



RISE

Retrofit information,
support & expertise

Preliminary and enabling works

Supply chain advice pack

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Introduction

This advice pack aims to provide an overview of preliminary and enabling works, ensuring readiness for PAS 2035-compliant, high-quality delivery of domestic retrofit. It is intended for installers, suppliers, contractors, and stakeholders engaged in PAS2035 projects and Warm Homes programmes.

Key roles and responsibilities

Role	Job Description
Retrofit Coordinator	Oversee process, manage risk, ensure compliance, engage stakeholders.
Retrofit Assessor	Conduct property surveys, collect data, identify risks.
Retrofit Designer	Develop technical solutions and specify measures.
Retrofit Installer	Deliver installations safely and compliantly.
Retrofit Evaluator	Post-installation evaluation and verification.
Supply Chain Manager	Oversee procurement, logistics, and supplier performance.
Technical Survey Specialist	Undertake relevant specific technical surveys, for example for External Wall Insulation (EWI), Air Source Heat Pumps (ASHP) and/or ecology & biodiversity.

Preliminary works

Preliminary works encompass all activities required before any retrofit assessment, planning, or construction, in preparation for a successful retrofit by setting expectations and project parameters.

Project definition and scoping

1. **Define intended outcomes:** Set project goals (energy/carbon savings, comfort, compliance, heritage, resident wellbeing).
2. **Identify building archetypes:** Classify property types and construction methods.
3. **Stakeholder engagement:** Consult with residents, local authorities, and partners.
4. **Compliance review:** Confirm all regulatory and funding requirements (PAS2035, PAS2030, TrustMark, MCS, planning, building regs).

Comprehensive surveys

High quality property survey data is the starting point for risk management, design, and compliance.

1. **Energy Performance Certificate:** Assess current energy performance and identify improvement opportunities.
2. **Stock condition:** Evaluate building fabric, structure, and services.
3. **Retrofit assessment (PAS2035):** Holistic assessment of property, occupancy, and improvement potential.
4. **Digital scans/models:** Use 3D scanning or Building Information Modeling (BIM) for accurate building models, aiding design and installation.
5. **Technical surveys** This step is completed after the retrofit assessment and design, and after medium-term plan and improvement options evaluation have been undertaken. Useful sources of property survey data include:
 - Heat pump survey: Assess suitability for low-carbon heating, including size of heated space, electrical capacity, and heat loss calculations.
 - EWI Survey: Check wall type, condition, and suitability for insulation.
 - Pre-Installation Building Inspection (PIBI) survey: Identify shared elements and potential party wall issues.
 - Asbestos: Mandatory for pre-2000 buildings; identify and quantify asbestos-containing materials.
 - Ecology surveys: Bats or swifts in the loft. These can only be done in certain months of the year (May-September).

Enabling works

Enabling works involve site preparation activities that must be completed before the main retrofit works commence, ensuring a safe, compliant, and efficient start for the main contract.

Remedial works

This stage incorporates rectifying any existing issues to ensure long-term performance and compliance with PAS 2035, which is essential for securing payment of Warm Homes staged funding. Non-compliance may result in funding ineligibility. Remedial works are done through the TrustMark retrofit planning portal, as part of PAS2035 compliance.

1. **Repairs:** Structural, roof, window, and door repairs as needed.
2. **Damp and mould treatment:** Identify sources, treat affected areas, and resolve underlying causes.
3. **Ventilation improvements:** Install or upgrade ventilation to meet regulatory standards and support indoor air quality.
4. **Asbestos removals:** Safe removal and certification prior to any disturbance by retrofit works.

Notifications and adaptations

Early engagement with authorities and service providers is critical for compliance and smooth delivery:

1. **Planning permission:** Submit and secure permissions for external changes (e.g., EWI, solar PV, heat pumps), through the planning portal.
2. **Distribution Network Operator (DNO):** DNOs are companies who are licensed to distribute electricity in the UK. They own and operate the systems that bring electricity to homes and businesses. Grid connection applications are a vital part of enabling works. Installers should check which applications are required.
3. **Energy provider coordination:** Notify and coordinate with utility companies.
4. **Moving meter boxes:** Relocate meters to facilitate works like EWI or improve access.
5. **Scaffolding:** Plan, specify, and erect scaffolding for safe access, ensuring compliance with H&S and local authority requirements. Paying careful consideration to tv aerials and other technology.

Site preparation

1. **Site clearance:** Remove debris, vegetation, and obsolete structures.
2. **Soft strip-out:** Remove non-structural elements as needed.
3. **Access & security:** Install temporary access, ramps, fencing, signage, and security systems.
4. **Welfare facilities:** Set up temporary toilets, washing, and rest areas for workers.

5. **Temporary power & lighting:** Provide as needed for safe operation.

Under the **CDM 2024 Regulations**, the Principal Contractor is legally responsible for ensuring that **adequate welfare facilities** are provided and maintained **throughout the construction phase**.

Minimum welfare provisions include:

- Toilets with hot and cold running water
- Washing facilities with soap and drying materials
- Drinking water
- Rest areas with seating, heating, and facilities for preparing food and drinks
- Changing rooms and lockers, if required by the nature of the work

Supply chain management and risk

1. Risk Management

- Risk register: Maintain a live register covering survey findings, remedial needs, and enabling works.
- Contingency planning: Allocate budget and time for unforeseen issues (e.g., hidden asbestos, structural defects).

2. Resource & Logistics Planning

- Scheduling: Sequence surveys, remedial, and enabling works to avoid delays.
- Material logistics: Plan just-in-time delivery to minimise storage and site congestion.

3. Communication & Stakeholder Management

- Resident liaison: Provide clear, timely information about works, timelines, and any disruption and a list of contacts.
- Stakeholder updates: Regular progress reports for partners and funders.

Best practice

1. **Clear definition of scope:** Ensure all enabling and preliminary works are specified in procurement and contract documentation to avoid scope changes and cost overruns.
2. **Risk management:** Identify and allocate risks (e.g., unknown site conditions, hazardous materials) early.
3. **Compliance:** Adhere to PAS2035, PAS2030, and statutory requirements throughout PAS 2035: 2023 documents.
4. **Stakeholder engagement:** Communicate early with residents and local authorities to manage disruption and expectations.
5. **Resource planning:** Schedule enabling works to allow for smooth transition to main retrofit activities, minimising downtime.
6. **Tools & resources:** Use checklists, Gantt charts, and risk registers to track progress and manage dependencies
7. **Templates and guidance:** Refer to RISE's advice packs for procurement, project management, and PAS2035 compliance.

Summary

This document covers preliminary works, which include all activities required before any retrofit assessment, planning, or construction, and enabling works, which involve site preparation activities necessary before the main retrofit works commence.

This guidance document details the necessary steps and activities to ensure readiness for compliant, high-quality delivery and sets the foundation for successful retrofit projects.

Early and thorough preliminary and enabling works reduce risk, control costs, and ensure compliance. Clear communication, robust documentation, and proactive risk management are essential for supply chain efficiency and project success.

RISE resources

Disclaimer: some content referred to may be about PAS 2035:2019.



Podcast: "PAS for Warm Homes Projects" available [here](#).

Masterclasses: PAS 2035 playlist – available [here](#).



Podcast: "PAS 2035 lessons for Warm Homes with The Specifics Group" available [here](#).

Supply Chain Toolkits: available [here](#).



Podcast: "The value of PAS 2035" available [here](#).

Masterclass: "PAS 2035:2023: What's new?" available [here](#).



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