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October 2017

SPECIFICATION AND SCHEDULE OF WORKS

FOR

Refurbishment Works

AT

Gotherington Church Centre
Gretton Road
Gotherington
Cheltenham
Glos GL52 9EP

SPECIFICATION AND SCHEDULE OF WORKS

CONTENTS

kbw
Chartered Surveyors

SECTION 1

PREAMBLE AND CONTRACT PARTICULARS

1.0	**GENERALLY**		
1.1	The Preamble and Contract Particulars is to be read in conjunction with the provisions of the Schedule of Works.		
1.2	All relevant work included in the Preamble and Contract Particulars is to be included in the Tender Sum, with due allowance being made for modifications contained in the particular description.		
1.3	The works are to be carried out in accordance with all relevant British Standards and Codes of Practice. Materials and goods are to be used in accordance with Manufacturers stipulations and recommendations, and recommendations of any recognised trades association or body in line with the BRE Digest, Agrément Certificates or other recognised authoritative documents as appropriate. All tests as stipulated by any codes, standards, manufacturers, etc are to be undertaken and the results published.		
1.4	All works are to be undertaken and completed in line with all requirements and recommendations as appropriate of the Health & Safety Executive.		
1.5	All works are to be properly and adequately supervised and every skill and care is to be taken in the selection of and installation of all materials. All works are to be fit for each purpose and of good quality.		
1.6	The contractor is to ensure that the security of the site area and adjacent properties is maintained throughout the duration of the contract.		
1.7	All services, which are to remain, that are exposed during the works are to be temporarily capped/disconnected and protected. Urgent defects such as water leaks, bursts, drain blockages, etc are to be remedied immediately.		
1.8	The contractor will be able to use existing water and electricity supplies within the building for executing the construction works free-of-charge. Exact positions of supplies to be used are to be determined on site.		
1.9	Fire exits and escape routes are to remain clear at all times and the contractor should ensure accesses for emergency vehicles remain free at all times.		
1.10	The contractor shall ensure that at the end of each working day that all materials and equipment and tools are stored away or locked securely.		
2.0	**ACCESS TO THE SITE**		
2.1	The contractor is to make prior arrangements before visiting the site with Kevin Allen at KBW who will arrange access. The contact number is 01242 244744.		
2.2	The contractor is to visit site prior to tendering to familiarise themselves with the property, scope of work and the availability of services, materials and labour. No claim on the grounds for want of knowledge in such respect will be entertained.		
2.3	Prices are to include for overtime and out-of-hours working, as deemed necessary by the contractor, to carry out the works in the contract period.		
2.4	Insurance of works will be a 'Joint Names Policy' of Employer and Contractor taken out by the Employer.		

3.0	**PROGRAMME, METHOD STATEMENT AND HEALTH & SAFETY**		
3.1	Commencement and completion of the works is to be agreed and programmed with the Contract Administrator. The contractor to advise with its tender return the length of programme and the lead-in period required.		
3.2	We envisage that the works will be notifiable under the CDM Regulations 2015 as the construction phase is likely to exceed 30 days or 500 person days.		
3.3	The contractor shall submit with its tender an outline programme and method statement outlining its proposals for executing the works.		
3.4	The method statement should clearly identify the manner in which the works will be executed including out of hours, noting particularly the proximity of the neighbouring residential occupiers.		
3.5	The following additional information shall be included as a minimum requirement and returned with the tender submission: • Current Insurance Certificate(s).		
3.6	The Employer may require references from the contractor (from Clients and/ or suppliers etc) prior to awarding the contract. The Employer reserves the right to omit any contractor from consideration where appropriate references cannot be provided.		
4.0	**OBLIGATIONS IMPOSED BY THE EMPLOYER**		
4.1	The contractor must adequately uphold and protect adjacent properties, boundaries, hardstandings, existing finishes, etc during the works and make good any damage which occurs to the satisfaction of the Contract Administrator.		
4.2	The contractor must keep any hardstandings, car parking, fire escape routes etc free from rubbish and obstruction and should allow for regular cleaning of the same during the contract period, to the satisfaction of the Contract Administrator.		
4.3	Scaffold erected on neighbouring land will be required to be in place for the minimum amount of time and struck at the earliest opportunity, to minimise disruption the neighbouring occupiers.		
5.0	**PROTECTION OF EXISTING PROPERTY**		
5.1	The contractor is to provide all temporary protection to the existing structure where necessary and is to make good any damage caused to the building as a result of the works.		
6.0	**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1988**		
6.1	The contractor shall at his own expense observe and comply with the Control of Substances Hazardous to Health Regulations 1988 (COSHH) and all other acts of parliament instruments, rules, orders, regulations, bye-laws and any updates and amendments thereof. The contractor shall take all reasonable precautions for safeguarding their employees and any other person's property affected by the execution of the contract.		

7.0	**EXCLUDED DELETERIOUS MATERIALS**		
7.1	The main contractor shall exercise all reasonable skill and care to see that none of the following has been or will be used in connection with the works: • High Alumina cement in structural elements. • Wood wool slabs in permanent form work to concrete or in structural elements. • Calcium Chloride in admixtures for use in reinforced concrete. • Asbestos or asbestos based products. • Urea formaldehyde as an insulation material in cavity construction. • Agregates for use in reinforced concrete which do not comply with British Standard Specification 8110:1997. • Calcium Silicate bricks. • Any other materials which are at the time of tender generally regarded as deleterious building materials by the Health & Safety Executive or which are not in accordance with British Standards or Codes of Practice or with current accepted good building practice.		
8.0	**COMPLIANCE**		
8.1	All elements of the works, materials and workmanship will be designed and constructed in accordance with the relevant Acts of Parliament, Regulations, British or European Standards, Codes of Practice etc current at the time the building contract is awarded, including: ➢ Town and Country Planning Act 1990 and Associated Acts ➢ Building Regulations 1991 as amended in later versions ➢ The Regulatory Reform (Fire Safety) Order 2005 ➢ Local Acts of Parliament ➢ The Party Wall etc Act 1996 ➢ The Construction Products Regulations 1991 ➢ The Gas Safety (Installation and Use) Regulations 1994 ➢ The Equality Act 2010 ➢ The Highways Act 1980 ➢ The Water Industry Act 1991 ➢ The Clean Air Acts 1956 & 1993 ➢ The Environmental Protection Act 1990 ➢ The Health and Safety at Work etc Act 1974 ➢ The Construction (Design and Management) Regulations 2015		

THE BUILDING CONTRACT: JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN 2016

Contractor to refer to contract for full details of contract clauses.

AGREEMENT FOR MINOR WORKS: The form of contract will be the JCT Minor Works Building Contract with contractor's design 2016.

THE RECITALS

1st Recital
Refurbishment Works
at Gotherington Church Centre, Gretton Road, Gotherington, Cheltenham, Gloucestershire, GL52 9EP.

2nd Recital
'The Contractor's Designed Portion' shall be.
1) Heating, hot and cold water installation
2) Electrical installation

3rd Recital
The reference to the drawings numbered/listed and the Works Schedules will be deleted.

4th Recital
The reference to Work Schedules and Schedule of rates will be deleted.

THE ARTICLES

Article 3
Architect/Contract Administrator: KBW Chartered Surveyors of 7 Imperial Square, Cheltenham, Glos GL50 1QB.

Article 4
Principal Designer: KBW Chartered Surveyors of 7 Imperial Square, Cheltenham, Glos GL50 1QB.

Article 5
Principal Contractor: the Contractor.

Article 6
Dispute or difference – adjudication.
Refer adjudication in accordance with clause 7.2.

Article 7
Dispute or difference – arbitration: Article 7 applies.
Refer arbitration in accordance with Schedule 1 and the JCT 2016 edition of CIMAR.

Article 8
Legal proceedings.
Subject to Article 6 and (where it applies) to Article 7.

CONTRACT PARTICULARS

Clause etc	***Subject***	
Fifth Recital and Schedule 2	Base Date	10 days before commencement of the works
Fifth Recital & Clause 4.2	Construction Industry Scheme (CIS)	Employer at the base date is not a contractor
Sixth Recital	CDM Regulations	The project is notifiable
Seventh Recital	Framework Agreement	Not applicable
Eighth Recital & Schedule 3	Supplemental Provisions	Paragraphs 1, 2, 3, 4 & 6 apply Paragraph 5 does not apply
	Employer's nominee	KBW Chartered Surveyors
	Contractor's nominee	To be confirmed
Article 7	Arbitration	Article 7 and Schedule 1 apply
1.1	Adjust in accordance with Amendment 1	
2.3	Date for commencement of works	To be agreed
2.3	Date for completion	To be agreed
2.9	Liquidated damages	£500 per week
2.11	Rectification Period	12 months from the date of practical completion
4.3	Interim Payments	First Interim Valuation Date: 1 month after commencement and thereafter at intervals of 1 month
4.3	Percentage of total value of works etc	95%
4.3	Percentage of total amount to be paid to the contractor	97.5%
4.3 and 4.8	Contribution, levy and tax changes	Schedule 2 (Fluctuations Option) will be deleted
4.3 and 4.8	Percentage addition for Fluctuations Option	Will be deleted
4.8.1	Supply of documentation for computation of amount to be finally certified	2 weeks
5.3	Contractors Insurance – injury to persons or property	£1,000,000.00

5.4A & 5.4B and 5.4C	Insurance of the works – alternative provisions	Clause 5.4B applies
5.4A and 5.4B	Percentage to cover professional fees	20%
7.2	Adjudication	The adjudicator is the President or Vice-President or Chairman or Vice-Chairman: The Royal Institution of Chartered Surveyors.
Schedule 1 (para. 2.1)	Arbitration	the President or Vice-President: The Royal Institution of Chartered Surveyors.

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COLLECTION FOR SECTION 1			
PREAMBLE AND CONTRACT PARTICULARS			
To General Summary			

SECTION 2

SCHEDULE OF WORKS

1	**GENERALLY**		
1.1	This Schedule of Work is to be read in conjunction with the Preamble and Contract Particulars.		
1.2	The Schedule of Works must be priced on an item by item basis in order that variations can be valued accordingly. **The Employer reserves the right to not consider any tender that is not prepared on this basis.**		
1.3	All relevant work included in the Schedule of Works is to be included in the Tender Sum, with due allowance being made for modifications contained in the particular description.		
1.4	Where a provisional sum item is included in the Schedule of Works and strip out / uncovering works are required to ascertain the extent of works involved, contractor to notify the Contract Administrator a minimum of 2 days prior to the exposure so inspection arrangements can be made.		
1.5	The contingency and provisional sum items are to be expended only after the contractor has received written instructions from the Contract Administrator. Any claim for extras / additional costs will not be entertained if the contractor has not received written instructions from the Contract Administrator.		
1.6	The Contractor is to provide all necessary protection for the following:		
	Public safety.		
	The works.		
	Materials liable to get damaged during the progress of the work.		
	The existing building and neighbouring properties.		
1.7	Provide rubbish skips and allow to remove and replace skips as and when necessary throughout the contract. Allow for protecting external areas during the works. The contractor is to make good any damage caused on completion of the works at their own expense.		
1.8	The building will be unoccupied during the construction period.		
1.9	The contractor is to note that access will not be permitted onto the adjacent occupiers' properties before 8.30am or after 4.30pm on any day.		
1.10	All necessary equipment and precautions to minimise noise and dust/debris disturbance to the adjacent occupiers is to be included in the Tender Sum.		
1.11	The contractor is to allow to thoroughly clean and generally make good all areas of the neighbouring properties affected/ disturbed by the works, to include renewal of stone chippings to the neighbouring driveway as necessary.		
1.12	Access to the site is available to the front, via Gretton Road/ Malleson Road. There is no car park and limited on street parking is available locally.		

1.13	The Contractor to allow for agreeing any temporary pavement closures and Licences with the Local Authority and to include for all associated costs. Specifically, should it be necessary to use the section of pavement in front of the property, this will need to be in full agreement and to fully meet the requirements of the Local Authority. Any temporary road closures to facilitate, for example, installation of roof trusses, to be agreed with the Local Authority and the Contractor to allow all associated costs.		
1.14	Any references to right, left, front or rear in the Schedule of Works should be taken as if the reader is facing the front elevation of the property from Gretton Road/ Malleson Road.		
1.15	An Asbestos Refurbishment Survey has been carried out and the report is included in appendix F.		

2	**SCOPE OF WORKS**		
2.1	The works required briefly comprise: • Replacement of roof structure, roof coverings and rainwater goods • Replacement of cement render with lime render • Repairs to windows • External redecoration • Below ground drainage alterations and re-surfacing of front yard • Repairs to external railings, plinth and boundary walls and redecoration of metalwork • Internal strip out • Damp treatment (air gap membrane system), including replacement of section of timber floor • Replacement of kitchen units • New heating and electrical installations • Internal redecoration		
3	**SCAFFOLDING, ACCESS AND TEMPORARY WORKS**		
3.1	**General**		
3.1.1	Provide scaffolding as necessary to suit the execution of all the working operations, allowing adaptations where necessary.		
3.1.2	Ensure that standing scaffolding is erected early enough and/or dismantled late enough to suit programme and allow for extending the period of scaffold hire as necessary.		
3.1.3	The contractor is to take the necessary precautions to protect the occupier, occupants of the adjacent buildings and any vehicles.		
3.1.4	The contractor is to remove all ladders from the vicinity of the works and from the bottom lift of any scaffold at the end of each working day and remove the ladders from site.		
3.1.5	The contractor is wholly responsible for obtaining/maintaining and complying with all necessary licences, approvals and consents. Allowance is to be made for the provision, fitting and maintenance of lighting on the scaffold for the protection of persons and property and maintaining the scaffold register on site whether or not the scaffold is in use.		
3.1.6	The contractor is to notify the Contract Administrator a minimum of two days before any scaffold is struck to give the Contract Administrator or his representative the opportunity to inspect the works.		
3.1.7	On removal of the scaffolding and all associated protection the contractor will be liable for making good all surfaces.		
3.2	**Construction**		
3.2.1	Erect independent scaffolding to full perimeter of the building to suit the execution and programme of the works in compliance with Health & Safety Regulations, Health & Safety Executive and Local Authority requirements and to the satisfaction of the Principal Designer.		

3.2.2	Scaffolding is to comprise the following: • Boarded lifts as required to provide adequate and safe access to work areas and with double boarded and sheeted fan above pedestrian areas • Handrail with intermediate rail to all working platforms • Toe board to all working platforms • Materials hoist to working platforms as necessary • Debris netting to all working platforms • All necessary warning / hazard signage • All scaffolding is to be designed to accept loading of set aside materials.		
4	**LIME MORTAR**		
4.1	**Generally**		
4.1.1	Where lime mortar is specified (NHL3.5) and used it will be to the following specification;		
4.2	**Mixing**		
4.2.1	Mix 2 parts of washed well graded sharp sand with one part NHL3.5.		
4.2.2	Dry mix for 10-12 minutes to ensure all lime is dispersed into the aggregate. Add water slowly and then mix for another 8-10 minutes. The longer the final mix the more workable the mortar.		
4.2.3	Always use gauging buckets to mix lime mortar.		
4.3	**Application**		
4.3.1	Damp down stonework to control suction.		
4.3.2	Following set the face of the mortar should be brushed with a stiff brush to remove the lime 'bloom' and expose some aggregate to enhance the appearance.		
4.4	**Protection**		
4.4.1	The works should be protected from the sun and wind using damp hessian and polythene sheets until the mortar has carbonated.		
4.4.2	The mortar will need dampening with a fine mist to avoid drying out before carbonation has completed.		
4.4.3	Full carbonation times will vary however the contractor should expect to fully protect and mist for a minimum of 2 days.		
4.5	**Manufacturer's Instructions**		
4.5.1	Where the lime manufacturer's instructions vary from the above then the manufacturer's instructions should be followed. Manufacturer's instructions to be followed when re-working hydraulic lime mortar.		

5	**LEADWORK**		
5.1	All leadwork to be completed in lead sheet to BS EN 12588 to be fitted in accordance with BS6915 and the recommendations of the Lead Sheet Association (as defined and illustrated in 'Rolled Lead Sheet – The Complete Manual').		
5.2	The free edges of lead flashing must always be adequately clipped to prevent lifting and distortion in high wind conditions. Adequate clipping will depend on the location / orientation / exposure of the building at between 300mm (min) and 500mm (max) centres. Clips shall be stainless steel fully annealed to BS EN 10088, not less than 50mm wide. Continuous clips should not be less than 75mm, maybe teme coated if exposed to view.		
5.3	Nails shall be stainless steel to BS 1202-1&2. Shanks should be annular ring / helical ring / serrated and not less than 20mm long.		
5.4	All leadwork to be treated as soon as practical after fixing and preferably no later than the end of the day's work with Patination Oil. Patination Oil to be applied in accordance with the manufacturer's recommendations.		
6	**LIME RENDER**		
6.1	**Generally**		
6.1.1	Where lime render is specified and used the following specification should be allowed;		
6.1.2	Contractor to note that final instructions on specification will be issued following an inspection of the underlying substrate after the existing cement render is removed. Subject to condition of the underlying substrate, the Employer may decide, as an alternative to lime rendering, to clean and re-point certain elevations in lime mortar as a contract variation. However for the avoidance of doubt, the contractor is to allow within its tender for rerendering in lime render throughout.		
6.2	**Application**		
6.2.1	Wet surface if dry.		
6.2.2	A stipple coat of 4 parts NHL 3.5 to 5 parts sharp washed sand may be required, and should be allowed for by the Contractor, in the event that the substrate is weak and/ or there are different substrates.		
6.2.3	Wet surfaces and apply 10mm scratch coat using NHL 3.5 and sharp washed sand at 2 sand:1 lime ratio by volume adding polypropylene fibres if specified. Mix dry for 8-10 minutes and for 8 minutes after adding water. Cross scratch to provide keying. Allow to cure (2-3 days depending on conditions).		
6.2.4	Mist surface and apply straightening coat 10mm thick using 2.5:1 ratio by volume. Allow to cure. Scratch using devil float.		
6.2.5	Mist surface. Apply finish coat using NHL 3.5 and sharp sand at ratio 2.5:1. by volume. Apply 5mm with wood float.		
6.3	**Protection**		
6.3.1	To slow drying and enable curing, protect each coat with Hessian covers for 72 hours minimum. In winter months protection should be for 5-7 days. Protect against both hot and cold drying winds.		

7	**DEMOLITION & STRIP OUT**		
7.1	Carefully strip and take down existing roof and main ceiling structure throughout, including roof coverings, roof timbers, wall plates, ceiling joists, insulation and plasterwork etc. Cart away debris. Include for all necessary temporary propping and support to the flank walls and building structure as required to effect the roof structure replacement.		
7.2	Carefully strip all roof coverings, felt, insulation, lead and mortar flashings to the porch and cart away from site. Contractor to note that the roof slates contain asbestos. Allow to remove and dispose in accordance with the requirements of the Control of Asbestos Regulations 2012.		
7.3	Isolate and make safe all electrical and any other services prior to any removal. Strip out all existing electrical cabling, sockets and electrical equipment back to the incoming supply and meter. Remove any other services connections made redundant in the execution of the works.		
7.4	Check/ test assumed gas pipework protruding through kitchen floor. Remove if redundant or otherwise cap off below floor level.		
7.5	Allow to strip out and remove from site all kitchen units and equipment and all floor finishes etc from the kitchen, cap off all services as appropriate and leave surfaces ready to receive new finishes / decorations.		
7.6	Strip out existing light fittings throughout, including all associated cabling and equipment.		
7.7	Strip out existing wainscot paneling throughout and cart away.		
7.8	Strip out vinyl floor tiles to kitchen and cart away. Contractor to note that the vinyl floor tiles contain asbestos. Allow to remove and dispose in accordance with the requirements of the Control of Asbestos Regulations 2012.		
7.9	Strip out remaining floor coverings throughout and cart away.		
7.10	Disconnect and remove existing radiators, pipework and other plumbing installations and cart away.		
8	**EXCAVATION**		
8.1	**Front Yard**		
8.1.1	Carefully remove existing sign board/ frame to front yard and cart away.		
8.1.2	Break out all existing concrete to front yard and remove from site.		
8.1.3	Allow for excavating to levels and profiles for laying the new hardstanding (see item 34.1). Allow for removal of all excavated/surplus materials from site by a licensed contractor and do not allow significant quantities of spoil to accumulate on site. Ensure that the bottoms of all excavations are levelled and well compacted, prior to laying hardcore.		

9	**BELOW GROUND DRAINAGE**		
9.1	Allow to line the existing 4 inch clay foul pipe using the inversion method ('no dig technology'). Lining to seal all the joints and ensure a smooth flow through the pipe. Contractor to refer to appendix C for the CCTV drainage survey report dated 22nd July 2017 prepared by Drain Doctor. This includes an annotated Severn Trent Sewer Record which identifies the location of the subject foul pipe.		
9.2	Contractor to provide a minimum 10 year guarantee for the drain lining to cover materials and workmanship.		
9.3	The roof and surface drainage currently discharges above ground on to the neighbouring properties. The Employer has submitted an application to Severn Trent Water to provide a new connection into the sewer system with a view to connecting the new rainwater downpipes into the below ground drainage. The Severn Trent decision is awaited at the time of tender. For pricing purposes allow a provisional sum of **£5,000** to re-route the rainwater downpipes and undertake alterations to the below ground drainage.	**5,000**	**00**
10	**MAIN ROOF**		
10.1	**Generally**		
10.1.1	The existing roof structure is to be removed and replaced, including new fibre-cement slate covering. Internally there will be a new plasterboard ceiling and insulation incorporated at ceiling level.		
10.1.2	Removal of existing roof structure and installation of the new roof structure and coverings is to be undertaken, as far as possible, as a single operation to ensure that the building is left without a watertight envelope for the minimum amount of time. The Contractor is to plan and allocate resources accordingly.		
10.2	**Structure**		
10.2.1	Supply and fix 50 x 100mm timber wallplates square on external walls and fixed with 30 x 5mm galvanised straps anchored to wall and turned over plate at maximum 2000mm centres. Ensure plates are level to each other and true when fixed. Avoid square butt joints, joints should be half lapped at corners and running lengths.		
10.2.2	Roof trusses to be purpose made by a specialist truss manufacturer and designed in accordance with the recommendations of BS EN 1995-1-1:2004 Eurocode 5. The Truss Designer is to state the restraints required to prevent buckling of the members when subjected to the design loads in the plane of the trussed rafter. The Truss Designer is to state sizes, positions, and fixing of members required to provide lateral restraint to the rafter members. Design of the truss rafters to take into account dead and imposed loads and forces due to wind acting in the plane of the trussed rafter and any loads due to equipment in the roofspace etc. Trusses to be wind braced on site by the Contractor in accordance with the recommendations of BS EN 1995-1-1:2004 Eurocode 5 and as recommended by the Trussed Rafter Designer and Manufacturer, BRE Good Building Guide 8: Bracing trussed rafter roofs.		
10.2.3	Trusses to be installed at 600mm centres. Trusses to project beyond the external face of the left and right hand flank walls by approximately 100mm to create a projecting eaves detail.		
10.2.4	Allow for all lateral and vertical softwood restraint and all bracing as necessary.		

10.2.5	Details of Contractor's proposed truss manufacturer to be provided to Contract Administrator at tender return stage. All roof truss design proposals are to be submitted to the Contract Administrator for comment prior to manufacture.		
10.3	**Coverings**		
10.3.1	Supply and lay untearable breathable underlay system to comply with BS 5534, Klober Tyvek or similar approved, complete with accessories laid horizontally across the rafters working upwards from eaves level and fixed in accordance with the manufacturer's instructions. Each strip to be minimum 600mm wide and overlapped at the sides and ends by 150mm. Allow for laying a length of underlay over ridge and hip overlapping general underlay by not less than 150mm.		
10.3.2	Supply and fix with 40 x 2.65mm sized galvanised smooth round nails, preservative treated sawn softwood battens nailed across the trusses over the underlay, splay nailing at the ends. Batten size to be 50 x 25mm, spaced to suit requirements of the slate manufacturer. Cut all battens neatly with a wood saw. No batten to be less than 1200mm. Joints must not occur more than once in any one group of four battens on any one support. An additional batten must be provided where an unsupported lap in the underlay occurs between battens. Battens to be graded to comply with BS 5534: Part 1.		
10.3.3	Supply and install Marley Eternit Rivendale 600 x 300mm slates, colour blue-black, fully in accordance with the manufacturer's instructions, BS5534 and BS8000-6.		
10.3.4	Supply and install Marley Eternit Ventilated Dry Ridge System fully in accordance with the manufacturer's instructions. To achieve 5000mm²/m ventilation to the roof apex.		
10.3.5	Slates to be set out to ensure the eaves slates overhang into the new gutters by approximately 50mm, ensuring that rainwater flows directly into the gutters from the roof slates. Construction at the eaves to incorporate Marley Eternit Universal Eaves Vent, including tilting fillet, underlay support tray and all other necessary accessories, fixed fully in accordance with the manufacturer's instructions. To achieve ventilation in accordance with BS5534 and BS5250.		
10.3.6	Allow to form projecting verge detail to rear elevation in accordance with slate manufacturer's instructions, including a timber bargeboard. Verge overhang to be a maximum of 50mm beyond the external face of the rear wall and to be finished in Marley Eternit Fibre Cement Slate Continuous Dry Verge.		
10.5	**Insulation**		
10.5.1	Supply, cut and loose lay 2no. layers cross lapped of 100mm and 170mm thick Rockwool Rollbatts insulation between and over truss joists in accordance with the manufacturer's recommendations. All to achieve minimum 'U' Value of 0.16W/m^{2}K for insulation at ceiling level, in accordance with Approved Document L2B.		
10.6	**Leadwork & Abutments**		
10.6.1	Carefully take up coping stones, clean to remove all dirt and organic material and set aside for re-use. Securely rebed coping stones over new lead flashing and point coping stones throughout in 1:½:2:2 Portland cement:lime:builders sand:sharp sand mortar to a flush finish.		
10.6.2	Clean existing ornate finial and plinth using a nebulous spray technique and hand brushing.		

10.6.3	Allow a cost in the space provided below **(NOT TO BE INCLUDED IN THE TENDER SUM)** to take up the existing coping stones and cart away. Existing finial and plinth to be retained and cleaned. Supply and lay new natural stone once weathered coping stones, 50-75mm thick, minimum overhang of 45mm and drainage grooves to each side. Point coping stones throughout in 1:½:2:2 Portland cement:lime:builders sand:sharp sand mortar to a flush finish: **£……**		
10.6.4	All soakers/flashings are also to be laid in accordance with the slate manufacturers recommendations.		
10.6.5	Supply and fix new flashings and soakers to front parapet abutment. New soakers to be code 4 lead. New flashings to be code 5 lead in lengths not exceeding 1500mm with minimum 100mm end to end lap joints. Flashings to be dressed up parapet and underneath coping stones to create a complete waterproof seal.		
10.6.6	Flashings should be secured with wedges at 450mm centres and pointed with Arbosil or similar approved silicone sealant as recommended by the Lead Sheet Association.		
10.7	**Eaves Detail**		
10.7.1	Supply and fix softwood fascia board to be double nailed to rafter ends and softwood soffit.		
10.8	**Rainwater Goods**		
10.8.1	Supply and fix to fascia board on gutter brackets Osma round Upvc gutters and round downpipes, colour white. Exact locations to be confirmed. Include for all necessary stop-ends, swan-necks, outlets, gutter brackets, pipe clips, connectors etc to connect and discharge into below ground drainage. Allow for providing rodding points at bottom of downpipes. Ensure that all guttering is laid to falls of at least 25mm in 15m and the fixing of the rainwater goods is in strict accordance with the manufacturer's instructions.		
10.8.2	Supply and fit leaf guards to each gutter outlet in accordance with the manufacturer's instructions.		
10.9	**Chimneys & Roof Void Walls**		
10.9.1	To sections of external walls at roof void level, steam clean brickwork (DOFF system) and remove all organic material. Replace spalled and missing bricks, rake out sections of loose and missing pointing and repoint in lime mortar.		
10.9.2	To section of stack to the rear elevation within the roof void, allow to stitch repair chimney brickwork to tie the chimney back to the rear wall. Replace spalled and missing bricks, rake out sections of loose and missing pointing and repoint in lime mortar.		
10.10	**Dry Lining & Plastering**		
10.10.1	To the underside of the truss joists, supply and fix 1no. layer 12.5mm plasterboard, taped and scrimmed and with a plaster skim finish. Leave ready to receive decoration. Plasterboard to be fixed in accordance with the manufacturer's instructions and contractor to allow for all necessary accessories. Allow for all sealing and detailing at wall junctions.		

10.10.2	Allow to form a loft access hatch, approximately 535 x 700mm, in the same location as the existing. Construct opening using 32mm softwood linings, 25 x 50 softwood support stops and 20mm blockboard drop in flush hatch fitted with catch to close tight against draught strip to frame. Provide architrave around opening and as necessary include for strengthening of the roof trusses adjacent to the hatch opening, the method of which is to be designed by the Roof Truss Manufacturer and Designer. Loft hatch cover to be insulated with minimum 250mm thickness of Rockwool Rollbatts. Use adhesive tape to hold insulation in place		
11	**PORCH ROOF**		
11.1	**Generally**		
11.1.1	Removal of existing roof coverings and installation of the new roof coverings is to be undertaken, as far as possible, as a single operation to ensure that the porch is left without a watertight envelope for the minimum amount of time. The Contractor is to plan and allocate resources accordingly.		
11.2	**Coverings**		
11.2.1	To existing roof structure, supply and lay untearable breathable underlay system to comply with BS 5534, Klober Tyvek or similar approved, complete with accessories laid horizontally across the rafters working upwards from eaves level and fixed in accordance with the manufacturer's instructions. Each strip to be minimum 600mm wide and overlapped at the sides and ends by 150mm. Allow for laying a length of underlay over ridge and hip overlapping general underlay by not less than 150mm.		
11.2.2	Supply and fix with 40 x 2.65mm sized galvanised smooth round nails, preservative treated sawn softwood battens nailed across the trusses over the underlay, splay nailing at the ends. Batten size to be 50 x 25mm, spaced to suit requirements of the slate manufacturer. Cut all battens neatly with a wood saw. No batten to be less than 1200mm. Joints must not occur more than once in any one group of four battens on any one support. An additional batten must be provided where an unsupported lap in the underlay occurs between battens. Battens to be graded to comply with BS 5534: Part 1.		
11.2.3	Supply and install Marley Eternit Rivendale 600 x 300mm slates, colour blue-black, fully in accordance with the manufacturer's instructions, BS5534 and BS8000-6.		
11.2.4	Supply and install Marley Eternit Ventilated Dry Ridge System fully in accordance with the manufacturer's instructions. To achieve 5000mm²/m ventilation to the roof apex.		
11.2.5	Slates to be set out to ensure the eaves slates overhang into the new gutters by approximately 50mm, ensuring that rainwater flows directly into the gutters from the roof slates. Construction at the eaves to incorporate Marley Eternit Universal Eaves Vent, including tilting fillet, underlay support tray and all other necessary accessories, fixed fully in accordance with the manufacturer's instructions. To achieve ventilation in accordance with BS5534 and BS5250.		
11.3	**Insulation**		
11.3.1	Supply, cut and loose lay two layers cross lapped of 100mm and 150mm thick Rockwool Rollbatts insulation between and over roof joists through the roof void in accordance with the manufacturer's recommendations. All to achieve minimum 'U' Value of 0.16W/m^{2}K for insulation at ceiling level, in accordance with Approved Document L2B.		

11.4	**Leadwork & Abutments**		
11.4.1	Carefully take up coping stones, clean to remove all dirt and organic material and set aside for re-use. Securely rebed coping stones over new lead flashing and point coping stones throughout in 1:½:2:2 Portland cement:lime:builders sand:sharp sand mortar to a flush finish.		
11.4.2	All soakers/flashings are also to be laid in accordance with the slate manufacturers recommendations.		
11.4.3	Supply and fix new flashings and soakers to parapet abutment to the front and the wall abutment to the rear. New soakers to be code 4 lead. New flashings to be code 5 lead in lengths not exceeding 1500mm with minimum 100mm end to end lap joints. Flashings to be dressed up front parapet and underneath coping stones to create a complete waterproof seal. Flashings to be dressed up and underneath central window cill to the rear of the roof. To the sides of the window the upstand of the flashing should not be less than 75mm high and the top edge of the lead is to be turned 25mm into a groove below a new stainless steel bellcast.		
11.4.4	Flashings should be secured with wedges at 450mm centres and pointed with Arbosil or similar approved silicone sealant as recommended by the Lead Sheet Association.		
11.5	**Eaves Detail**		
11.5.1	Supply and fix softwood fascia board to be screw fixed into the porch walls.		
11.6	**Rainwater Goods**		
11.6.1	Supply and fix to fascia board on gutter brackets Osma round Upvc gutters and round downpipes, colour white. Exact positions to be confirmed. Include for all necessary stop-ends, swan-necks, outlets, gutter brackets, pipe clips, connectors etc to connect and discharge into below ground drainage. Allow for providing rodding points at bottom of downpipes. Ensure that all guttering is laid to falls of at least 25mm in 15m and the fixing of the rainwater goods is in strict accordance with the manufacturer's instructions.		
11.6.2	Supply and fit leaf guards to each gutter outlet in accordance with the manufacturer's instructions.		
12	**RENDER**		
12.1	Carefully hack off existing render throughout, avoiding damage to the brickwork. Cart away all debris. Contractor to notify the Contract Administrator a minimum of 2 days prior to the hacking off being completed in order to arrange an inspection of the substrate masonry.		
12.2	Ensure that all surfaces to be rendered are free from dust and other surface contaminants and where necessary all exposed facing masonry and adjacent surfaces are to be protected with temporary sheeting.		
12.3	Allow to render the whole of the building in lime render in accordance with the specification set out under item 6. All architectural features, including stone window surrounds and keystone, to be retained and not concealed by the new render.		
12.4	Include for the supply and fix of all necessary stainless steel angles, render stop beads, bellcasts etc. Bellcast details to be formed at the base of the walls (with the exception of the left had wall where there is a stone plinth) and at roof abutments.		

13	**STONEWORK**		
13.1	All stonework repairs included in this Schedule of Works are to be undertaken by a qualified stone mason. All new stone to match existing. All re-pointing to be in lime mortar.		
13.2	To front elevation window surrounds, securely refix loose stone and repair all fractures, including cutting out and splicing in new stone and pinning as necessary. Point any fresh and/or open joints in lime mortar prior to redecoration.		
13.3	Repair and point crack to window cill to left hand elevation, pinning as necessary. Leave ready to receive redecoration.		
14	**WINDOWS**		
14.1	**Generally**		
14.1.1	Clean window glass internally and externally on completion of the works.		
14.1.2	Undertake a general overhaul of all windows throughout to include; replacement of loose and missing putties, replacement of any cracked glass, cutting out decayed timber and carrying out resin repairs, raking out and resealing window frame perimeters with an appropriate exterior quality flexible sealant. Leave windows ready to receive redecoration. All hinges and moving parts to be eased and oiled.		
14.1.3	Contractor to submit glazing samples to the Contract Administrator for approval prior to ordering.		
14.1.4	In addition, the following specific works are required (refer to tender drawings for window reference numbers);		
14.2	**Front Elevation**		
14.2.1	W2: carefully remove existing glass and cart away. Re-glaze in new slimline double glazed units to match adjacent front elevation windows.		
14.2.2	W1 & W3: allow a provisional sum of **£1,000** for alterations to the window frames to introduce decorative transom bars.	**1,000**	**00**
14.3	**Rear Elevation**		
14.3.1	W8 & W9: carefully remove existing glass and cart away. Re-glaze in new slimline double glazed units.		
14.4	**Left Elevation**		
14.4.1	W5: Allow for complete overhaul and refurbishment of the sash window including; supply and fit of new sash cords and re-weighting sashes, re-glazing in slimline double glazing with opaque finish and re-puttying throughout. Sashes to be left in full and good operation. Remove vegetation from sill, cut out decayed timber and resin repair.		

14.5	**Right Elevation**		
14.5.1	W4: Carefully remove existing kitchen window, sills and reveal caps and cart away. Brick up and adjust opening as necessary and supply and fit new 700 x 1200mm tilt and turn uPVC double glazed window in portrait configuration, fitted in accordance with the manufacturer's instructions. New window to have uPVC sill detail and opaque glazing. Allow to supply and fit new bullnose timber windowboard internally and make good window reveals ready to receive redecoration.		
15	**EXTERNAL DECORATION**		
15.1	**Generally**		
15.1.1	For the sake of clarification, contractor to note that all previously painted external surfaces are to be redecorated.		
15.1.2	Prior to any preparation, allow to carry out a lead-based paint survey, in accordance with the Control of Lead at Work Regulations 2002 and the Health & Safety at Work Act 1974.		
15.2	**Stonework**		
15.2.1	Ensure that all surfaces are dry, clean and free from efflorescence and prepared in accordance with paint manufacturer's instructions. Any efflorescence should be dry brushed down and this process should be repeated as and if salts reappear. Any cracks, blisters or other imperfections are to be cut out, carefully stopped and made good before painting is carried out.		
15.2.2	Apply 2no. coats of good quality, dirt resistant, breathable and waterproof external masonry paint, Sandtex Smooth Masonry Paint or similar approved, all in accordance with the manufacturer's instructions. Allow a minimum of 2 hours drying time under normal drying conditions between coats. Top coat colour to be agreed.		
15.3	**New Render**		
15.3.1	New lime render to be finished in limewash, colour to be agreed. Work to be carried out by a contractor experienced in limewashing. Limewash to be applied fully in accordance with the manufacturer's instructions, process generally as follows;		
15.3.2	Brush and wash new render to leave free from loose particles, dust, dirt and any organic material etc. Any mould growth to be treated with fungicide which should then be rinsed off prior to limewashing.		
15.3.3	To prevent the water in the limewash being sucked out too quickly, spray render and allow to soak in from the surface.		
15.3.4	Whisk limewash thoroughly to prevent settlement of the putty, brush the first coat of limewash onto the dampened area using a large emulsion brush. Work well into any joints and do not allow any thick build ups (which can craze on drying out).		
15.3.5	Allow a further 5no. coats and leave each coat to cure for 24 hours. Mist well before each coat and allow to dry out thoroughly.		
15.3.6	Allow to protect limewash from the weather if necessary.		

15.4	**Painted Joinery**		
15.4.1	Prepare all joinery to remove all blisters, poorly adhering or otherwise defective paint coatings. Open up all joints that are not tight fitting and rake out thoroughly, make good nail holes etc with exterior quality filler and allow hardening. Rub down all bare areas to produce a smooth surface and dust off. Wash down remaining areas with a suitable solvent or detergent to remove dirt, organic growth, grease, grime etc, rinse off and allow to dry. Rub down with a suitable abrasive and dust off, carefully scrape back to a firm edge to provide a key and feather broken edges of existing coatings.		
15.4.2	To any exposed knots or areas considered resinous apply two thin coats of knotting solution.		
15.4.3	To any new or bare timber surfaces, thoroughly rub down and clean and apply 1no. coat of Johnstones wood primer, brushing firmly into the surface and laying off in the line of the grain. Ensure that all accessible faces of the timber are primed, paying particular attention to any end grain and hidden areas. Allow primer to dry thoroughly for 16 to 24 hours under normal drying conditions prior to applying another coat.		
15.4.4	Paint all previously prepared surfaces with 2no coats of good quality exterior flexible undercoat, again allowing the same amount of drying time, followed by 1no coat of exterior gloss, colours to be agreed.		
15.5	**Railings - Generally**		
15.5.1	Allow to redecorate the railings to the front boundary wall in accordance with the following specification;		
15.6	**Railings - Preparation**		
15.6.1	Carefully rub down to remove all loose, perished or flaking paintwork, loose or defective mill scale. Rubbing down to be undertaken using hand tools. Mechanical tools to be avoided to minimise the risk of lead dust inhalation.		
15.6.2	Paint strippers such as methylene chloride can be used on small areas of stubborn paint but their residues must be removed using white spirit or water, in accordance with manufacturer's instructions.		
15.6.3	All rust to be removed prior to new paint being applied. Allow to rub down and treat with a chemical rust converter. Deeper affected patches of metal to be repaired with metal fillers, after rubbing down and treatment, as necessary.		
15.6.4	Any other foreign substances, such as soluble corrosion salts, grease or solidified atmospheric dust to be removed prior to painting. Simple washing may be sufficient but the contractor to allow for targeted local abrasive cleaning or hot water with detergents or other mild chemicals as necessary.		
15.7	**Railings - Painting**		
15.7.1	Paint system to comprise primer, undercoat and finishing coats suitable for the specific railings application. Contractor to obtain all the components of the paint system from the same source to ensure compatibility.		
15.7.2	All products to be supplied in accordance with the manufacturer's instructions/product data sheets. All application to be in strict accordance with the manufacturer's recommendations.		

15.7.3	Apply 2no coats contract primer followed by 2no coats contract undercoat. Primer and undercoat layers to be applied evenly across all railings components and adequate drying time to be allowed between coats.		
15.7.4	Decorate with 2no coats good quality gloss paint suitable for external metal surfaces. Top coat colour: black.		
15.8	**Other Metalwork**		
15.8.1	Rub down all previously painted metalwork. Remove all rust and flaking paintwork and treat any corroded areas with an approved rust inhibitor.		
15.8.2	Decorate with 2no coats of good quality gloss paint suitable for external metal surfaces, Johnstones Metal Paint or similar approved. Colours to be agreed.		
16	**DAMP TREATMENT WORKS**		
16.1	**Generally**		
16.1.1	Damp treatment works to generally comprise removing existing wall finishes, installation of a cavity air-gap membrane system and new insulated dry lining, in accordance with the damp treatment plans included in appendix E.		
16.1.2	Contractor to provide a minimum 10 year guarantee for the damp treatment works. Guarantee to be insurance backed, e.g. through the GPI insurance scheme and to cover materials and workmanship.		
16.2	**Enabling Works**		
16.2.1	Generally carry out all strip out and temporary removal works, some of which is included in section 7, in order to facilitate the damp treatment.		
16.2.2	Temporarily disconnect and set aside the boiler and toilet sanitaryware as necessary to facilitate the damp treatment works. Cap off feed pipework. Remove existing waste pipework and cart away.		
16.2.3	Temporarily remove and set aside mains electrical equipment to facilitate the damp treatment works. Remove electrical equipment housing to the front wall and cart away.		
16.2.4	Carefully remove and set aside staircase to facilitate the damp treatment works.		
16.2.5	Hack off all plaster and plasterboard from floor to ceiling height to internal walls only and remove all dry lining within the kitchen and toilet.		
16.2.6	Allow a cost in the space provided below **(NOT TO BE INCLUDED IN THE TENDER SUM)** to hack off and cart away all plaster finishes to the external walls, prior to installing the air gap membrane: £……		
16.2.7	Dub out and prepare walls as necessary to receive the membrane. Wire brush wall surfaces throughout to remove surface salts and friable material.		
16.2.8	Allow to cut a continuous 75 x 75mm channel to the wall / floor junction adjacent to the rear and right hand walls. Channel to be continued through internal loadbearing walls.		

16.3	**Damp Proof Course**		
16.3.1	Supply and install a British Board of Agrement approved chemical damp proof course, in accordance with the Code of Practice of the Property Care Association, including vertical chemical damp proof course injection where indicated to link differing heights of horizontal damp proof course, and to isolate untreated sections.		
16.3.2	Damp proof course will be installed approximately 150mm above external ground level and 75mm above internal finished floor levels, whichever is the highest. Where external ground levels or higher internal solid floor levels are present, vertical damp proof courses to be installed to link the differing horizontal damp proof course levels.		
16.4	**Air-gap Membrane**		
16.4.1	To the areas and heights shown in the damp treatment plans, supply and install a British Board of Agrement approved 8mm air gap cavity membrane waterproofing system in accordance with BS8102:2009 using an approved manufacturer's system, Oldroyd or similar approved, including all sealed fixings, seals and compression tapes. Fixings to be set at 400mm horizontal centres to accommodate battening / framework for dry lining.		
16.4.2	Contractor to note that all external walls, including those at first floor level, are to be fitted with a clear membrane (contrary to the damp treatment plans which show a mesh membrane at first floor level). The internal wall between the assembly hall and the kitchen/ toilet is to have a low profile mesh coated.		
16.4.3	Membrane to be taken down into the newly formed channel and the channel backfilled with waterproof concrete.		
16.4.4	Allow to supply and install fixings, approved by the membrane manufacturer, to serve kitchen units, sanitaryware, other wall-mounted fixtures and fittings and electrical equipment etc to be reinstated.		
17	**CEILINGS**		
17.1	Existing ceilings are to be retained in the toilet and kitchen. Contractor to allow for all necessary making good as a result of the refurbishment works and leaving the ceilings ready to receive redecoration.		
18	**DRY LINING & PLASTERING**		
18.1	To walls fitted with a clear membrane (all external walls), supply and fix proprietary dry lining system incorporating treated 50mm timber battens. 12.5mm plasterboard to be fixed to dry lining framework with appropriate fixings and to be finished with a plaster skim throughout. Skim finish to be left ready to receive decorations. Allow for all necessary detailing to accommodate the resulting change in wall thickness, e.g. at window reveals. All works to follow the recommendations of the membrane manufacturer.		
18.2	Supply and fix insulation to the internal face of the external walls between the membrane and the dry lining system. Insulation to be 50mm Celotex GA4000, or similar subject to Contract Administrator's approval, to achieve a minimum 'U' Value of 0.30W/m^2K for upgrading the external walls, in accordance with Approved Document L2B.		
18.3	To walls fitted with a mesh membrane, plaster in a lightweight plaster and skim finish to leave ready to receive decorations. All works to follow the recommendations of the membrane manufacturer.		
18.4	Include for all necessary stainless steel angle and stop beads etc. All plasterwork to be carried out in accordance with B.S. 5429:1977.		

19	**FLOOR CONSTRUCTION**		
19.1	Strip out remaining approximately 4.0sqm section of timber floor to the rear of the main assembly area, as identified indicatively on the tender drawing.		
19.2	Infill section of floor with concrete to a finish level with the adjacent solid floor. Include for all necessary excavation, temporary support/ shoring, sand blinded hardcore, 1200 gauge polythene damp proof membrane, insulation and 500 gauge polythene separating layer beneath the concrete. New damp proof membrane to be linked to the existing membrane in the adjacent solid floor. Insulation to be 70mm Celotex FR5000, or similar subject to Contract Administrator's approval, to achieve a minimum 'U' Value of 0.25W/m^2K for upgrading floors, in accordance with Approved Document L2B. Leave ready to receive new floor coverings.		
20	**STAIRCASE**		
20.1	Allow to reinstate the staircase previously set aside.		
20.2	Supply and fix softwood pigs ear handrail to left hand and rear walls within stairwell. *Note: balustrade and handrail to remaining perimeter of stairwell to form part of new first floor balustrade detail.*		
21	**BALUSTRADE**		
21.1	The contractor is to supply and install a new balustrade to the front edge of the first floor office, continuing to the perimeter of the staircase. Balustrade to be of either timber and glass construction or metal and glass construction and the Employer's design will be provided in due course.		
21.2	For pricing purposes, allow a provisional sum of **£1,500** for the balustrade supply and installation.	**1,500**	**00**
22	**INTERNAL DOORS**		
22.1	With the exception of the internal porch doors (which are to be retained), carefully remove existing doors (3no.), frames and linings etc and cart away.		
22.2	Supply and hang new 44mm thick oak veneered timber internal fire doors, Howdens Dordogne Inlaid oak veneered doors, or similar subject to Contract Administrator's prior approval, complete with linings and stops as necessary. Allow for all necessary alterations to existing door openings. New linings and stops to be left ready to receive decoration.		
23	**IRONMONGERY**		
23.1	Each new door is to be hung on good quality butt hinges suitably sized to suit the door. Allow for supply and fix of good quality SAA door furniture as follows (refer to tender drawings for door reference numbers); • D2: Round bar lever/ lock mechanism on back plate with mortice lock. Separate thumb turn and release mechanism with occupancy indicator. Fire rated door closer. SAA 'Fire Door Keep Closed' signage. • D1 & D3: Round bar lever / lock mechanism on back plate with mortice lock. Fire rated door closer. SAA 'Fire Door Keep Closed' signage.		

24	**WINDOW BOARDS, SKIRTINGS & ARCHITRAVES**		
24.1	Supply and fix 18 x 120mm oak veneered MDF Ogee skirtings to all walls within the main assembly hall and first floor office, including stair strings. Allow to fix skirtings fully in accordance with the air gap membrane manufacturer's instructions and form neat mitred joints at corners. *Note: the new vinyl flooring is to be laid prior to fitting the skirtings.*		
24.2	Supply and fix 18 x 94mm pre primed pencil round skirtings to all walls within the toilet and kitchen. Allow to fix skirtings fully in accordance with the air gap membrane manufacturer's instructions and form neat mitred joints at corners. Leave ready to receive decoration. *Note: the new vinyl flooring is to be laid prior to fittings the skirtings.*		
24.3	Supply and fix 18 x 70mm oak veneered MDF Ogee architraves to the main assembly hall sides of the door openings and the stairwell facing side of D1. Allow to fix architraves fully in accordance with the air gap membrane manufacturer's instructions and form neat mitred joints at corners.		
24.4	Supply and fix 18 x 44mm pre primed MDF pencil round architraves to the toilet and kitchen sides of the door openings. Allow to fix architraves fully in accordance with the air gap membrane manufacturer's instructions and form neat mitred joints at corners.		
24.5	Remove existing window boards and cart away. Supply and fit 25mm thick pre primed moisture resistant MDF window boards including returns to suit window openings and depth of walls following damp treatment and dry lining. Leave ready to receive decoration.		
25	**KITCHEN FIXTURES & FITTINGS**		
25.1	Supply and fit Howdens Greenwich Gloss Ivory, fully in accordance with the Howdens Kitchen Design Pack in appendix D. Include for the supply and installation of sink, fridge and extractor fan as identified in the Design Pack. The 500mm free standing electric cooker will be supplied by the Employer, the contractor to allow for installation only.		
25.2	Supply and fix Earthstone (HKB1375) worktop and upstands and clear glass splashback throughout. Include for worktop joint kit and connectors. Allow for supply, cutting and fixing plinths and blanking panels.		
25.3	Contractor to allow for all necessary liaisons and provide supply dates for the supply of kitchen fixtures and fittings to prevent delays to the contract.		
25.4	Allow for teeing off from existing feeds and providing new hot and cold copper feeds to sink unit as necessary and making good all disturbed surfaces. Allow for all connections and neatly clip all pipework.		
25.5	All fittings to have isolation valves to the incoming water supply for maintenance.		
26	**TOILET FIXTURES & FITTINGS**		
26.1	Allow to reinstate sanitaryware previously set aside. Allow for teeing off from existing feeds and providing new feeds as necessary and making good all disturbed surfaces. Allow for all connections and neatly clip all pipework.		
26.2	All fittings to have isolation valves to the incoming water supply for maintenance.		
26.3	Allow to supply and fix 1no. SAA toilet roll holder adjacent to the WC.		

26.4	Supply and fix 2no. courses of 100 x 100mm gloss ceramic wall tiles as a splashback to the washbasin. Colour to be agreed. Include for sealing the junction between the tiles and the basin with a continuous waterproof neat white mastic seal. Tiles to be fixed in accordance with manufacturer's instructions. Grout tiles with waterproof grout, colour to be agreed, remove excess grout on completion and leave surfaces of tiles and fittings clean.		
27	**WASTE DISPOSAL**		
27.1	Kitchen sink to have 75mm sealed tubular 'P' traps connected to 40mm vertical and 50mm horizontal uPVC waste pipes.		
27.2	Washbasin to have 75mm anti siphon bottle trap connected to 32mm vertical uPVC waste pipes and then to 40mm uPVC waste pipes.		
27.3	All waste pipes to be extended and connected into the existing soil and vent pipe in the toilet.		
28	**FLOOR FINISHES**		
28.1	**Generally**		
28.1.1	Prepare all floor substrates and make good ready to receive new floor coverings. Ensure any loose boards are securely nailed down and substrates are level with no irregularities or protruding fasteners.		
28.2	**Ground Floor**		
28.2.1	To main assembly hall, kitchen and toilet, supply and lay Quickstep Livyn Classic Oak Natural vinyl flooring. Include Selitbloc vinyl underlay and all other accessories etc as necessary in accordance with manufacturer's instructions. Allow to continue flooring across level thresholds.		
28.2.2	Neatly trim and cut flooring around doorways and other obstructions. Flooring to be laid beneath the skirtings allowing for expansion gaps as recommended by the manufacturer. Avoid joints. Remove all waste upon completion and leave all edges neat and tidy.		
28.3	**First Floor**		
28.3.1	Supply and lay new sheet carpet floor covering throughout, including to staircase. For pricing purposes allow a prime cost rate of £20/ sqm. Contractor to submit samples for Contract Administrator's approval prior to ordering.		
28.3.2	Include all necessary trims, angles, abutments, carpet stops and strips. Remove all waste upon completion and leave all edges neat and tidy.		
28.3.3	Supply and fix aluminium nosings with uPVC non-slip inlays to stair treads. Contractor to submit samples for Contract Administrator's approval prior to ordering.		
29	**INTERNAL DECORATION**		
29.1	**Generally**		
29.1.1	The property is to be decorated internally throughout, including all relevant new and retained surfaces. Paint colours to be confirmed.		

29.1.2	Protect floors and all other adjacent surfaces with protection paper. Allow to tape all joints and remove on completion of decoration prior to laying floor finishes to prevent staining. Decoration of all joinery items should be completed before laying new floor finishes.		
29.1.3	Ensure that all plastered surfaces are dry, clean and free from plaster fines and efflorescence. Any efflorescence should be dry brushed down and this process should be repeated as, and if slats reappear. Any cracks, blisters or other imperfections in plaster are to be cut out, carefully stopped and made good before any painting is carried out.		
29.2	**Ceilings & Walls**		
29.2.1	To all plastered surfaces apply 1no mist coat and 2no further coats of mixed paint matt emulsion in strict accordance with the manufacturer's instructions. Allow paint to dry thoroughly and in accordance with the manufacturer's instructions before applying further coats.		
29.3	**Joinery**		
29.3.1	Ensure that all timber to be painted is sufficiently dry to accept a paint coating, the moisture content should not exceed 18%. To any exposed knots or areas considered resinous apply 2no. thin coats of knotting solution.		
29.3.2	To all joinery to be painted (excludes new oak veneered joinery), thoroughly rub down, remove all loose and flaking paintwork and clean and apply 1no. coat of wood primer, brushing firmly onto the surface and laying off in the line of the grain. Ensure that all accessible faces of the timber are painted and allow paint to dry thoroughly and in strict accordance with the manufacturer's instructions prior to applying further coats.		
29.3.3	To all primed timber surfaces apply 1no. coat of Contract Undercoat followed by 1no. top coat of Contract Gloss paint, leaving suitable drying time between coats in accordance with manufacturer's instructions. Rub down lightly between each coat to remove nibs.		
29.4	**Metalwork**		
29.4.1	To all previously painted metal surfaces or new metal surfaces, remove all rust with a wire brush and remove all flaking paintwork in accordance with paint manufacturer's requirements. Apply 1No coat Contract primer and 1No undercoat and 1no gloss finish of Contract metal paint in strict accordance with manufacturer's instructions.		
30	**MECHANICAL INSTALLATION**		
30.1	**Heating, Hot and Cold Water**		
30.1.1	Design, supply and install new heating/cooling system and hot and cold water system. The system will be designed to suit the proposed layout revisions and the hot and cold water requirements of the property. Allow time for CA approval of design prior to order.		
30.1.2	New heating/cooling system to comprise a Contractor's Design Portion under the contract. The Main Contractor's sub-contractor to enter into a JCT SCWa/E 2016 Sub-Contractor Collateral Warranty for the Employer 2016.		
30.1.3	The new heating system and hot and cold water systems are all to conform to the current water authority Bye Laws. All pipework to be sized and balanced and layout designed to the most efficient configuration, ensuring that some fittings do not starve other fittings.		

30.1.4	It is anticipated that the existing boiler will be retained and used in the heating installation.		
30.1.5	System to provide sufficient heating output and coverage to serve all rooms and areas in accordance with the latest design guidance. All installation to be in strict accordance with manufacturer's instructions. Contractor to submit proposals to the Contract Administrator prior to installation.		
30.1.6	Any radiators included in the main assembly hall are to be 'cool touch'. Radiators sized to suit each room and TRVs to be included throughout.		
30.1.7	Allow for all associated equipment, pipework, cabling and controls etc.		
30.1.8	All pipework, cabling etc is to be concealed and insulated as appropriate. Allow to construct all service risers and boxing in as necessary. If visible boxing is required allow to decorate in accordance with decoration specification for walls.		
30.1.9	All water source pipework to be in copper to BS 2871 with all necessary stop valves, isolation valves and drain points so that all sanitaryware/ fittings can be isolated and removed without draining down the whole system. No stop valves to be positioned where access is not readily available.		
30.1.10	Upon completion the whole of the heating, hot and cold water systems should be water and heat tested prior to any decorations or encasement. Heating systems shall then be flushed, balanced and re-fitted incorporating FERNOX MB inhibitor (or equal approved) and left in working order. Hot and cold water systems shall be flushed and tested to ensure there are no leaks. Systems should be tested again at the completion of the contract to ensure no defects have developed. Contractor to also provide test certificates for completed installations as required by Building Regulations.		
30.1.11	Include for all builder's work in connection with the new heating, hot and cold water systems including forming holes in walls and floors, lifting floorboards with care to minimise making good, drilling/notching floor joists and making good after etc. Where holes are made in compartment walls these are to be appropriately fire-stopped.		
30.2	**Mechanical Ventilation**		
30.2.1	Form openings as necessary and supply and install mechanical extract fan to the toilet. Fan to be capable of extracting air at a rate of 30 litres per second, locally controlled from operation of the light switch and have a run on time of 20 minutes from activation.		
30.2.2	Allow for the supply and installation of all necessary ductwork, equipment, flues and cowls etc to serve the new kitchen extractor hood.		
30.2.3	It is anticipated that the toilet and kitchen extraction will terminate and extract via flues penetrating the roof, rather than via the external walls and the contractor is to price on that basis.		
30.2.4	Allow a cost in the space provided below **(NOT TO BE INCLUDED IN THE TENDER SUM)** to supply and install a positive input ventilation system, Nuaire Flatmaster 2000, or similar approved, sized and installed in accordance with the manufacturer's instructions. Allow for forming all necessary ventilation routes and all other associated builders works : £……		
30.2.5	All visible internal ductwork and equipment to be boxed in and concealed. Ductwork runs and boxing to be kept to a minimum.		

31	**ELECTRICAL INSTALLATION**		
31.1	**Generally**		
31.1.1	The property is to be re-wired and the Contractor is to be responsible for the design, supply and installation of the new electrical installations to meet the latest edition of the IEE Regulations using rules issued by the MEB and all other statutory regulations operating in the area. Allow time for CA approval of design prior to placing orders.		
31.1.2	New electrical installation to comprise a Contractor's Design Portion under the contract. The Main Contractor's sub-contractor to enter into a JCT SCWa/E 2016 Sub-Contractor Collateral Warranty for the Employer 2016.		
31.1.3	All electrical works are to be carried out by an NICEIC qualified electrician.		
31.1.4	On completion the complete installation is to be tested and a completion certificate issued to the Contract Administrator.		
31.1.5	Allow for builder's work associated with the installations – include lifting all floorboards and re-fixing, notching, drilling floor/ceiling joists, chasing out block work and forming holes through walls etc. Where holes are made in compartment walls these are to be appropriately fire-stopped		
31.2	**Power Installation**		
31.2.1	Supply and fix revised power installation, outline requirements as follows, as identified on the tender drawings; • Assembly hall: 6no double sockets • Mezzanine office: 2no double sockets • Kitchen: 3no double sockets, connections and isolators for cooker, cooker extractor hood and fridge		
31.2.2	All new and replacement sockets to be low profile fittings (e.g. MK 'logic' or equal approved to be agreed by the CA/Client – contractor to submit samples).		
31.2.3	Allow to form a new timber lockable cupboard to accommodate the incoming electrical mains cable, meter and distribution board. Cupboard and electrical equipment to be recessed within dry lining system wherever possible.		
31.3	**Lighting Installation**		
31.3.1	Supply and fix revised lighting installation in accordance with the latest CIBSE Lighting Guides. CIBSE average illumination and uniformity levels are to be met, average illumination as follows; • Assembly hall: 300 lux • Mezzanine office: 500 lux (assumed will also illuminate the stairs to a minimum of 100 lux) • Kitchen: 500 lux • W.C: 100 lux		
31.3.2	Specific outline requirements as follows, as identified on the tender drawings; • Assembly hall: LED cove lighting to right and left walls, 1no. central 8-arm chandelier (Employer supplied) and 4no. directional LED spot lights • Kitchen and W.C: fire rated recessed LED downlight fittings		
31.3.3	All fittings to include LED lamps. Fittings to be approved by the CA/ Client prior to ordering.		

31.3.4	Cove lighting to be Cooper Industries Ametrix LC32 Linear LED Cove System, or similar subject to CA/ Client approval, positioned to illuminate the ceiling. Allow to supply and construct plasterboard coving to the right and left hand walls to accommodate the cove lighting units, exact design of coving to be agreed by CA/ Client. Plasterboard to be taped and skimmed throughout ready to receive decoration.		
31.3.5	Allow for all new wiring and switches. All new and replacement switches to be low profile fittings (e.g. MK 'logic' or equal approved to be agreed by CA/Client – contractor to submit samples). Assembly hall lighting to operate from a single bank of switches adjacent to the front entrance doors. Individual room fittings to be switched locally adjacent to each door. Exact location of switches to be agreed by the CA/ Client.		
31.3.6	The 2no. cove lighting sections are to be wired on separate circuits to allow independent switching. The front and rear sets of directional spot lights are to be wired on separate circuits to allow independent switching of the front and rear spot lights.		
31.3.7	Supply and install 2no. external light fittings, one on each side of the main entrance door. Fittings to be Auraglow PIR motion sensor stainless steel, or similar subject to Contract Administrator's prior approval.		
31.4	**Emergency Lighting**		
31.4.1	Generally the contractor shall design, supply and install emergency luminaires to meet the full requirements of BS5266-1: 2011. The installation shall comprise normal mains operation luminaires with inverter packs and self-contained emergency luminaires.		
31.4.2	In all instances an appropriate key switch is to be provided for test purposes. All key switch plates shall be engraved EMLPGTEST. Stick on labels will not be acceptable.		
31.4.3	All emergency lighting is to be wired from the local normal lighting circuit to ensure correct emergency operation during local circuit failure as well as total supply failure.		
31.4.4	Emergency converter packs are to provide full emergency operation for a three hour duration in the event of supply failure.		
31.4.5	Upon completion, full testing and completion of the luminaires record cards to be carried out by the contractor, all in full compliance with BS5266-1.		
31.5	**Telephone and TV**		
31.5.1	A new telephone line is to be provided as part of the refurbishment works. A telephone socket will be positioned within the first floor office, exact location to be agreed.		
31.5.2	The Contractor to allow for all attendance with the installer.		
31.5.3	All sockets to be low profile fittings (e.g. MK 'logic' or equal approved to be agreed by the CA/Client – contractor to submit samples).		
31.5.4	Allow to supply and install a new TV aerial. Location of aerial and internal outlet to be agreed.		
32	**GAS INSTALLATION**		
32.1	Allow to carry out annual gas appliance testing as recommended under the Gas Safety (Installation & Use) Regulations 1998.		

33	**EXTERNAL WORKS**		
33.1	**Front Yard - Hardstanding**		
33.1.1	Excavation and sub-base requirements to be fully assessed following removal of the existing concrete hardstanding. Contractor to allow for the following;		
33.1.2	Top of new paving to finish level with the adjacent pavement and create a level threshold at the yard gate. New paving to have a 1 in 60 fall to ensure adequate surface drainage.		
33.1.3	To excavated area, remove any weeds and organic matter, excavate any soft spots and fill with compacted sub-base material.		
33.1.4	Supply and lay 75mm concrete sub-base of mix 6 parts ballast to 1 part cement. Tamp down.		
33.1.5	Supply and lay reclaimed flagstones to the front yard throughout. For pricing purposes, contractor to allow a prime cost of £120/sqm and to allow for all installation costs.		
33.1.6	Lay each flagstone on a full mortar bed of mix 6 parts sharp sand to 1 part cement. Ensure adequate time for the bedding mortar to harden before the flagstones are walked on.		
33.1.7	Allow to joint the flagstones on completion. Type and colour of mortar to suit the flagstones and to be confirmed.		
33.2	**Railings**		
33.2.1	To plinth wall, cut out spalled bricks and replace in reclaimed brickwork to match existing. Rake out joints throughout, remove all cement mortar and vegetation and repoint the whole of the brickwork in lime mortar.		
33.2.2	Oil, ease and adjust railing gates and leave in good working order and opening without resistance.		
33.3	**Left Hand Boundary Wall**		
33.3.1	Allow to carefully take down and rebuild brick boundary wall to the left hand side of the front yard on a like-for-like basis. Existing sound brickwork to be cleaned down to remove all vegetation and organic matter and re-used in the rebuilding. Any new brickwork required is to be reclaimed to match existing. Samples to be approved by the Contract Administrator prior to ordering. Point brickwork in lime mortar to a bucket handle finish.		
33.3.2	Lift, clean and securely rebed copings and point in lime mortar to a flush finish. Cut out spalled sections of copings and piece in new stone to match existing, pinned as necessary.		
33.4	**Right Hand Boundary Wall**		
33.4.1	Cut out spalled bricks and replace in reclaimed brickwork to match existing. To the whole of the boundary wall, rake out mortar joints throughout back to 8-12mm (or at least a depth equal to the width of the joints) from the face of the bricks or to where firm mortar is found. All cement mortar and vegetation to be removed. Re-point brickwork in lime mortar to a bucket handle finish.		
33.4.2	Lift, clean and securely rebed copings and point in lime mortar to a flush finish. Cut out spalled sections of copings and piece in new stone to match existing, pinned as necessary.		

34	**SITE CLEARANCE**		
34.1	Upon completion leave site clean and tidy. Remove all contractors and sub-contractors waste from the site to the satisfaction of the Contract Administrator.		
35	**CONTINGENCY**		
35.1	Allow Contingency Sum of **£8,000** to be expended on the written instruction of the CA only	**8,000**	**00**

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	SCHEDULE OF WORKS	
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GENERAL SUMMARY

SECTION 1

SECTION 2

TO FORM OF TENDER

Signed .....

For and on behalf of:

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Date: .....

APPENDIX A – PRE-CONSTRUCTION INFORMATION PACK (ISSUED SEPARATELY)

APPENDIX B – TENDER DRAWINGS

APPENDIX C – CCTV DRAINAGE REPORT

APPENDIX D – HOWDENS KITCHEN DESIGN PACK

APPENDIX E – DAMP TREATMENT PLANS

APPENDIX F – REFURBISHMENT ASBESTOS SURVEY REPORT