps and fans, problem solving, check performance against design parameters to ensure adequate ventilation;

Air-tightness testing and improvement: Reduce uncontrolled leakage – an improvement in air-tightness from 10 m³/hr/m² to 5 m³/hr/m² can reduce heating costs by up to 40%;

Thermographic testing and improvement: Identify thermal bridges and areas of inadequate insulation, suggest improvement solutions with minimal disruption in operation, detect problems with underfloor heating / other services;





AIR-TIGHTNESS TESTING

One of the key factors in providing energy efficient, comfortable buildings is achieving an acceptable rate of air leakage through the building fabric. Uncontrolled heat transfer through the walls and roof of a building leads to higher energy bills and increased CO₂ emissions. The air tightness of a structure has a direct impact on the natural ventilation rate, and will increase with wind speed and internal/external temperature differences.

A Proven Methodology: For over five years, Valco have worked with blue chip clients, contractors, consultants and architects to provide a wide range of air tightness services on many different building types and constructions. Our philosophy in promoting well-detailed designs and careful construction is the most effective solution to ensuring and maintaining low energy performance in the long-term. We will not advocate the use of short term sealing solutions, as in our opinion, this may mask construction shortfalls; our recommended approach is always to build it right first time.

Valco staff have the knowledge, resources and expertise to offer a comprehensive range of air tightness solutions, nationwide, for all types of public, commercial and residential buildings.





We work to ISO9001:2008 & ISO14001:2005 standards, with a flexible customer-focused service; offering a true breadth of experience and valued support at every stage of the construction process. Valco are recognized by Building Control as being suitably qualified to carry out Air Tests; all air tightness tests are carried out to ATTMA standards.

Statutory Regulations: Since the 2006 changes to the Building Regulations, air tightness testing has been mandatory for new buildings; with the tested air-tightness being fed into Energy Performance calculations, such as Part L Calculations, Energy Performance Certificates (EPC) and Display Energy Certificates (DEC). All buildings, both residential and non-residential, will be required in future to demonstrate their energy efficiency before they can be let to potential tenants.

Building Regulations Parts L1A (new build) and L1B (refurbishment) deal with residential dwellings; Building Regulations Parts L2A (new build) and L2B (refurbishment) deal with non-residential buildings. Valco Services Ltd is able to offer a comprehensive service including design and construction consultancy, and testing, suitable to all regulatory standards.

