

PRE-INSTALLATION BUILDING INSPECTION (PIBI)

Toolbox Talk



Background

This document aims to clarify the general requirements of the PIBI. While each specific measure will have its own intricacies; everything covered below will apply to every PIBI. PAS2030 section 7.2 and the relevant sections of Annex B will provide more detailed information and should be understood by all contractors and installers. For the purposes of this document, we will refer to the person completing the PIBI as 'the Installer' however this may not always be the case.

The purpose of a PIBI

The PIBI is one of the most important parts of the entire PAS process, it is the last chance to make sure that the planned retrofit works are suitable and practically achievable at a specific property; any notion that the PIBI is a tick box exercise should be dismissed. The overall aim is to ensure that the specified EEM can be safely and effectively installed at the designated location, all while giving consideration to context, capacity, coherence and caution. The Installer must therefore ensure that their PIBI surveyor is competent in the installation of the measures they are assessing and has been provided with sufficient information for them to be able to complete the survey effectively, this can require an extensive knowledge of both EEMs and the overall planned works. The below list highlights some of the areas of which they must be aware:

- All of the measures specified to be installed at the property
- All specific design details for the EEMs surveyed
- All relevant design details from EEMs, either proposed or existing, which have junctions or interactions with the EEMs surveyed
- The exact specification of the products to be installed
- The specified installation methods and Method Statement
- Access constraints
- Any required ventilation upgrades and the overall ventilation strategy
- The requirement to avoid thermal bridging
- Potential moisture risk that may result from the installation of the EEM
- Testing and commissioning requirements
- Fire safety
- The current and ongoing functionality and safety of all building services
- The requirements of the Building Regulations
- The requirements of BS7913 Energy Efficiency in Older and Traditional Buildings
- The requirements of BS5250 Code of Practice for the Management of Moisture in Buildings
- Protected Species and what actions to take if identified
- Potential Health and Safety risks

A PIBI should be completed using an approved template and must always be accompanied by suitable and sufficient photographic evidence which is geo-tagged, date and time stamped.

Following the survey, there are some key actions that **must** be taken.

Key Action 1 – Suitability and completeness of the Retrofit Design

- The installer should identify anything that is missing from the Retrofit Design that might reasonably be expected to be included
- The installer should identify anything that is contrary to design assumptions (assumptions may often be made about areas that can only be examined after opening up the construction)
- The installer should identify anything that is different from the Retrofit Design. The Retrofit Design is based upon the findings of the Retrofit Assessment. When working with Local Authorities, it is possible that energy efficiency measures can be installed in the time between the Retrofit Assessment and the PIBI, this can compromise the ability to claim funding for the installed measures so is extremely important to note and report.
- The installer should identify any aspect of the design and specification that cannot be implemented.

Key Action 2 - Suitability and completeness of the Installation Method Statement

- In the event that the method statement is found to be inadequate, the findings of the PIBI should be used to inform the correction or further development of the method statement. All PAS2030 installers should produce a comprehensive method statement for the installation of all measures.

Key Action 3 – Repair Work

- As part of the PIBI, the Installer must confirm to the Main Contractor and Retrofit Coordinator that any repair works identified by the Retrofit Coordinator have been undertaken.

Key Action 4 – Communication with the Main Contractor, Retrofit Installer and Retrofit Coordinator

- The installer should work with the Contractor and Retrofit Coordinator to make arrangements for all PIBI documentation to be made available for it to reviewed before installation commences.
- Should the installer find any areas of the design or specification which cannot be installed, for any reason, or identify any issues with the requirements of Key Action points 1-3, they must report this to all relevant parties including the Installer, Contractor and Coordinator. A mutually agreed amendment to the Retrofit Design must be made and confirmed before installation goes ahead. In some case the Retrofit Coordinator may confirm that no amendment is required, in these cases, this must be provided in writing. In some cases, the installation of EEMs may need to cancelled altogether so we highly recommend that all PIBIs are completed before any work is scheduled.