

AIS Advisory Service - General Information

The Association of Interior Specialists offers an Advisory Service on problem installations, covering all matters relating to suspended ceilings, partitioning, access flooring and lighting. This covers materials, ancillary equipment, systems, their application and installation.

The AIS has a panel of competent persons, experienced in the interiors industry, who can be called upon. Arrangements in connection with the AIS Advisory Service are:

- In the event of the request arising from a dispute, it would be necessary for you to inform all the parties concerned that you are engaging the AIS to examine and report on the installation and that the report will be submitted to you.
- The AIS written report will be simply a technical opinion and will in no way purport to be a judgement or adjudication between the parties.
- The AIS does not hold itself responsible for the use to which the parties concerned put the technical report or expert opinion, and only participates on this clear understanding.

AIS Advisory Service fee scale:

AIS Administration Fee	<i>AIS members:</i> £100.00 <i>Non members:</i> £150.00 (Preparation of documentation, postage, telephone calls, faxes etc)
Consultant's Rate:	Monday - Friday Hours from 0700 – 1900 Standard Rate (currently £90 per hour for AIS members, £120 per hour for non-members) Hours from 1900 – 0700 Standard Rate plus 50% Weekend work (classed as Friday 1900 – Monday 0700) Hours from 0700 – 1900 Standard Rate plus 30% Hours from 1900 – 0700 Standard Rate plus 80% Bank/Public Holidays (must be a holiday in the location where the site to be inspected is based) Hours from 0700 – 1900 Standard Rate plus 30% Hours from 1900 – 0700 Standard Rate plus 80%
Travelling Time:	£50 per hour
Expert Witness Fees:	By negotiation
Expenses:	At cost
VAT:	As applicable rate (currently 20%)

- Payment
 - (a) An 'on account' payment is required with the instructions to proceed before an AIS consultant can be appointed. This payment will be deducted from the final invoice for the work. This amount is equivalent to the administration fee, and a minimum four hours' consultancy and VAT. The 'on account' payment is as follows:

AIS members: £552 (£460 + VAT) ***Non members:*** £756 (£630 + VAT)

- (b) Invoices are payable **14 days** from the date of the invoice. If payment is not made within the 14-day period it will be subject to interest at base rate + 8%, as outlined in the *Late Payment of Commercial Debts (Interest) Act 1998*. The amount is net and not subject to any trade or settlement discounts.
- A request to proceed must be given, in writing, to the AIS, together with the 'on account' payment, a formal acceptance of the terms and conditions relating to fees and the name of the person/company who will be responsible for paying the account. You will need to provide the information and details outlined on the attached guidelines.

INFORMATION REQUIRED

1. Name of party requesting survey/investigation/report.
2. Full name of company, address, telephone number and facsimile number, together with name of person to contact.
3. Full address of project including telephone number and name of person to contact.
4. Brief outline of issues.
5. Key objectives of report.
6. Full details of other parties involved including addresses and telephone numbers:
 - (a) Client
 - (b) Architect
 - (c) Quantity Surveyor
 - (d) Services Engineer/Consultant (where applicable)
 - (e) Main Contractor
 - (f) Interior Contractor
 - (g) Details of interior fittings being investigated
7. Are any legal proceedings involved or envisaged (litigation, arbitration or other – please advise)?
8. Installation:
 - (a) Date and type of Installation (an indication is sufficient).
 - (b) Approximate area of works.
9. Inspection:
 - (a) As it may be necessary to reach the ceilings and the ceiling void, you will be required to supply means of safe access (steps, scissors lift, tower scaffolding etc) to be erected, moved and maintained by others, and to ensure adequate safety at all times.
 - (b) Tiles/panels/part of the grid system may need to be removed during the inspection. A trained operative can be provide by you to open up the ceiling. Our consultant can open up the ceiling, if it is deemed necessary, but only where removal is simple and can be easily accomplished by one person.

We will not accept responsibility for any damage however caused. Any replacement work required after the inspection is to be arranged and carried out by others at no charge to the AIS.
- (c) It is required for you to indemnify the AIS representative/representatives against any accidental loss, damage or injury.

Special Note:

The use of the AIS Advisory Service specifically implies that the three points set out will be undertaken by you.

If you wish to use the AIS Advisory Service, please contact the chief executive, Association of Interior Specialists, Olton Bridge, 245 Warwick Road, Solihull, West Midlands B92 7AH, telephone: 0121 707 0077, fax: 0121 706 1949.